**ANNEX II**

**Technical Proposal Form**

**UNFPA/BKK/RFQ/23/002 - The Provision of Temporary Office Space Rental for UNFPA**

Bidders are requested to complete this form, sign it and return it as part of their bid. The Bidder shall fill in this form in accordance with the instructions indicated.

|  |  |
| --- | --- |
| **Criteria description** | **Your response** |
| **Building information**  1.Name of building:  Full address:  Office Floor:  2. Name of nearest BTS:  Distance from office building:  3. Name of nearest hospital:  Distance from office building:  4. Name of nearest eating place:  Distance from office building:  5. Name of nearest grocery shop:  Distance from office building: |  |
| **Security related**  (if the answer is YES, please provide details information and copy of document)   * Does the building have Access Control Measures? * Does the building have Fire Exit?      * Does the building have Fire Alarm System? * Does the building have Public Address System? * Does the building have Building Evacuation Procedures? |  |
| **Minimal Fit-Out Cost**   * Size of each office room/space (in sqm) * Please list of available furniture      * Please list of basic available amenities * Please describe (day) light conditions   **For the following question, if the answer if YES, please provide details information and/or documentation)**   * Does the office have adequate cooling and ventilation? * Does the office have telephone system? * Does the office have broadband internet service? |  |
| **Building performances**   * Age of the building (in year) * Please provide photo of the building * Please provide floor-plan/layout and office design/photos * Number of elevators: * Number of available parking space: |  |
| **Minimal Maintenance Cost**   * Number of power supply point per room * Does the office have back-up power system? * Does the office have adequate air conditioning and/or ventilation system? * Does air conditioning facility operating after regular work hours? |  |
| **Performance of Landlord/ Managing Agent**  Does the Company profile available?  If you are managing agent, does your company manage other properties? |  |

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

|  |  |
| --- | --- |
| Company Name:  Address:  Phone No:  Email Address: | Authorized Signature:  Date:  Name:  Functional Title:  Email address: |