



## **The European Union Delegation to Paraguay**

**is looking for a new office space**

### **Call for expressions of interest**

#### **We are**

The European Union (EU) is an economic and political partnership between 28 European countries. It plays an important role in international affairs through diplomacy, trade, development aid and working with global organisations. Abroad, the EU is represented through more than 140 diplomatic representations, known also as EU Delegations, which have a similar function to those of an embassy.

The Delegation in Paraguay was opened in 2001. Its main role is to strengthen relations between the EU and Paraguay, in particular: 1- Ensuring a political dialogue with the national authorities of Paraguay on all issues of mutual interest; - Cooperating with the Government to facilitate economic and trade relations between the EU and Paraguay; - Working with the responsible authorities to complement efforts in combating poverty through financing and implementing programs of development cooperation, both in bilateral and regional relations.

#### **We look for**

The EU Delegation to Paraguay is looking for a new office space to lease with a long term contract. The premises will be located in a detached building of at least two floors and a surface area of 1.000m<sup>2</sup> to 1.500m<sup>2</sup>.

For security purposes it should be located in a building exclusively dedicated to the delegation with a maximum distance from adjacent streets and be surrounded by a wall of at least 2.60 meters high.

It should be situated in the following neighborhoods:

- Las Mercedes, Mariscal Francisco Solano López, Bernadino Caballero, Villa Morra, Recoleta, Ciudad Nueva, Bella Vista, Santo Domingo, Manorá, Mariscal Estigarribia, Mburicao, San Cristobal.
- The property should ensure high visibility and be located on a road of great circulation (Avenidas Mariscal López, España, General Santos, Republica Argentina, Aviadores del Chaco, Brasilia are a non-exhaustive list).

The proposed office space should be suitable for hosting about 32 members of staff divided into individual, shared offices and open spaces.

It should also include areas for: archives, storage, two meeting rooms, Technical rooms , IT rooms, 1 kitchenette and dining area, separate lavatories for male and female on each floor, accessible for disabled people on at least one floor.

Parking spaces and areas entirely dedicated to technical equipment are not to be included in the overall surface calculation.

The property area should allow parking slots for a minimum of 13 vehicles and must be according to local regulations. Additional parking spaces or possibility to park outside but close to delegation will be an asset.

In addition, there should be enough space for the installation of one generator and their tanks.

The office space must comply with the standards of a sustainable architecture, which contemplates:

- A Sustainable Site Planning, The building must comply with the International or European regulation for a Green or Sustainable construction where environmentally conscious decisions permeate every aspect of the potential job, from pre-construction and materials selection, to scheduling, planning, waste removal, and job completion.

The proposed office space should be compliant with all local building codes and regulations, in particular in terms of occupational health & safety, fire prevention and anti-seismic construction codes. The overall quality of finishes as well as the technical and mechanical equipment facilities should be in line with EU or international standards.

The office space should be available for occupation, after fitting-out works completion, on 01/09/2016 at the latest.

The submitted proposal should provide:

- Detailed information on rental conditions, including rental price per square meter.
- a full description of the building
- spreadsheets of surfaces in square meters
- floor plans, sections, elevation drawings

Proposals must be submitted:

- a) either by post or by courier not later than 01/06/2015, to the address indicated hereunder.
- b) or delivered by hand not later than 16:00, on 01/06/2015 to the address indicated hereunder

For further information please liaise with the Delegation at

DELEGATION-PARAGUAY-TENDER@eeas.europa.eu

Address of Delegation to Paraguay: America 404, Asuncion, Paraguay

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