

**NOTICE ON PROSPECTION FOR OFFICE PREMISES FOR THE AGENCY'S  
HEADQUARTERS IN LJUBLJANA, SLOVENIA**

*The Agency for the Cooperation of Energy Regulators (the Agency) intends to rent office premises according to the preliminary specifications provided below (sections 1 and 2), and soon to launch a negotiated procedure. At this stage, the Agency is carrying out a market prospection. Owners or operators of suitable premises who are interested in participating in the negotiated procedure (see section 3) are invited to submit a proposal by 16.00 hours (Ljubljana time) on 22 October 2012, according to the instruction provided below (sections 4 and 5).*

**1. Agency department responsible for the market prospection**

The Agency for the Cooperation of Energy Regulators, Administration Department, Trg republike 3, 1000 Ljubljana, Slovenia. Tel.: + 386 (0)8 2053400, Fax: + 386 (0)8 2053413, E-mail: [ACER-NEG-ADMIN-23-2012@acer.europa.eu](mailto:ACER-NEG-ADMIN-23-2012@acer.europa.eu), Internet: [http://www.acer.europa.eu/The\\_agency/Public\\_Procurement/Pages/Open-calls.aspx](http://www.acer.europa.eu/The_agency/Public_Procurement/Pages/Open-calls.aspx)

**2. Object of the market survey**

The Agency intends to rent for a period of five years, with a possibility for extension, unequipped office premises in Ljubljana with a gross above-ground surface area between 3.200 m<sup>2</sup> and 3.500 m<sup>2</sup>.

The premises must be located within or on the Ljubljana ring road, and preferably in the city centre. If located outside the city centre, the location of the premises must be served by frequent municipal public transport services connecting it to the city centre, with a bus stop in the immediate vicinity of the premises.

The premises shall be made available to the Agency fully fitted for their use. Fitting shall be understood to include, without limitation, ancillary works such as partitioning, wiring, security installations and other completion work carried out in accordance with the requirements which the Agency will specify at a later stage.

The premises shall be located in a single building complex intended exclusively for business activities and shall form a functionally self-contained whole. The Agency will not share office space with other occupants, but accepts mixed occupation of the base of a building on condition that it functions independently and completely separately from the proposed office space. This applies particularly to building technology, vertical and horizontal movement, points of access and emergency exit routes.

The premises should be suitable to accommodate office space for approx. 85 staff members, conference facilities and other ancillary services which shall be for the Agency's exclusive use. In addition, the premises should have, depending on the location, between 30 and 85 parking places in the immediate vicinity.

### **3. Availability of the premises**

The business premises should be made available in the course of 2013 and at the latest by 1 February 2014.

### **4. Procedure**

On the basis of the proposals received within the stated deadline (see section 4) and in line with Article 74 of the Decision AB no. 22/2011 of 22 September 2011 on the adoption of the Financial Regulation of the Agency for the Cooperation of Energy Regulators, Article 91 of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities, and Article 126(1)(h) of Commission Regulation (EC, Euratom) No 2342/2002 of 23 December 2002, laying down detailed rules for the implementation of the Financial Regulation, the Agency plans to launch a negotiated procedure without prior publication of a contract notice.

The current stage will be concluded with the pre-selection of proposals complying with the Agency's requirements. The Agency will then launch a negotiated procedure, inviting proponents of preselected proposals, but not necessarily them only.

This notice is not in any way binding on the Agency as regards contract award procedures. The Agency reserves the right, at any time, to renounce or cancel this notice, without proposers being entitled to claim any compensation. Prior to, or during, the negotiated procedure, the Agency will not sign any exclusivity contracts or similar clauses in favour of any proposer.

### **5. Requirements on the content of the proposals**

The information contained in the proposal shall include:

- The (name and) full address of the building.
- Proponent's name and full address.
- Owner's full name and particulars and, where these are different from those of the proponent, authorisation signed by the owner.
- A description of the base building (the term 'base building' refers to the building proposed before the specific improvements for the Agency are made).
- 1/100 scale drawings (floors, façades, cross-sections) of the base building.
- A table giving the surface areas (m<sup>2</sup>) per floor and type of above-ground surfaces (offices, archives, miscellaneous), basements and the number of parking spaces.
- An operating licence for business premises according to the Slovenian legislation. In case the building does not hold the operating licence yet, a detailed schedule of steps still to be taken by the proposer to obtain the relevant licences.

- The estimated time required to carry out standard fitting out according to the European Commission's Building Standards Manual (MIT).
- Availability of the proposed premises.

## 6. Submission of proposals

Proposals have to be delivered to the Agency for the Cooperation of Energy Regulators, Trg republike 3, 1000 Ljubljana not later than 16.00 hours Ljubljana time on 22 October 2012.

The proposals can be sent either by registered post or delivered in person or by courier. It is the proposers' responsibility that the proposal will be delivered to the Agency, at the address specified above, by the specified deadline. In all cases a receipt will be issued as proof of submission, signed and dated by an official of the Agency. The Agency is open from 9.00 hours to 17.00 hours Monday to Friday. The Agency is closed on Saturdays, Sundays and the Agency's holidays<sup>1</sup>.

The proposal shall be submitted in three (3) copies which must be placed inside two sealed envelopes. The inner envelope should be marked as follows: "ACER premises – not to be opened by the internal mail department".

## 7. Contacts and additional information

The proponents will be informed of the decision taken with regard to their proposals. Any contact between the proponents and the Agency's department responsible for the market prospecting is prohibited, except in exceptional circumstances where clarification needs to be given regarding the prospection notice. Should additional information be required before the date for submission of proposals, requests should be send by e-mail or fax to the address in point 1, specifying in the object: ' *ACER premises - building prospection notice*'.

Requests for additional information received less than 6 working days before the closing date for submission of proposals will not be processed.

Proposers are also invited to consult the website in point 1 on a regular basis, where questions and responses from the Agency will be published regularly.

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<sup>1</sup>[http://www.acer.europa.eu/Official\\_documents/Acts\\_of\\_the\\_Agency/Pages/Director's-decision.aspx](http://www.acer.europa.eu/Official_documents/Acts_of_the_Agency/Pages/Director's-decision.aspx)