

**REQUEST FOR INFORMATION (RFI)**

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| RFI Reference: LY24-015                                                                                                                                                                                               |                                                                                                                                                                | Date: 16 October 2024 |
| <b>Title of the RFI</b>                                                                                                                                                                                               | Market Survey for Leasing/Sub/Leasing of unfurnished workshop premise to establish vocational training center in Tripoli                                       |                       |
| <b>UNSPSC code(s)</b>                                                                                                                                                                                                 | N/A                                                                                                                                                            |                       |
| <b>Closing date for receipt of the RFI</b>                                                                                                                                                                            | 23 Oct 2024<br>If any doubt exists as to the time zone, refer to <a href="http://www.timeanddate.com/worldclock/">http://www.timeanddate.com/worldclock/</a> . |                       |
| <b>Address RFI response by e-mail to the attention of:</b>                                                                                                                                                            | IOM Libya Supply Chain Unit                                                                                                                                    |                       |
| <b>E-mail address:</b>                                                                                                                                                                                                | <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a>                                                                                         |                       |
| <b>OBJECTIVES OF RFI</b>                                                                                                                                                                                              |                                                                                                                                                                |                       |
| To provide information on the rental of unfurnished space for IOM's vocational training center for unemployed youths.                                                                                                 |                                                                                                                                                                |                       |
| <b>DESCRIPTION OF REQUIREMENTS</b>                                                                                                                                                                                    |                                                                                                                                                                |                       |
| Please refer to Attached Annex A                                                                                                                                                                                      |                                                                                                                                                                |                       |
| <b>SPECIFIC INFORMATION IOM IS EXPECTING TO RECEIVE</b>                                                                                                                                                               |                                                                                                                                                                |                       |
| IOM Libya expects to receive costs in USD for rent unfurnished premise that will be used by IOM to establish a vocational training center for unemployed youths. for 12 months and possibility for one year extension |                                                                                                                                                                |                       |
| <b>NOTE</b>                                                                                                                                                                                                           |                                                                                                                                                                |                       |
| For any Additional inquiries, please send your query to <a href="mailto:iomlibyaproposal@iom.int">iomlibyaproposal@iom.int</a> no later than 21 Oct 24                                                                |                                                                                                                                                                |                       |

### **Roles and responsibilities:**

- Rent unfurnished premise that will be used by IOM to establish vocational training center in Tripoli. The following are details of the premise that IOM will rent:
  - ✓ 4 rooms with a capacity of accommodating max 20 trainees
  - ✓ one meeting room that has the capacity to accommodate between 30 to 40 trainees
  - ✓ one room that can be used an office for the YESS team with a capacity to accommodate minimum two staffs
  - ✓ one room that can be used as an office with a capacity of accommodating minimum 4 staffs
  - ✓ a space that can be used as a reception area
  - ✓ male female prayer room
  - ✓ toilet (male /female)
  - ✓ fixed internet cables
  - ✓ separate room for guards
  - ✓ other consideration: dedicated car parking space , amenities (water, electricity),backup generator distance from the center of the city , and others that will be determined by the selection committee.
  
- The service provider is expected to provide all legal documents related to the premise ( duly completed premise in all respect with required occupancy certificate and other statutory approvals of local civic authority)
- Pay taxes, charges or any other payments(including related to the rehabilitation of the workshop) levied against the Premises by any government or government related entity during the course of this Agreement
- Allow IOM to conduct installation works in the premise that are needed to establish vocational training workshop. The service provider should arrange to obtain the required approval from the government body /owners to do the rehabilitation work and use the premise for vocational training purposes
- The service provider shall obtain/submit the proposal to Municipal Corporation/Collector/town planning etc. for the approval of plans immediately after receipt of approved plans along with other related documents so the interior rehabilitation/renovation work can commence .The service provider is responsible for addressing any complaints that might arise from neighbors.
- The service provider will be responsible for addressing neighbors' complaints/ concerns when they occur. The preferred location should be a commercial area and a commercial-purpose building.

**Other Requirements :**

Selection of premises will be made by IOM and its partners after physical site visit for the suitability .The SP will can offer more than one location

The service provider will be responsible for signing the lease directly with the owner and the lease should be terminable with three months advance written notice

The service provider should be able to provide copies of ownership documents of the premises, and owner's IDs and copy of lease agreement (if another owner) before signing the service agreement with IOM.

Preferred location: commercial area /commercial building purpose located be in the West of Tripoli either in hay alandalos, Gurji or Seyaheya area.

The monthly rental should be in USD and payable on quarterly basis.