

ANNEX A - TERMS OF REFERENCE

COMMERCIAL REAL ESTATE BROKERAGE AND ADVISORY SERVICES FOR THE UNHCR OFFICES IN KHARTOUM, SUDAN

1. PURPOSE OF THE SERVICES

The UHCR in Sudan is seeking the services of a licensed Real Estate Broker (Broker) to provide real estate brokerage and advisory services for the lease of available rentable premises for office space in Khartoum, Sudan.

The approximate requirement of the Office is as per below

Approximate Office Space Requirements - UNHCR Representation Office Khartoum				
S No	Description of Requirements	Area Required (ft ²)	Area Required (m ²)	Comments
1	Net Area	13,266.00	1,231.00	Net Area: is the actual area required for staff seating and office space
2	Unusable Area (Support Functions)	3,316.50	307.68	Conference/Meeting, Phone booth, Copy/Print, Filing/Storage, Reception, Pantry Interior circulation: Corridor, Hallway
3	Non-Usable Area: Loss factors	3,316.50	307.68	Elevator, Lobby, Main corridor, Technical room, Stair, Restroom, Shaft
Gross Area (Total Rentable Area):		19,899.00	1,846.36	Within ±15% of the estimate
PARKING Space		8,875.00	825.00	
Grand Total		28,774.00	2,671.36	This is approximate total area and may vary as per above
Current Approximate number of Staff: 171				
An Ideal Office Building should include facilities such as: Conference / Meeting rooms, Refugee reception area, Kitchenette, Interview rooms, Restrooms, Storage, Janitor Stations, Guard Room etc., Parking Space, Cafeteria, Archive Room				

2. SCOPE OF WORK

2.1. The Scope of the Work consists of the provision of the commercial broker services to identify a rentable office space estimated at about 20,000 square feet. Prospective bidders should consider that rentable office space may vary as UNHCR staff further consolidates and maximizes space usage and teleworking arrangements.

2.2. The selected broker shall provide, but not limited to, the following services:

2.2.1 Prepare a summary market analysis, providing estimates of property rental value, with comparable rental prices and other relevant indicators.

2.2.2 Organize, schedule, and conduct (as needed) on site tours of the property.

- 2.2.3 Analyze the offers from potential landlords and advise UNHCR with respect to negotiations.
- 2.2.4 Support UNHCR in negotiations with a prospective Landlords from the time of offer until signing the lease contract.
- 2.2.5 Handle all customary activities and services associated with real estate transaction.

3. QUALIFICATIONS

To be considered, Bidders/Brokers must submit documentation with their proposal demonstrating the following:

- 3.1. The lead broker and other real estate professionals assigned to the contract must be licensed real estate brokers in the Republic of Sudan.
- 3.2. The lead broker assigned to the contract and responsible for the coordination and execution of the work should have a minimum of five (5) years of experience in working with the rental of commercial properties.
- 3.3. Broker must provide a minimum of five (5) references from Bidder's clients to which similar or relevant services were provided during the last three (3) years.

4. COMPENSATION SCHEDULE

The Broker shall submit a Compensation Schedule, typically in the form of a commission for lease transactions. All charges and fees must be disclosed in full detail. The compensation schedule must also list any non-commissions fees, including charges for other services outlined in the Scope of Work. For all compensation, the Compensation Schedule must identify the circumstances under which the compensation would be due.

The submitted compensation schedule shall be guaranteed by the Broker for the maximum term of the contract, and any extensions thereof.

5. CONTENT OF THE TECHNICAL PROPOSAL

The technical proposal shall include at minimum 4 Sections:

- 1. Section specifically addressing the Scope of Work (as discussed above at Section 2)
- 2. Section detailing the bidder's Qualifications (as discussed above at Section 3)
- 3. Section detailing proposed Compensation (as discussed above at Section 4 of Appendix 1);
- 4. Section where bidder shall separately acknowledge acceptance of the General Terms and Conditions for dealing with UNHCR as a UN Agency.