US Peace Corps in the Kyrgyz Republic is looking for available office properties for potential long-term lease. Long-term lease refers to 1 initial year plus 4 option years for a total of 5 years (renewable lease). Preference will be given to properties that meet the following criteria.

**Minimum Requirements:**

* Property must be located in the area bounded by streets **Masaliev Str. / Zhibek-Zholu Avenue /Beishenaliev Str./Ibraimov Str.**
* Usable space of approximately 1000 m2
* Office space for up to 40 staff to accommodate no more than two persons in one office/room
* One big conference room for 40 people or large hall that can be used as conference room
* Multiple points of egress (Min 2 fire exits from the building)
* Fenced/walled perimeter with building or possibility to install a high perimeter fence
* Covered Parking for 8 vehicles within the fenced property
* Outdoor space for large generator
* On-site storage up to 60+ m2
* Close to public transportation
* Landlord willing to allow for office reconfiguration/renovation, including windows and doors.
* Landlord willing to sign Peace Corps Lease Agreement Template
* Quarterly rent payment via EFT

**Additional Preferred Criteria:**

* At least one small conference room for 5-10 people (preferable)
* Common areas or rooms that can accommodate small meetings
* Small kitchen or rooms that can be accommodated for kitchen
* Several bathrooms – at least 2 toilets on each floor
* Ability to make configuration of part of first floor for a medical block with a separate bathroom
* Sufficient parking spaces nearby for at least 10 vehicles
* All communication facilities for phone landline and internet
* Electric heating with the ability for the occupant to change the temperature without tools and using a control panel or rheostat.

**Please pay attention to the following points:**

• This document is an invitation to submit proposals.

• This document is not an agreement and does not entail any legal obligation for all parties.

• Please provide details on all points, including but not limited to the following information:

1. Location of the premises and its proximity to public transport routes
2. Total area m2 (building (m2) and grounds (m2)
3. Useful area m2 (building (m2) and grounds (m2)
4. Number of Floors
5. Available infrastructure
6. Provision of utilities
7. IT equipment and equipment for telephone communication
8. Safety and security
9. Description of rental terms and conditions
10. The term of readiness of the premises, if the building is under construction

Peace Corps will be responsible for payment of all utilities (Peace Corps-consumed electricity, water, heating expenses, gas, etc.) as per onsite certified meters and city bills.

**Decision Making Criteria**

Decisions will be made based on physical inspections, a weighted score based on the property meeting Peace Corps requirements including points listed in this RFQ, and negotiations between US Peace Corps and the landlord. Questions and clarifications should be sent tothe **Contracting Officer** to the address [kg01-Procurement@peacecorps.gov](mailto:kg01-Procurement@peacecorps.gov) .

Should potential properties be identified and meet our requirements we would like to carry out physical inspections starting in July 2022.

Please submit your proposals by **July 5, 2022**.