Annex A
RFQ/24/012/ RBAP/ PSP
Terms of reference office space rental for In-house Tele-fundraising programmes, PSP Thailand

The Office of the United Nations High Commissioner for Refugees (UNHCR) Private Sector Partnerships in Thailand requests your price quotation for office space services specified in this Request for Quotation (RFQ).

Technical criteria:

Subject	Content
Size	▪ 80 – 130 square meters
Location	▪ Within 10 kilometers from United Nations Building on Rajdamnern Nok Avenue; ▪ Within 3 kilometers from MRT or BTS or Airport Rail Link.
Standard	▪ Fully furnished with space to accommodate call centre facilities up to 10 work stations; ▪ A common space or meeting room to conduct a training or workshop up to 10 persons ▪ Premises insured by owner; ▪ Valid Building Inspection Certificate (Ror.1 Certificate); ▪ Building occupancy and use certificate.
Access	▪ External: Easily access to main road
	▪ Internal: Elevators
Safety	▪ Smoke detection; ▪ Firefighting facilities; ▪ Operational safety standards in place.
Technology	▪ Availability of communication infrastructure.
Facilities	▪ Central air-conditioning; ▪ Availability of site utilities (power and water); ▪ Availability of common services (cleaning, reception, security, etc.); ▪ Common restroom facilities.
Lease Agreement	▪ Lease commencement date – 1 August 2024. ▪ Duration: 1 year with possibility of extension for another 1 year