



EUROPEAN UNION
OFFICE TO HONG KONG AND MACAO

PROPERTY PROSPECTING NOTICE

– Office –

Reference: DELHKG-BF-2026-01

GENERAL INFORMATION

This notice is intended to inform property market participants as well as any other interested economic operators about the property needs of the Office of the European Union Hong Kong and Macao (the 'Office') in Hong Kong, and to collect information on properties and projects within a defined perimeter.

The Office is looking for office space in Hong Kong, located:

- **Central District**, or
- **Admiralty**.

All participants are kindly requested to ensure that their proposals remain within the designated areas. Including premises outside the specified boundaries will result in the proposal being automatically excluded.

The premises/building's total aboveground area required is:

NET SURFACE AREA between 400 m² and 500 m².

Said area should include all areas of exclusive use, such as offices, meeting rooms, reception area, corridors, entrance hall, internal staircases/elevators (where applicable), storages, archives, copy rooms, server rooms, kitchens, toilets and specific security areas, but should exclude parking spaces, areas in basements (unless they can be used as offices or meeting rooms) and areas that are entirely dedicated to technical equipment.

The premises/building required to meet the Office's needs should preferably:

- be completed (or nearing future completion) and **available for occupation by July 2028** at the latest. New projects may also be considered provided that the building permit has been obtained;
- be fitted out for office space. Base buildings (shell and core) may also be considered if the owners offer to fit them out as required before occupation by the Office;
- comply with the standard building specifications of the European Commission (http://ec.europa.eu/oib/pdf/mit-standard-building-specs_en.pdf);
- be suitable for accommodating **12 members of staff**;
- comprise flexible office spaces (including collaborative areas, shared and individual offices), a main meeting room (approximately 80 m²), additional meeting rooms of medium and small sizes, a dedicated technical/IT room, a pantry/kitchenette area, archive and storage rooms, a service staff room, toilet facilities, or the option to configure these by using partitions;
- offer access to approximately **6 parking places**.

The proposed building contract will be a lease agreement executed in the name of the European Union (the 'EU'). The contracting authority will be the European External Action Service (the 'EEAS').

The administrative section of the Office will serve as contact point for property market participants and other interested economic operators. For further information, please contact the administrative section by email at delegation-hong-kong-hoa@eeas.europa.eu.

PURPOSES OF PROSPECTING THE LOCAL MARKET

This notice aims to collect information about properties and projects which can meet the Office's aforementioned needs. The information collected will be used to identify those properties (or projects) suitable to the Office's needs.

If, on the basis of the information collected, the Office considers that all or part of the properties (or projects) offered can effectively meet its needs, it will launch a negotiated procedure in accordance with Article 164(d) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union (the 'Financial Regulation') and Point 11.1(g) of Annex I to the Financial Regulation.

This publication does not constitute, nor should it be construed as, a commitment on the part of the EEAS in its procurement procedures.

NOTIFICATION

All property market participants and other interested economic operators owning or holding any property (or project) which can meet the Office's needs are encouraged to notify the Office, by close of business on **15.10.2027**, using one of the following methods:

- registered delivery, as evidenced by the postmark, to the following address:
European Union Office to Hong Kong and Macao
19/F, St. John's Building
33 Garden Road
Central, Hong Kong
To the attention of: The Head of Administration
Subject: Property prospecting notice (ref. DELHKG-BF-2026-01) –
Notification
- hand delivery (in person or by any party representing the economic operator, or by courier) to the following address:
European Union Office to Hong Kong and Macao
19/F, St. John's Building
33 Garden Road
Central, Hong Kong
To the attention of: The Head of Administration
Subject: Property prospecting notice (ref. DELHKG-BF-2026-01) –
Notification
Office hours: 09:00 – 17:30, Monday to Friday (except national holidays)
- electronic delivery to the following address:
delegation-hong-kong-tenders@eeas.europa.eu
To the attention of: The Head of Administration
Subject: Property prospecting notice (ref. DELHKG-BF-2026-01) –
Notification

Only those notifications received by the deadline stated above and including the following information at least will be deemed as valid and considered by the Office:

- Identity of the owner/holder of the premises/building;
- Detailed description of the premises/building (including exact size of net surface area);
- Status of completion of the premises/building;
- The premises/building are available '*for rent*'.