



EUROPEAN UNION
DELEGATION TO SIERRA LEONE

REAL ESTATE MARKET PROSPECTION NOTICE **(Ref. DELSLEF-BF-2023-01)**

– *Office building* –

GENERAL INFORMATION

The objective of this notice is to inform the actors of the real estate market as well as any other economic operator interested in the real estate needs of the European Union Delegation to Sierra Leone (the 'Office') in Freetown, SIERRA LEONE, and to collect information on properties and projects in **Freetown, SIERRA LEONE**.

The location of the property will preferably be in the following areas: Wilkinson road, Main Motor road, Wilberforce, Hill Station and Leicester Peak.

The total net above ground area required for premises / buildings is included **between 1500 m² and 1800 m² gross**.

The premises / buildings required to meet the needs of the Delegation should preferably:

- Be completed (or close to completion) and available **for occupancy by 01.12.2023**.
- Be set as office spaces. Buildings in a closed shell may also be taken into consideration if the owners offer to fit them out according to the needs of the Delegation before occupancy;
- Allow **to accommodate between 40 and 50 staff** members mainly in open offices, but also in individual and / or shared offices;
- **Include a conference room** of at least 50 m², offices arranged as open spaces, an archive room, a storage room, computer rooms and approximately **22 parking spaces**.

The proposed building contract will be, as the case may be, either a lease agreement or a purchase and sale 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 Delegation in Sierra Leone 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-sierra-leone-hoa@eeas.europa.eu**

OBJECTIVES OF THE REAL ESTATE MARKET PROSPECTION

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 Delegation's needs are encouraged to notify the Delegation, **by close of business on 27.03.2023**, using one of the following methods:

- registered delivery, as evidenced by the postmark, to the following address:
European Union Delegation to Sierra Leone
Leicester Peak, Regent FREETOWN, SIERRA LEONE
To the attention of: The Head of Administration
Subject: Property prospecting notice (ref. DELSLEF-BF-2023-01) – Notification
- hand delivery (in person or by any party representing the economic operator, or by courier) to the following address:
European Union Delegation to Sierra Leone
Leicester Peak, Regent FREETOWN, SIERRA LEONE
To the attention of: The Head of Administration
Subject: Property prospecting notice (ref. DELSLEF-BF-2023-01) – Notification
Office hours: 08:00 – 17:00, Monday to Thursday and 08:00 – 14:00 on Fridays (except national holidays)
- electronic delivery to the following address:
delegation-sierra-leone-hoa@eeas.europa.eu
To the attention of: The Head of Administration
Subject: Property prospecting notice (ref. DELSLEF-BF-2023-01) – 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;
- Whether the premises/building are 'for sale' and/or 'for rent'.