Annexes

* + 1. **Letter of Interest form**

**PRE-QUALIFICATION Application for  
[office rental in barcelona]**

In response to the Pre-qualification Notice published on EIT Urban Mobility website for implementing [Office Rental in Barcelona] contract, we \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereby referred to as Applicant) would like to express our interest to undertake the activities as mentioned in the notification. As instructed, we have enclosed all the necessary documents for your information and records.

**Application submitted by**

|  |  |
| --- | --- |
| **Name of legal entity** |  |
| **Official address** |  |
| **Tax registration number** |  |

**Contact person**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

**EXPERIENCE**

1. Please present the relevant expertise of the company with special regards to [Office Rental in Barcelona]. Please specify the exact references, upon which further information may be requested by the EIT Urban Mobility. The description shall be maximum 5 pages, pages beyond that shall not be considered.

2. Please fill in the tables below to summarise the references in compliance with the Pre-qualification criteria.

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Type of costs\*** | | | | | | | | | | | | |
| Name of the Office | **Total rent EUR/month** | Net area (m2) | Factor used for Common areas (%) | Gross area (m2) | Operational fee EUR/m2/month | Price per square meter EUR/m2/month | Tenant's design costs EUR | Cost of refurbishment EUR/m2 | Cleaning Services EUR/month | Utilities EUR/month | Cabling (IT) EUR/all termination point | Fee of car park EUR/space/month |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

\* The costs are net amounts, without VAT.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Other factors** | | | | | |
| **Name of the Office** | Public transport/ underground within 600 mts | Sustainability/ Energy efficiency | Flexibility in extending existing office space | Cost of refurbishment | Penalty for late delivery after customization |
|  | Y/N | Y/N | Y/N | Y/N | Y/N |

Signed on behalf of the Applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

<Signature of authorised representative>