



TENDER OF REQUEST (TOR)

OFFICE SPACE RENTAL FOR JUSTICE WITHOUT FRONTIERS

Issued:

Submission Deadline: 2 December 2024

1. Introduction

Justice without Frontiers (JWF) is a nongovernmental, juristic organization, incorporated in November 2005 and headquartered in Beirut. Our role is to develop and promote Law Projects that support Human Rights and to achieve a just society where all its citizens have equal rights to access Justice. Justice without Frontiers gathers volunteer lawyers, law professionals, and passionate individuals who believe in Human Rights principles and are dedicated to work towards prosecuting violators and supporting victims who have no access to justice, at the national, regional, and international levels.

Justice without Frontiers (JWF) aims to achieve its objectives through prosecuting human right violators in national, regional, and international courts, providing legal assistance and legal representation to victims of violence, torture, and abuse and representing them in such courts. Moreover, JWF monitors trials and their conformance to international and regional standards of human rights and principles of just trials. This is ensured through urging Lebanon to ratify the Rome Statute of the International Criminal Court and the promulgation of appropriate legislation conforming to the Court's statute and relevant international conventions and agreements as well as cooperating with national, regional, and international alliances and coalitions who work on defending human rights. JWF also prepares reports regarding human right violations and the extent of countries' commitment to relevant international standards. It provides legal and social studies as well as conducts necessary investigations, training programs, conferences and seminars to raise awareness and to spread the culture of democracy and the rule of law.

2. General Requirements

The office space must meet the following minimum requirements:

1. Location: The office must be located in Maten, preferably within Jdeideh / Sed El Bouchrieh.
2. Size: A minimum of 90 square meters and a maximum of 120 square meters of usable office space, minimum 3 rooms
3. Parking: Availability of parking spaces for staff and visitors.

Facilities: The office should have:

1. Basic utilities (water, electricity, elevator...)
2. Internet connection or space for internet installation
3. Adequate ventilation and lighting
4. Accessible toilets and common areas
5. Air conditioning or heating, if applicable



3. Lease Terms and Conditions

Lease Duration: The rental period should be for a minimum of 1 year, with the option to extend.

Rent: Provide the monthly rental price, including any maintenance, utilities, and taxes.

Payment Terms: Specify payment frequency (monthly/quarterly) and any advance payment requirements.

Maintenance Responsibilities: Specify whether the landlord or tenant is responsible for maintaining the property, including repairs, cleaning, and other facilities.

4. Eligibility Criteria

To qualify for consideration, bidders must:

1. Be the legal owner of the property or have legal authority to lease the property.
2. Provide proof of property ownership or a valid leasing agreement.

5. Evaluation Criteria

Proposals will be evaluated based on:

1. Suitability of the location and size of the office space.
2. Compliance with the NGO's specific needs (accessibility, utilities, parking, etc.).
3. Cost-effectiveness (competitive rental rates and terms).
4. Security and safety measures.
5. Flexibility of lease terms and conditions.

6. Submission Instructions

Interested parties should submit their offers to:

Contact Person: Fadi Mikhael, Procurement officer

Email Address: Procurement@jwf.org.lb

All bids must be submitted via email by 2/12/2024.

Late submissions will not be considered.

7. Additional Information

A site visit can be arranged upon request.

All questions and clarifications should be submitted no later than 2/12/2024.