

An aerial photograph of a modern, multi-story office building at night. The building has a grid-like facade with many windows, some of which are illuminated from within, showing a warm yellow light. The building is situated on a city street corner. In the foreground, there is a busy intersection with cars and a red double-decker bus. The sky is dark, and the overall scene is captured in a blue-tinted, semi-transparent style. A large, light blue diagonal shape covers the left side of the image, serving as a background for the text.

Landererova 12
13th floor office

The Building and Office

Concept Design

Largely, the office area will be **open space**, what means collaborative work in a comfortable and light environment with acoustic comfort and interactive environment. A minor area will be **individual offices** placed in opposite corners of the floor, generally 2 per floor, physically separated from the open space both with solid and glass partitions. **Quiet rooms** will be placed among the open space to hold short meeting and not disturb the working area.

Space Plan of 13th floor



LANDEREROVA 12

--- lamella dividers
from finish floor level to finish corridor ceiling level

..... radiators covering the entire interior perimeter



13th floor comprises:

1 x Social area (lunch, coffee)	1 x Wellbeing room	1 x Server Room
2 x Head of Unit Office	2 x Storage Room	2 x Toilets (women and men)
5 x Open Office Area	1 x Archive/storage Room	1 x Bathroom for disabled
2 x Meeting Rooms (10 & 20 person)	2 x Printer Room	1 x Cleaners Room
4 x Quiet Rooms 4 person	1 x Telecom Room (landlord's equipment only)	Entrance areas and corridors

Materialization Concept

There will be an identity for each floor, which will help staff to immediately identify which floor they are visiting. Constructive elements¹ of the office will have a neutral colour that encourages lighting space and at the same time enhances accent colours in order to provide an identity to each of the floors.

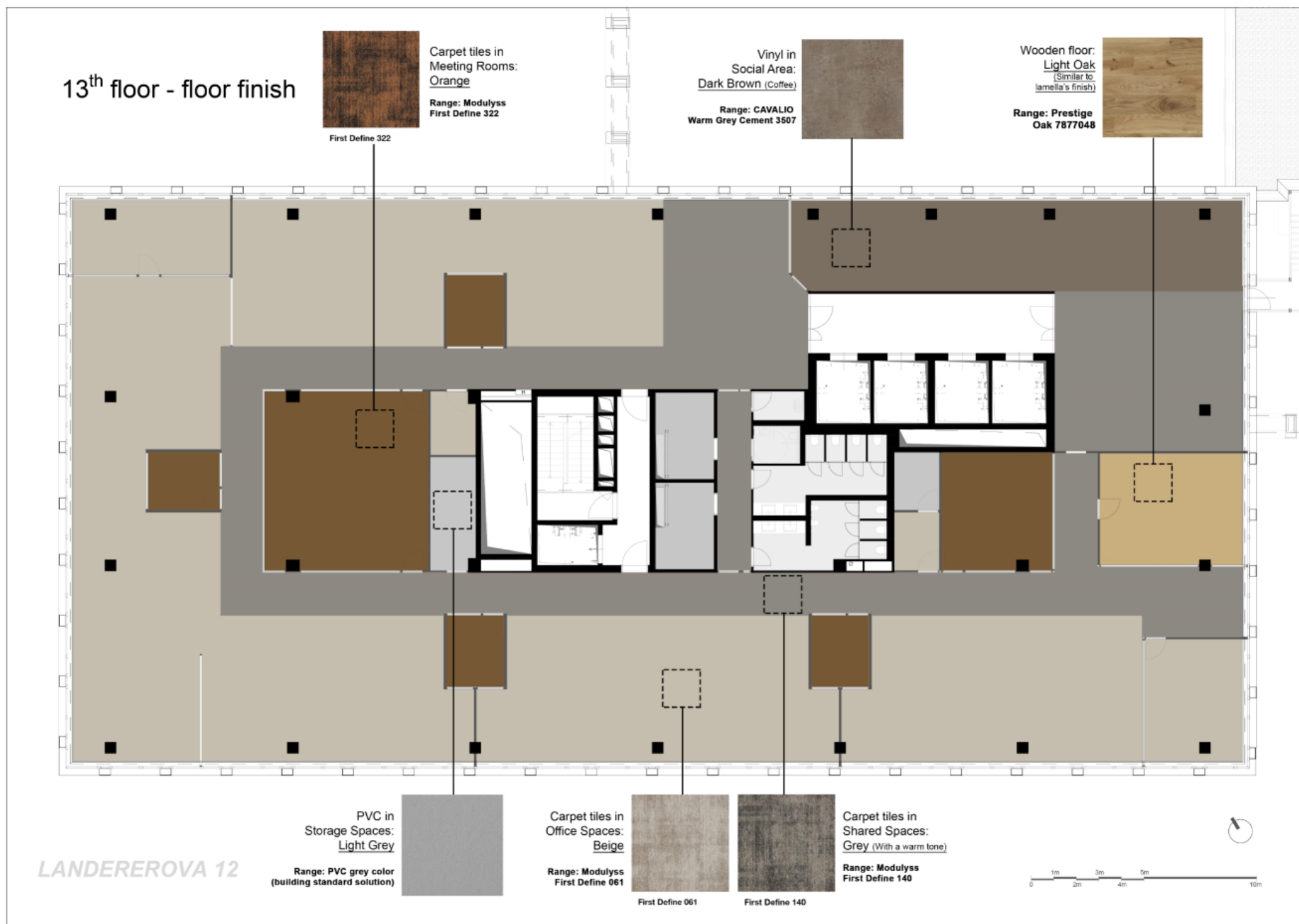
- Accent elements in 14th floor will be inspired in 'Mountain'/'Lake' atmosphere with a blue/grey/white colour palette.
- Accent elements in 13th floor will be inspired in 'Savannah'/'seaside' atmosphere with a yellow/brown/beige colour palette.
- Accent elements in 11th floor will be inspired in 'Forest' atmosphere with a green/pistachio/russet colour palette.

Colour accents will be applied strategically in elements easy to replace (special furniture, acoustic elements, vinyl and picture wallpapers), no colour accents are applied to permanent fixtures.

¹ The term of constructive elements concerning the design concept are referred to ceilings, doors, walls, carpets and frames of glass partitions.

Flooring of 13th floor

/5



Flooring

1. Office Areas, Meeting Rooms and Quiet Rooms

All flooring will be covered with carpet tiles, comprising a base colour that will be neutral and light. There will be a differentiation of colour between spaces and corridors.

The carpets must be installed in accordance with the manufacturer's recommendations. Where carpets meets other floor finishes they shall be completed with an appropriate profile to avoid trip hazards and offer a smooth transition.

2. IT Rooms

Will have a standard raised floor tile incorporated with anti-static vinyl finish in a grey colour.

3. Social area

Will have vinyl floor covering of the TAPIFLEX ESSENTIAL 50 Range of Vinyl Tiles.

4. Storage rooms

Will have vinyl floor covering. The selected vinyl covering range will be the CAVALIO range.

5. Toilets and Cleaners room

Will have a standard of the building.

6. Wellbeing room

This will have a solid wooden parquet flooring,

Ceiling of 13th floor



LANDEREROVA 12

- | | | |
|-------------------------------|---------------------------------|---------------------------------------|
| cassette ceiling 3.0m heights | solid panel ceiling 2.7 heights | suspended rounded panels |
| cassette ceiling 2.7m heights | open slab ceiling | as per 14 th floor ceiling |



Ceiling

The main colour of ceilings will be white RAL9010, unless otherwise specified. In planning the ceiling,

1. Office Areas and Meeting rooms

Ceiling in office areas will be 3.00 m height and will incorporate the necessary facilities and lighting. The system of ceiling will consist of a combination of suspended fixed plasterboard and cassette ceiling. Fixed plasterboard system will be used in perimeter bands of the spaces. The cassette system will be a 600 x 600 (600 or 1200) mm raster and acoustic absorbent boards will be in white RAL9010 colour..

Lighting for open spaces, individual offices and meeting rooms will be recessed strip LED lighting, as pictured:

Lighting for quiet rooms will be 4 round recessed lights, as pictured below:



2. Corridors

Ceiling in corridors will be 2.70 m height and will incorporate the necessary facilities and lighting. The system of ceiling will consist of suspended fixed plasterboard (Solid Panel) in white RAL9010 colour. Some adjacent areas have also been lowered for aesthetic reasons, see the plan above.

The lighting above the main walkways will be round recessed spots, as shown:

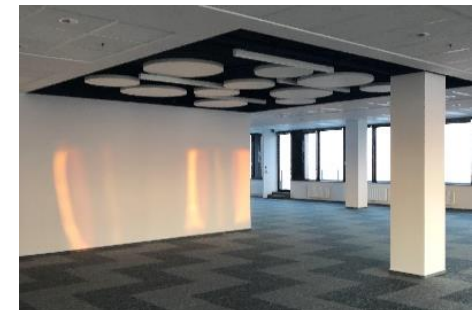


3. IT Rooms

These will have open slab ceiling with LED Strip lighting same as the office space above suspended from the slab ceiling.

4. Social area

This will mainly be constructed in open slab with suspended rounded fabric ceiling and feature lighting. This will be used in the area indicated on the plan. The rest will be constructed in grid ceiling and incorporate recessed round spotlights as necessary to provide sufficient lighting for this space.



5. Toilets and Cleaners room

Will have a standard of the building.

Wall Partitions of 13th floor



Wall Partitions

1. Double plasterboard walls and doors

Solid walls will be constructed of standard plasterboard with sound insulation in the cavity. Acoustic measures for double layer partitions are required to meeting rooms (quite rooms included) and individual offices, to prevent sound bleeding between the office space and the meeting rooms/offices, which requires the partitions to these spaces will be extended to slabs both over the false ceiling and below the raised floor. This acoustic barrier will reduce the acoustic bridge through cavities of floor and ceiling.

The finish on these walls is shown in the plan above and detailed below.

All doors in solid walls as indicated above will be either wooden door white or wooden door wood décor.

Walls incorporating AV solutions will require specific containment and reinforcement which are detailed below in drawings *Meeting Room Containment of 14th floor* and *Display Monitor Containment in entrance of 14th floor*.

2. Single plasterboard walls

Solid walls will be constructed of standard plasterboard with single plasterboard.

3. Double/single glass walls and doors

Doors in glass partitions will be of the same constructions as the glass walls: double glass partitions will contain double glass doors and single glass partitions will contain single glass doors. Glass partitions and associated doors will have manifestations offering some privacy for the attendees. Single glass walls will be resistant to horizontal loads.

4. Picture wallpaper

The plan above shows the maximum size of walls that could be covered by picture wallpapers. The concept is to provide some panoramic pictures or inspiring natural landscapes.

5. Painting

The plan above shows the size of walls that could be painted 50% of them in white RAL9010 and 50% in colour. Painting on walls will be minimum double layer of paint.

6. Other walls

Will be painted in white colour RAL9010. The partitions of existing toilets (and toilet cubicles), bathroom for disabled and the cleaning room.

The entrance doors connecting the lift lobby with occupier space will be a sliding system opened by the access control system.

7. Lamella dividers

Vertical lamellas will physically separate the office space from the corridor, the height will be from finish floor level to the finish corridor ceiling level, except in the entrance area where it will rise the cassette ceiling. The system consists of rotated slats 18 mm thick laminated with melamine with the same finish as the furniture. The exact wood finishing from EGGER will be Light Sorano Oak H1334.

There shall be at least 1m space between the lamella panels leading into the open office.

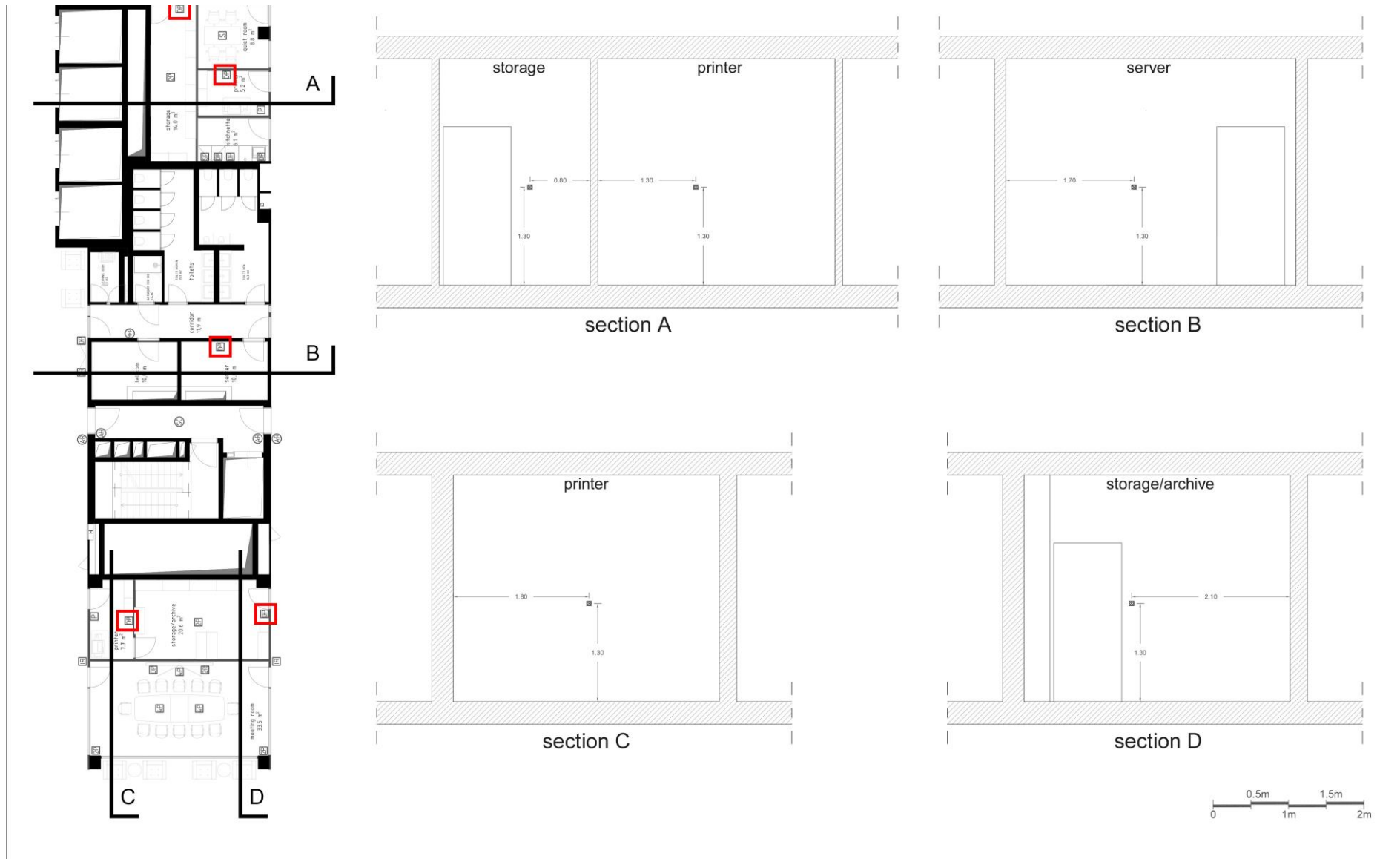
8. Radiator covers

All the perimeter wall of the façade will have a cover design for radiators. A continuous cover with grids on top and interior side will be installed from the finish floor level up to the low edge of the windows. The system will allow the access to radiators for maintenance purposes. The covering material will be melamine with the same finish as the furniture. The exact wood finishing for the top cover will be Light Sorano Oak H1334, and for the side cover will be White Grey U775, both from EGGER.

IT Cabling Termination, Floor Box & Outlet locations for 13th floor



Elevations showing wall mounted boxes at 130cm AFFL of 13th floor



Cabling Requirements & Specification

All cabling shall be completed in accordance with the Cabling Requirements, is associated with this Design Concept and is the same for all the floors. This includes the specification for the Cabling, Floor Boxes, Racks, PDU's, UPS, vertical cabling & Comms Room flooring and more specifically the concept of the Active Cabinet and Patching Cabinets that will be installed in each Telecomms Room.

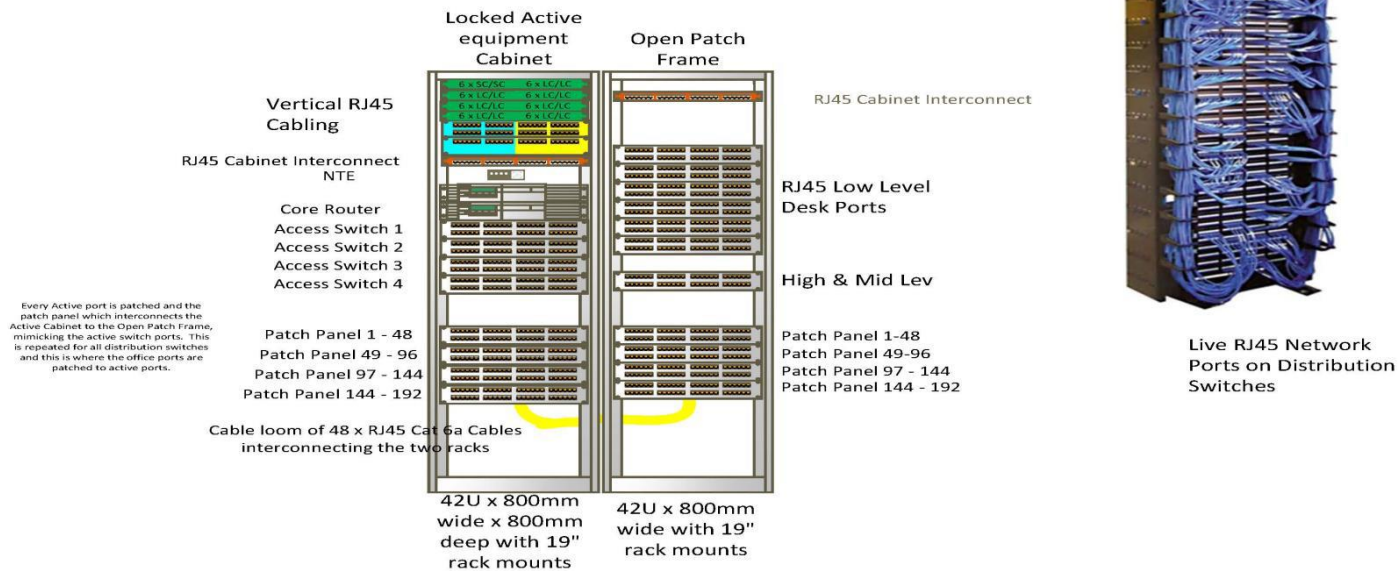
This document is included below.

Comms Room Rack Specification

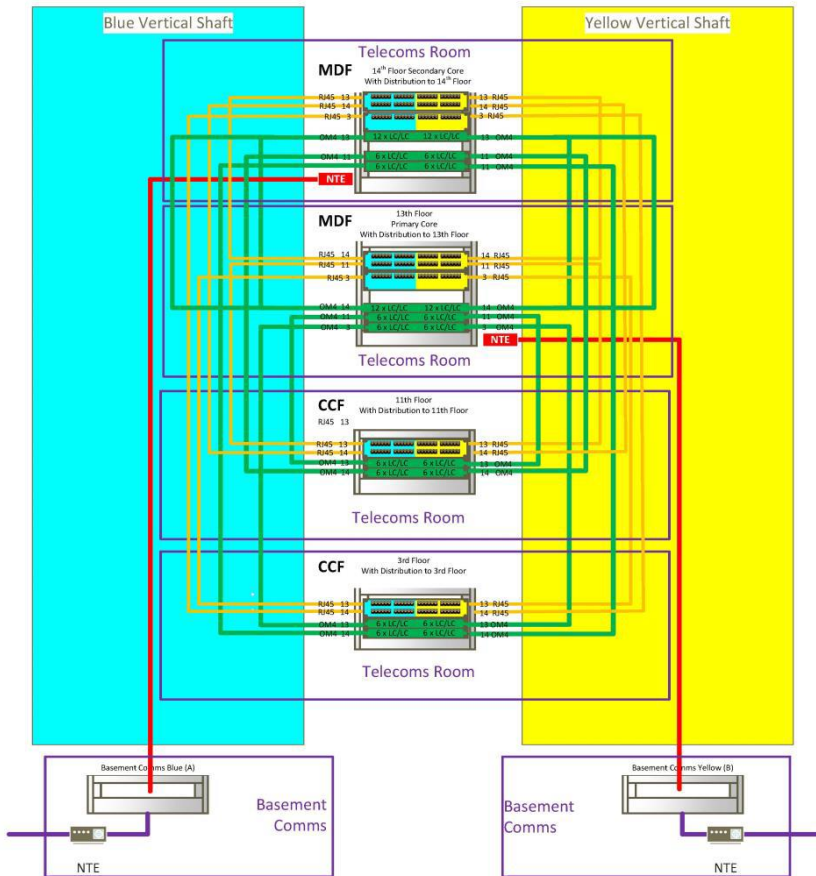
13th Floor Comms Room

also a guide for the Comms rooms on floors 14, 11 & 3

Example of an open patch frame



Vertical Cabling Requirement



Legend

Telco Bearer	—
OM4 Fibre x 12 Cores (6 x LC/LC Presentation)	—
Telco provided cables	—
Cat 6a Copper x 6 cables RJ45 Presentation (F/FTP)	—

Open Patching Frame Cabling Requirement

U	Cable Access	Patching Frame	Cable Access	Standard Approach
42		1U Blanking Panel		1. Cabinet Interconnect at U41
41		RJ45 Cabinet Interconnect		2. Active Distribution Switch ports start at U35
40		1U Blanking Panel		3. Horizontal LL Desk Ports start at U25
39		1U Blanking Panel		4. Horizontal ML Ports start at U10
38		1U Blanking Panel		5. Horizontal HL Ports inside Ceiling void start at U5
37		1U Blanking Panel		
36		1U Blanking Panel		
35		Distribution Sw 24 ports No. 1		
34		Distribution Sw 24 ports No. 2		
33		Distribution Sw 24 ports No. 3		
32		Distribution Sw 24 ports No. 4		
31		Distribution Sw 24 ports No. 5		
30		Distribution Sw 24 ports No. 6		
29		1U Blanking Panel		
28		1U Blanking Panel		
27		1U Blanking Panel		
26		1U Blanking Panel		
25		Horizontal RJ45 LL 24 Ports No. 1		
24		Horizontal RJ45 LL 24 Ports No. 2		
23		Horizontal RJ45 LL 24 Ports No. 3		
22		Horizontal RJ45 LL 24 Ports No. 4		
21		Horizontal RJ45 LL 24 Ports No. 5		
20		Horizontal RJ45 LL 24 Ports No. 6		
19		Horizontal RJ45 LL 24 Ports No. 7		
18		Horizontal RJ45 LL 24 Ports No. 8		
17		1U Blanking Panel		
16		1U Blanking Panel		
15		1U Blanking Panel		
14		1U Blanking Panel		
13		1U Blanking Panel		
12		1U Blanking Panel		
11		1U Blanking Panel		
10		Horizontal RJ45 ML 24 Ports 1		
9		1U Blanking Panel		
8		1U Blanking Panel		
7		1U Blanking Panel		
6		1U Blanking Panel		
5		Horizontal RJ45 HL 24 Ports 1		
4		1U Blanking Panel		
3		1U Blanking Panel		
2		1U Blanking Panel		
1		1U Blanking Panel		

Detailed Specifications Cabling Cabinets & Power

RJ45 – Copper cabling

Cat 6a, 4 pair F/FTP, 100Ω 'low-smoke' and halogen-free to standards EN 50167 and 50169

ISO/IEC 11801 2nd ed. Cat. 6a Installation to class Ea Standards, to meet the following standards:

Standards:

– ISO/IEC DIS 11801 2nd edition, amendment 1, class Ea channel requirements

(April 2008) and ISO/IEC 11801 2nd edition, amendment 2, Links and

components: Information technology - Generic cabling

– EN 50173 2nd edition: Information technology - Generic cabling systems

ISO/IEC

– ISO/IEC 60793-2-10 Multimode fibre and ISO/IEC 60793-2-50 Single-mode fibre

– EN 50167: : Screened horizontal wiring cables

– EN 50168: : Screened patching cabling

– EN 50169: : Screened backbone cables

– EN 50288-5-1

– EN 55022: Electromagnetic interference

– EN 50081-1: Generic emission standard

B – Technical descriptions – Building systems

17 1

– EN 50082-1: Generic immunity standard

– CENELEC HD-608-51: Multicore symmetrical pair and quad cables for digital transmission.

Fibre Optics Single Mode:

OS2, Cables to comprise 12 single mode fibres of 9/125 µm.

Cabling must have heat-shrunk tips at each end.

They must meet the following attenuation specifications:

– maximum 0.45 dB/km (1300 nm)

– maximum 0.30 dB/km (1550 nm)

Termination SC/SC

Fibre Optics Multi Mode:

OM4, Cables to comprise 12 single mode fibres of 50/125 µm.

Cabling must have heat-shrunk tips at each end.

They must meet the following specifications at 25C:

– Useful range: 850/1300 nm

– Bandwidth: 500 MHz for 1300 nm and 1500 MHz for 850 nm

– Attenuation: 850nm <3.0 dB/km, 1300nm < 1.0 dB/km

Termination LC/LC

CCF (Cable Concentration Room)/MDF (Main Distribution Frame) Cabinet Specifications

Active equipment cabinet: 800 x 800 x 42U tall, locking (Half Euro Cylinder locking barrel) perforated doors front and back, sides can be solid or perforated (depending of value proposition) if solid sides are proposed, then suggest adding some fans to the top of the rack to provide good air circulation inside the rack, 19" rack mounts brackets front and back,

Open Patching Frame 800 wide x applicable depth & 42U tall, with cable management vertically either side of the 19" rack mount frames used to hold the patching ports. This can be a cabinet similar to the active cabinet, but shall not have any doors or sides (the simple rack frame is sufficient with 19" rack mounting bracket to front only). One suggested brand is "Mighty MO 20" system from Legrand:

<https://www.legrand.us/ortronics/physical-support/rack-systems/mighty-mo/mighty-mo-20-rack-system.aspx>

Horizontal Ports Requirements

Power & RJ45 Outlet Requirement

[illegible]

Summary of Vertical Cabling Requirements

Floors		Cabling			
Source	Destination	OM4	OS2	Copper	route
14	13	24 Cores		6 RJ45	Blue
14	13	24 Cores		6 RJ45	Yellow
14	11	12 Cores		6 RJ45	Blue
14	11	12 Cores		6 RJ45	Yellow
13	11	12 Cores		6 RJ45	Blue
13	11	12 Cores		6 RJ45	Yellow
14	3	12 Cores		6 RJ45	Blue
14	3	12 Cores		6 RJ45	Yellow
13	3	12 Cores		6 RJ45	Blue
13	3	12 Cores		6 RJ45	Yellow
14	B Comms	12 Cores	12 Cores		Blue
13	B Comms	12 Cores	12 Cores		Yellow

Floor Box Specification

Specification of Installation of horizontal Copper Cables:

1. Data Cables are laid on cable matting and loomed together on the matting to ensure the cables are not chafed by the concrete of the floor slab. See picture of example attached.
2. Power cables will be installed in accordance with the existing building specifications,
3. Each Floor box should be standard with at least 3 compartments, as shown in the example attached, 2 compartment for the 2 x 2 Power Sockets and the 3rd for 2 or 3 RJ45 Data outlets.
4. Data cables are not joined below the false floor, and are a continuous cable from the telecoms patching frame to each floor box socket.
5. Power cables can be connected to floor box as per existing landlord specifications or local regulations.
6. The floor box must have adjustable vents to protect cables connected to the sockets in the floor box.



Comms Room Flooring Specification

The Comms Room Flooring Specification:

1. False raised floor raised to height of the office floor
2. Constructed of 600mm x 600mm removable floor tiles, each on columns at each corner, see picture below:
3. Finish on each tile shall be grey antistatic vinyl (specific colour or pattern is unimportant).
4. Tiles constructed to support weight of cabinets and cabling.
5. A tile lifted to be provided in each Comms Room, plus one spare.
6. Each tile must be removable, as shown in the picture below.



Comms Room Power Specification

Power Supply Minimum Requirement: 2 x Vertical mounted Power Distribution Units each connected to a separate power supply, each power distribution unit to have a single phase 230V 32A 7.2KW rated power supply with minimum 15 x 230V C13 sockets. Example Model is: Geist Part #: G2194 (But we are not dependent on a specific brand and we do not require management features). If EU Sockets are better value proposition, then these can be supplied,

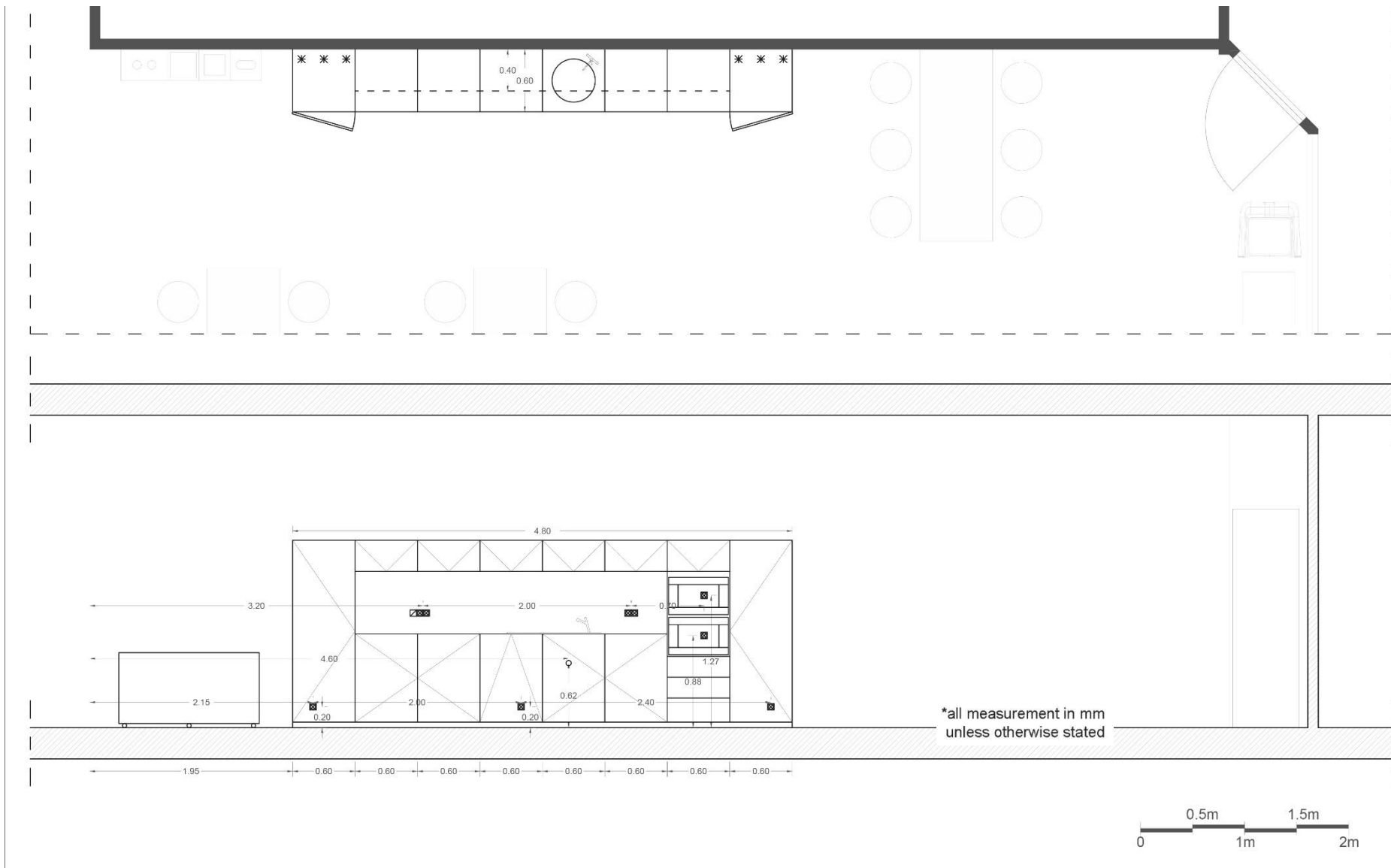
It is presumed that each supply is sourced from a supply that is regulated for power and stability of supply through the Landlords Supply, i.e. The supplies are clean and free from Power spikes or troughs.

UPS: is required with the following specifications:

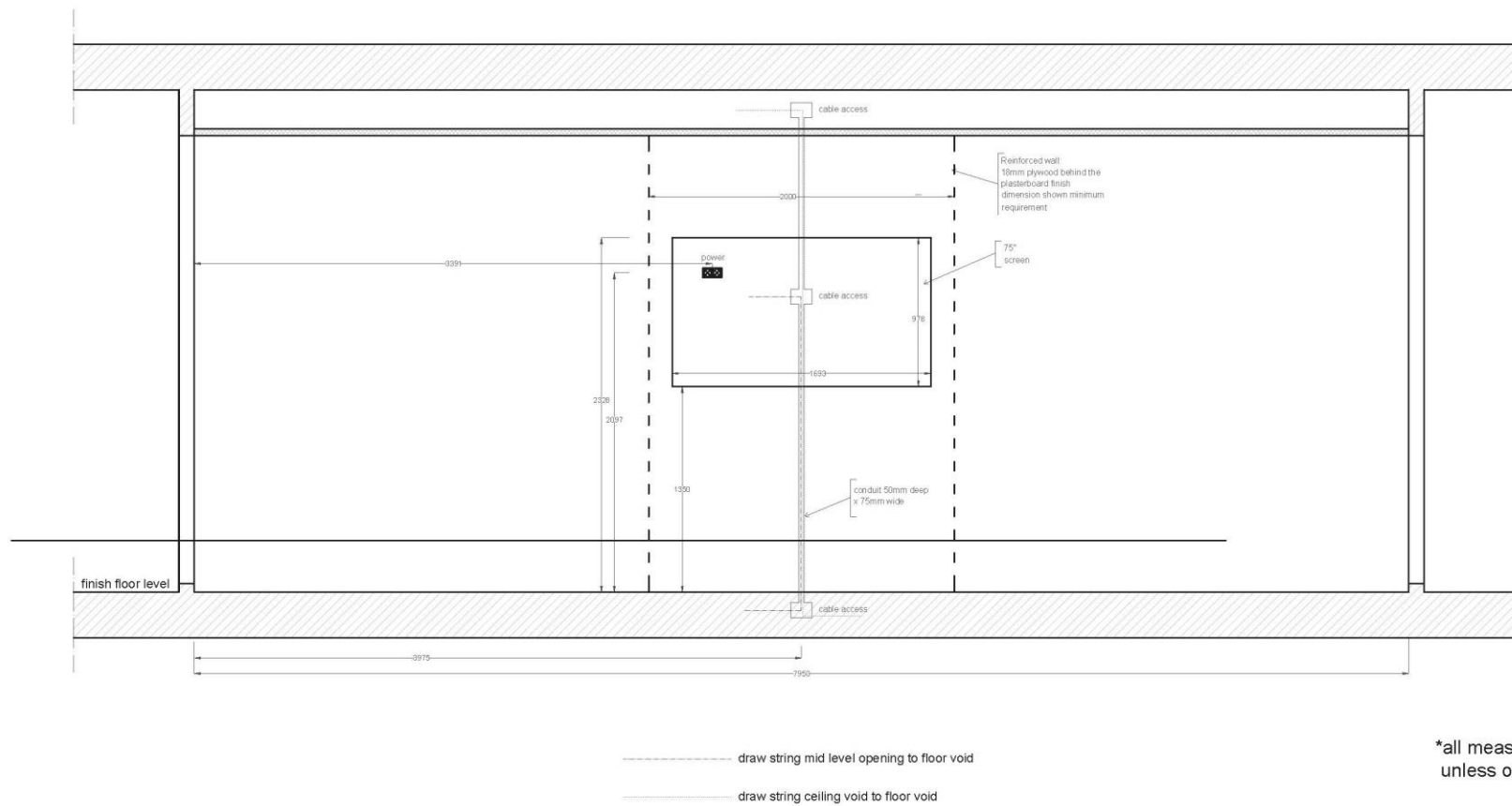
1. To offer 30 minutes of autonomy for a supply of 4000W
2. To be connected to one of the rack PDU's
3. Example model UPS Reillo: SDU 5000, see image below:



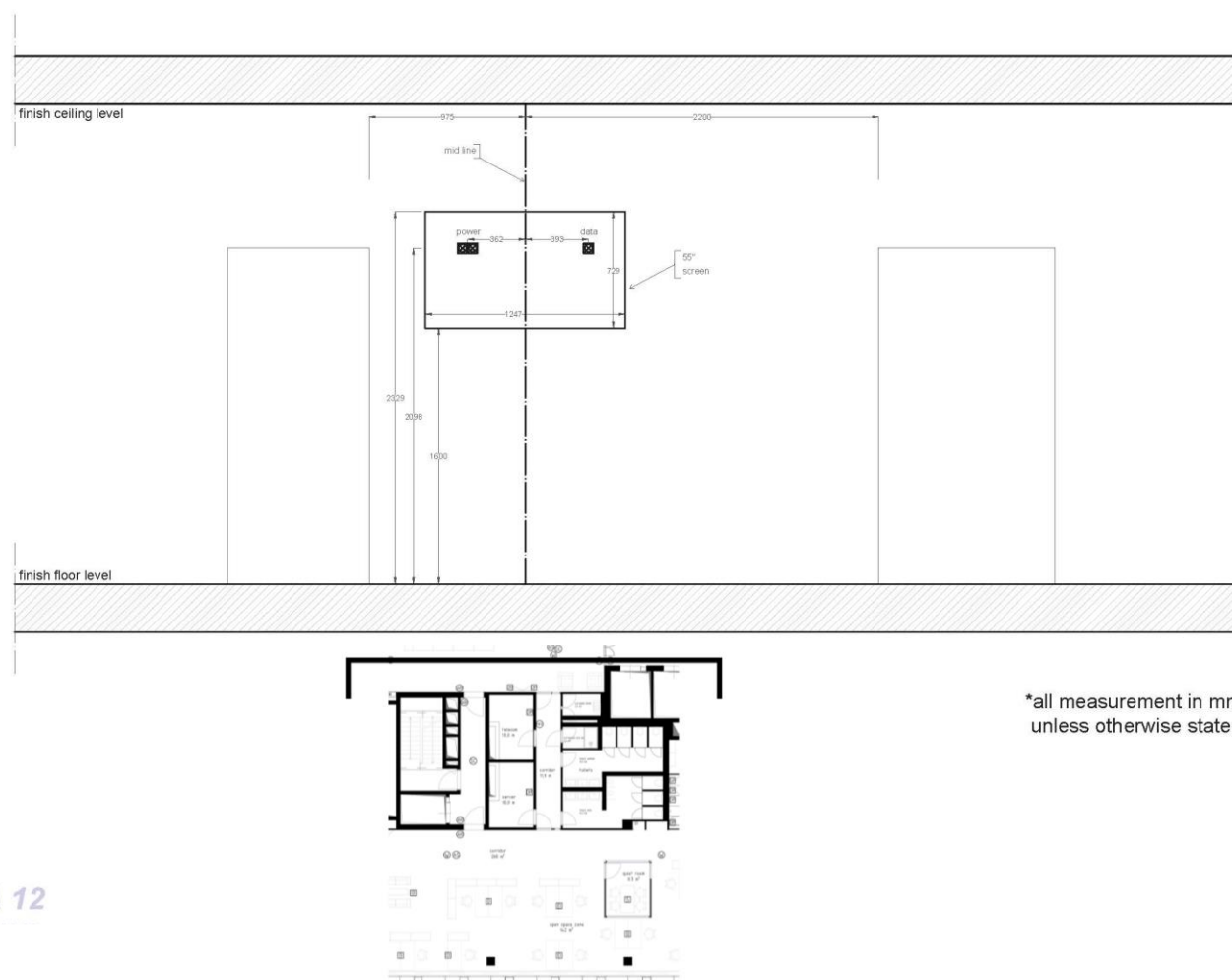
Kitchen Design of 13th floor



20 people Meeting Room Containment of 13th floor



Display Monitor Containment in entrance of 13th floor



Furniture

Furniture will be determined and supplied by occupier outside of this agreement. The presence of furniture in plans presented in this document is only seeking to provide the proportions and position of workstations, storage units, open space furniture, meeting rooms and all other associated office items.

Greenery

The design for the greenery will be determined by occupier outside of this agreement.

Access Control system

CCTV:

1. There will be CCTV camera's covering each entry door inside the lease premises.
2. The Cameras will have a visible angle between 90-120 degrees, as necessary to cover one or two entrances
3. We are only capturing people entering the office.

4. The Camera's will only record when they detect movement. The recordings must make faces fuzzy unless a security code is entered to enable clear playback.

Arming/Disarming the System:

1. There will be an automated time schedule for arming and disarming that can be set to suit specific requirements for each weekday, please explain how the system manages public holidays. The system shall automatically adjust itself for daylight saving.
2. To disarm the system manually, there will be a Badge reader with Keypad in each Lift lobby, where any authorised user can swipe and key in an approved access code to disarm the system. It will only re-arm if manually set or as defined by the automated schedule.
3. There will also be remote access to Arm/Disarm the system via a mobile app or website access.

Access Control:

1. Staff will be assigned one card Lessee/Sublessee branded (which will be supplied through this contract), which will be provided by Lessee's/Sublessee's HR team and they will print and authorise a person's access card. These cards can be encoded by the landlord for access to the general areas.
2. Visitors will be issued a visitor pass by the L12 reception and these can access the Lessee/Sublessee floor via the lifts, but entry to the Lessee/Sublessee offices will be by escort who will open the lift shaft entry doors.
3. The Lessee/Sublessee branded cards will be Mifare DESFire EV2 cards.
4. They can be encoded to permit access to a single zone or multiple zones, the system shall allow for the configuration of minimum 20 zones.

5. The validity of an encoded badge can be set for a single day to several years or indefinitely
6. Badge readers will be at all entry doors at lift shafts and stairwells,
7. There will be a Badge Reader at all lift shaft and stairwell doors at both entry and exit
 - a. Staff will be required to swipe in and swipe out.
 - b. The system will record who is present. To enable muster to be taken in the event of emergency evacuation.
 - c. Visitors will be allowed in by the use of a specific card that opens the lift shaft doors, but doesn't register presence in the database. Or the person escorting visitors swipes out and in to allow visitors access and to ensure the system recognises they are still present in the building.
 - d. The system will reset all presence at midnight to ensure that all employees are registered as being out of the building when they arrive the next morning, in case some staff have not registered out correctly or have tailgated on entry/exit.
8. Doors to main Lift Shafts will be operated by Mechanical door openers and secured by Electro-magnetic locks
 - a. Staff will be required to swipe in and swipe out.
 - b. The magnetic readers will be position for convenience of wheelchair users to swipe the readers in both directions.

PIR Motion Detectors:

PIR motion detectors will be installed at all entrances to ensure that if the CCTV doesn't detect motion then these will do so and trigger an alarm if the system is armed.

Electro-Magnetic Doors:

1. All Electromagnetic locks (except to the IT/Server Rooms) will be deactivated if there is an evacuation alarm for the building as required by Slovak local regulations, i.e the doors systems must be integrated with the building's emergency evacuation system.
2. Stair well doors and 3rd floor Garage Door will be secured with Electro-Magnetic Locks:
 - a. Swipe card reader to open from either entry or exit
 - b. These will have Emergency exit buttons which will deactivate the magnetic lock if the automatic deactivation doesn't work
 - c. There will be a local buzzer that will sound if the emergency button has been activated either accidentally or maliciously
 - d. System records presence/non-presence when staff enter or exit to maintain a record of who is in the building in the event of an emergency evacuation muster
3. Main Lift Shaft doors will have Electro-magnetic locks:
 - a. These will have mechanical openers that open the doors for staff entering/leaving.
 - b. Swipe card reader to open from either entry or exit positioned for wheelchair access.
 - c. System records presence/non-presence when staff enter or exit to maintain a record of who is in the building in the event of an emergency evacuation muster
 - d. One emergency evacuation button is placed in each lift lobby in case the magnetic locks don't deactivate during an emergency evacuation to allow anyone stuck in the lift lobby to access the office and escape down the stairwells. A buzzer will sound if the button is pressed by accident or maliciously.
4. Emergency Exits (14th, 13th & 11th Floors will have Electro-magnetic locks:
 - a. These will have Emergency exit buttons which will deactivate the magnetic lock if the automatic deactivation hasn't worked

- b. There will be a local buzzer that will sound if the emergency button has been activated
- 5. IT/Server Rooms will have Electro-magnetic locks:
 - a. Swipe and Keypad for entry – Multi Factor Authentication
 - b. The doors can be opened from the inside by operating the handle.
 - c. Swiping on these does not change presence status
- 6. Storage Room, Conference Halls & Management Board Meeting room will have Electro-magnetic locks:
 - a. Swipe card reader to open from outside
 - b. The doors can be opened from the inside by operating the handle.
 - c. Swiping on these does not change presence status

Standard Key Lock Doors:

- 1. Secondary doors to Management Board Meeting room, Conference Hall, Multi-Function room & Storage Room will have Standard key locks and bolts inside the room to secure them, which means they can only be opened from the inside.

Detailed description of tasks

The successful Contractor shall design, supply, install, commission, provide a handover with associated training from the date of handover, or until the end of contract period, for the physical access control systems for Lessee's/ Sublessee's new office at Landererova 12, in Bratislava, and shall be a complete turnkey solution for the access control requirements of Lessee/Sublessee and these shall include the following:

- 1. The Contractor shall produce a detailed system design showing all cabling, with detailed systems components and logical & physical connections to each component installed.
- 2. The security software is preferred to be the AEOS Access Control System by NEDAP, which is also the preferred solution recommended by the European Commission,

however a suitable replacement software solution is acceptable, providing it meets the requirements specified here. In addition, adequate number of licences to meet the solution for 200 staff shall be provisioned. The software must have different Operator profiles covering those allowed to Arm/Disarm, Encoding Access cards for staff on-boarding/changes/leavers, Staff who can view access logs and those allowed to view Video recordings.

- 3. Central Security System to be installed on a virtual server provided by Lessee/Sublessee in our community cloud Data Centre. The Vendor will specify minimum technical requirements for the server and database to host the required software solution, as well as the ports required to be opened where this has to operate through a firewall. Lessee/Sublessee accepts responsibility for patching of the virtual server as necessary, however the Contractor shall recommend to Lessee/Sublessee a process for maintaining server for application of software security patches. The Contractor is advised to recommend a solution for continued operation of the systems should connectivity to the Server be disrupted for any reason, i.e. Lessee/Sublessee needs the access control to continue to function if the server cannot be reached (Lessee/Sublessee understand that maintenance of new users cards and changing access for staff will be disabled if the server is unavailable). Lessee's /Sublessee's strategy is to host all servers in the cloud; however, we will permit a specific control box to be installed in a suitable location within the offices. If a NVR is recommended for storage of video recordings, then such device can be installed in the Telecoms rooms on either of the floors.
- 4. All cabling for all the devices will be to the central wiring closet on the 14th floor Server Room or adjoining cabling room, if permitted by the Landlord. Cabling routes and runs will be agreed prior to deployment and be in agreement with the Landlords representatives. Design a solutions for provision of redundancy in the event that the main wiring closet is damaged and can no longer function. Emergency

access to the offices will need to be possible in all events, even if all systems fail.

5. The system must use the Mifare DESFire EV2 cards. The cards must be registered to NXP in order to guarantee non duplicate UID. These cards will then be authorised for access to Lessee's /Sublessee's premises in accordance with the access points as shown in the attached dwg drawings. The cards will after encoding for access to the Lessee /Sublessee offices floors be presented to the Landlord for him to encode the access to the Landrerova 12 Building. The critical criteria is that the cards that access the Lessee /Sublessee offices can only be authorised by the Lessee /Sublessee System. Any cards created by the landlords system for accessing the Lessee /Sublessee Floors through the main lifts will not then permit access to the Lessee /Sublessee offices. Lessee /Sublessee must have an initial supply of 300 blank Access cards and means by which additional cards can be procured in the future.
6. A card printing machine must be supplied that can be programmed with Lessee /Sublessee Corporate Branding and enable staff photo's (provided via emails/USB stick/direct camera feed) to be printed on the blanks cards. Lessee's /Sublessee's HR department will be responsible for printing access cards and authorising the cards.
7. A means for encoding the cards for access must be provided.
8. Access Card Readers must be installed at all entry & exit doors to the office with installation of the associated electromagnetic locks, which shall be of the type that prevent bypassing their security, and positioned in accordance with the attached dwg drawings.
9. The staff shall be required to swipe their cards on entry and on exit and the system shall maintain a record of staff present in the building, which will be used to ascertain if all staff have vacated the premises during an emergency evacuation event.
10. Multi factor access (card readers/biometric/PIN) must be installed to the IT/Server rooms on each floor, positioned as shown in the attached dwg drawings. To exit these rooms

must be by simply operating the door handle on the access door.

11. All Magnetic doorlocks shall automatically be disabled in the event an emergency evacuation alarm is triggered from the Landlords Alarm system. Therefore integration between the Lessee's /Sublessee's alarm system and the Landlords will be necessary, but only in this respect.
12. 6 sliding doors will be installed by the Landlord to the entry from the main lift lobby into the Lessee /Sublessee main offices (2 on floors 13 & 14, 1 on Floors 11 & 3), the contractor shall integrate the card readers with the sliding doors opener and it shall be operated when an authorised access card swipes the card reader either at the entry or exit of the premises.
13. Installation of CCTV cameras at all entrances to the Lessee /Sublessee offices, in accordance with positions shown in the attached dwg drawings, to record unauthorised entry when the offices are closed. The cameras must be compatible with the selected software application and must use an SQL database or an open source database solution for recorded images. The recording of images shall only be performed when the system is armed, or motion is detected. Viewing of Video footage must be logged to ensure that GDPR regulations are maintained for images captured of staff, playback shall blur facial images, unless security protocol is exercised to view clear images..
14. Installation of emergency exit buttons where necessary, which will also trigger an alarm when pressed accidentally or maliciously. This alarm to be audible at the location where falsely triggered and in the central system. A reset is only possible through the web access to the central system. These are to be positioned as shown in the attached dwg drawings.
15. Testing of the installation and signoff shall be performed in the presence of an Lessee /Sublessee staff member prior to official handover of the system.
16. On-site training for 4 staff to operate the alarm systems and view/export video footage shall be provided by a competent

specialist assigned by the Contractor. After this training, Lessee /Sublessee will be able to change all access codes to the systems and delete those created by the Contractor during commissioning, such that remote access to the system is not possible through any means and the Contractor is asked to demonstrate that their access has been revoked. It is accepted that a local engineering code (which cannot be reached remotely) may be allowed when the engineer has been granted access to the premises for service calls or routine maintenance. At such times Lessee /Sublessee reserves the right to have a member of their staff present while all works are being performed by the engineer.

17. The system will not require a fixed monitoring station, but rather assigning of roles to various staff who can then access the system via web access to the server and the camera database.
18. Alarms triggered will be sent to specific staff via their smart phones or SMS and they will be required to respond as necessary to the alarm. They will have access to view camera recordings remotely from their smart phones, to enable them to determine the level of threat exposure and whether emergency services should be called. The system must record when and who accessed any logs or video recordings.
19. Annual maintenance & support of the installation from the date of handover with the following requirements:
 - a. All major/critical/security software updates shall be installed within 1 month of release for public installation.
 - b. The Contractor shall guarantee compatibility between the hardware proposed and the software, for all upgrades for the duration of the contract.
 - c. Response to service calls shall be within 2 Hours during normal working hours, with a resolution within the same working day.
 - d. If a critical system failure prevents access to the offices, then a service call within 2 Hrs is required at any time, 24/7/365. Restoring access will be the

priority. The Contractor is welcome to suggest alternative approaches to deliver assurances that access is always possible irrespective of the failure scenario.

- e. Responses to service calls outside of normal working hours shall be answered within 2 Hours of the opening of the next working day and resolution shall be within the same working day.
 - f. Appropriate annual routine service calls shall be included and advised in the Tender.
20. Installation of cabling and associated equipment will be performed while the landlords contractors are completing fit out works on behalf of Lessee /Sublessee and the works required for this contract will therefore need to be coordinated with the landlords fit out contractors, to avoid any delays to both projects.
 21. Installation shall be completed in cooperation with the Landlords fit out contractors to meet the Landlords delivery deadline for the office. The date of the training session with the appropriate staff will be agreed during handover and can occur several months after final handover.
 22. Subject to appropriate change management protocol being followed Lessee /Sublessee shall be able to expand the systems and request installation of additional access control devices and the Offer shall include unit pricing for each of the components being installed as part of this RFO and any components the Contractor feels may be applicable for future installations. The unit cost will include installation and commissioning services.
 23. Drawings attached show the location of the devices and associated DWG Autocad drawing file is included in the attached dwg drawings.
 24. For the purpose of clarity the quantities of devices to be installed will be:

testimonials, manufacturer's specifications and on-site demonstrations.

Floor	3	11	13	14	Total
Electromagnetic Locks	4	4	5	5	18
Mechanical Door Openers (May be supplied by Landlord)	1	1	2	2	6
Card Readers Mifare	12	6	8	8	34
Multi Factor Readers (Card + PIN/BIO)	1	1	1	1	4
Security Cameras (Dome 90-120 degree visibility)	3	3	3	3	12
Emergency escape button	3	3	3	3	12
Emergency Escape button activation Buzzer	3	3	3	3	12
Control Panel	1	1	1	1	4
Electromagnet Lock with handle opener from inside	5	1	1	1	8
PIR Motion Detectors	3	3	3	3	12
Key Locks *	5	0	0	0	5
Emergency Escape Doors *	0	0	1	1	2

* This is provided for information only, **Not** to be supplied as part of this contract, these are supplied by the Landlord.

Minimum requirements

The minimum requirements are listed below:

1. Design, procurement, Installation and commissioning of the complete Security Solution as defined above.
2. Integration with the Landlord's system, to enable emergency evacuation alarms to trigger opening of all Electromagnetic doors.
3. Provision of 300 Blanks Cards, as specified above.
4. On-site training for 4 Staff in the operation of the system.
5. Support and maintenance from date of handover.

The contractor will recommend appropriate equipment and shall demonstrate its suitability and effectiveness for this contract through

