

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, with a busy intersection visible in the foreground. The street is filled with cars, and a red double-decker bus is visible. 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

3rd Floor - Conference Suite

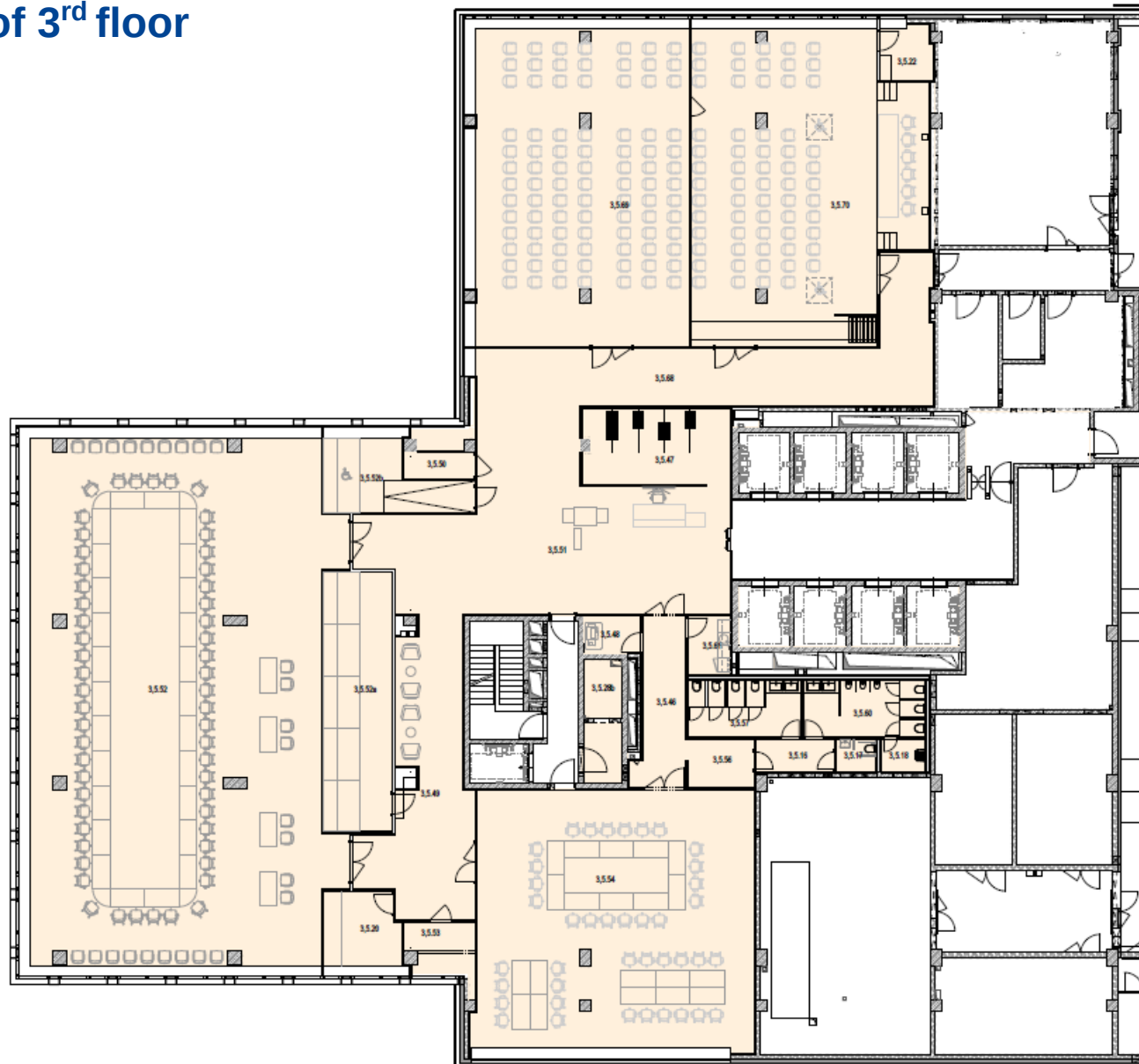
The Building and Office

Concept of Design

The third floor of the building will accommodate three conference rooms with both permanent and flexible designs to satisfy requirements:

- The Management Board room will consist of a permanent design with a control booth and six mobile interpretation booths.
 - The Auditorium will have the flexibility of dividing the space in two conference rooms due to the closing of a movable partition wall.
 - A Multifunctional room will be available for activities from training sessions to catering services dismantling occasionally the initial furniture layout.
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Space Plan of 3rd floor



3rd floor comprises:

1 x Management Board room with interpretation booths and control booth

1 x Multifunctional room (with bi-fold partition to open this up to the main corridor)

1 x Auditorium which has a control booth and a movable partition wall to create two separate smaller conference rooms

1 x Printer Room

1 x Kitchenette

1 x Telecom and IT Room

1 x Reception area with coat racks and security measures

1 x Clothes cabinet

2 x Toilets (women and men)

1 x Bathroom for disabled

1 x Cleaners Room

Lobby and corridors

1 x Large Storage Room

Materialization Concept

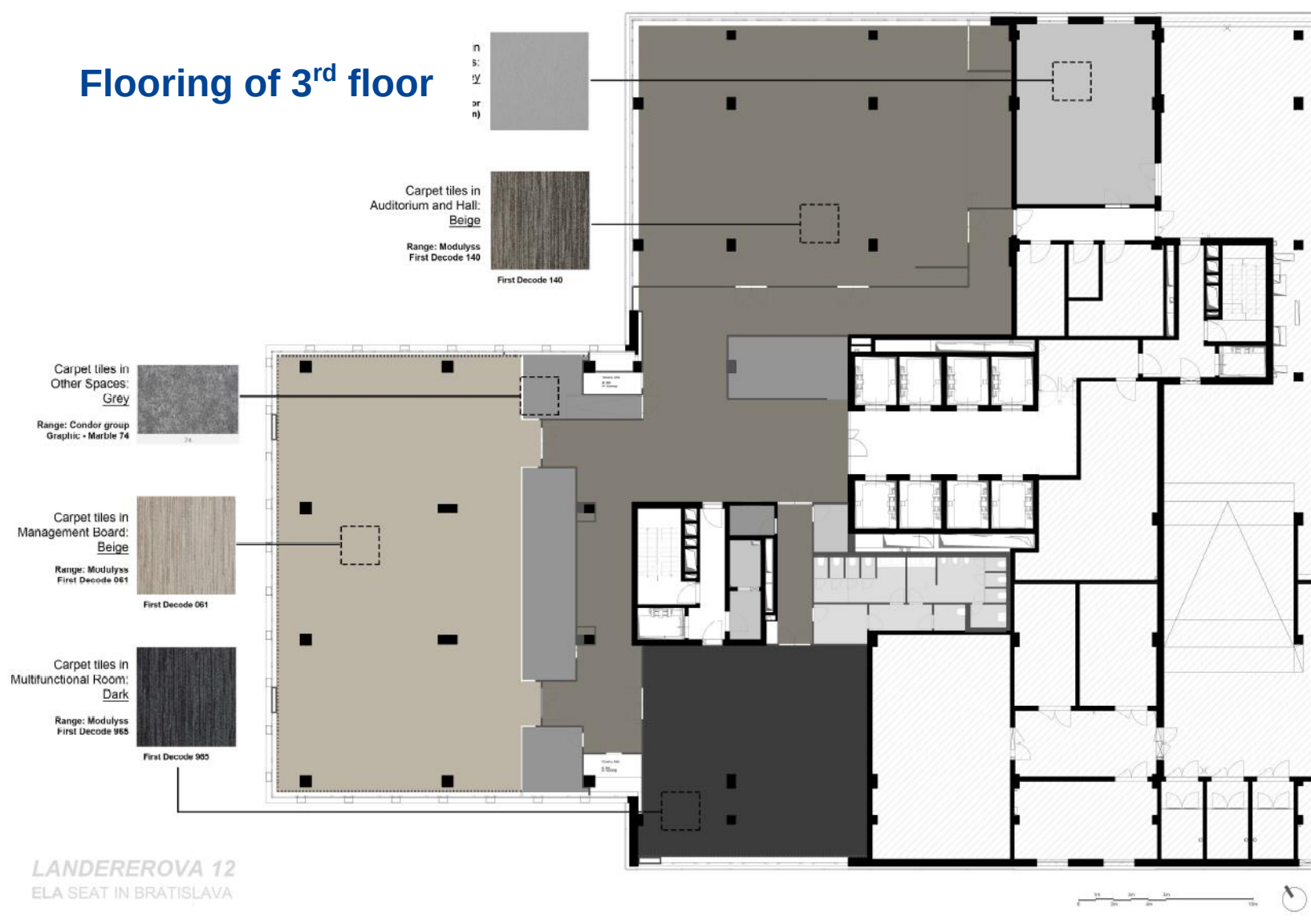
The colours will be present in 3rd floor both in fit-out elements and furniture.

- Management Board room and Auditorium will be accented with occupier purple and dark blue differently in carpet colours, walls or furniture. Wood finishes will be applied in radiator covers and some walls matching the same finish than wooden furniture.

Lighting will play an important role in special ceiling designs for the Management Board main table and for the Auditorium ceiling.

- Multifunctional room will be a practical space with dark blue accents suitable for catering and training activities.

Flooring of 3rd floor



Flooring

1. Conference Rooms, Reception area and corridors

All flooring will be covered with carpet tiles, comprising a base colour that will be different from the conference rooms to the reception area and corridors.

Occupier will select a suitable carpet range no more than 30€/m2 from the range of carpets available. 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. Interpretation Booths and Control Booth

Interpretation booths and corridor will be raised +30 cm from the level of the rest of the floor. The platform under the booths should be sturdy and should not vibrate nor resonate.

The surface of the ramp that allows the access to a wheel chair will be carpet, and must be stable to allow easy movement of a wheelchair, not slippery and non-glare.

3. Telecom and IT Room

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

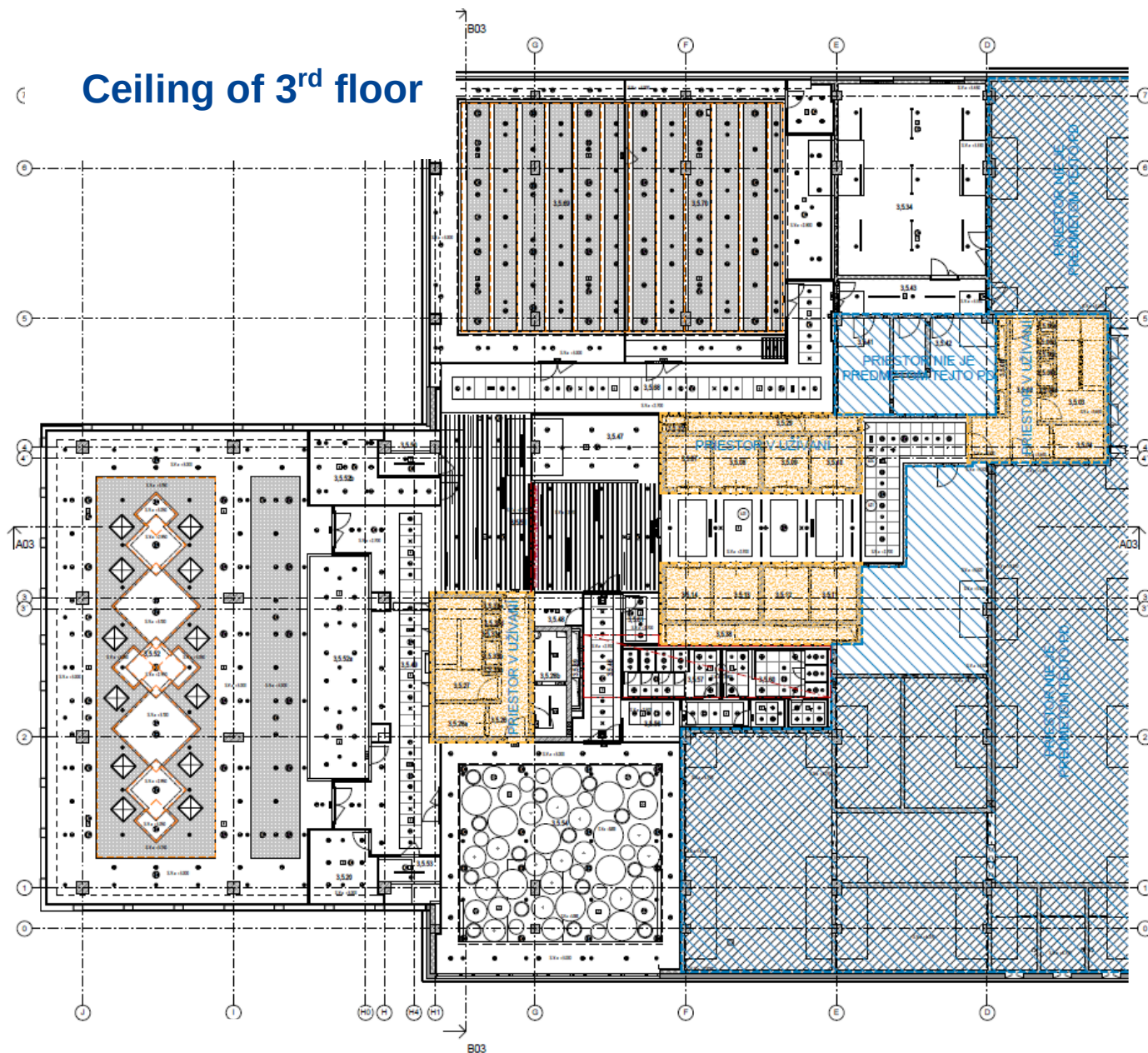
4. Clothes cabinet, Kitchenette and Storage room

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 building.

Ceiling of 3rd floor



Ceiling

1. Conference Rooms, Reception area and main corridors

These will be mainly a cassette and plasterboard ceiling and will have the necessary structural reinforcement points for hanging monitors of the AV equipment. 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.

Special designs with different heights and lighting will be placed above the Management Board main table and Auditorium. Serve the following pictures as examples:



Examples for the Management Board main table.



Example for the Auditorium.

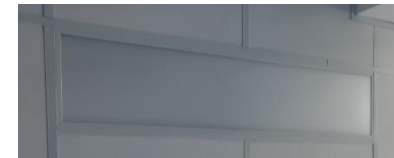
2. Corridor for facilities

Ceiling in corridors will incorporate the necessary facilities and lighting. The system of ceiling will consist of suspended cassette ceiling in white RAL9010 colour and main lobby in lamella ceiling. The lighting will be round recessed spots, as shown:



3. Telecom and IT Room

These will have open slab ceiling with LED Strip lighting, as pictured:



4. Kitchenette and Printer room

These will be constructed in solid ceiling and incorporate recessed round spotlights as necessary to provide sufficient lighting for this space, as pictured above. The colour these ceilings will be white RAL9010.

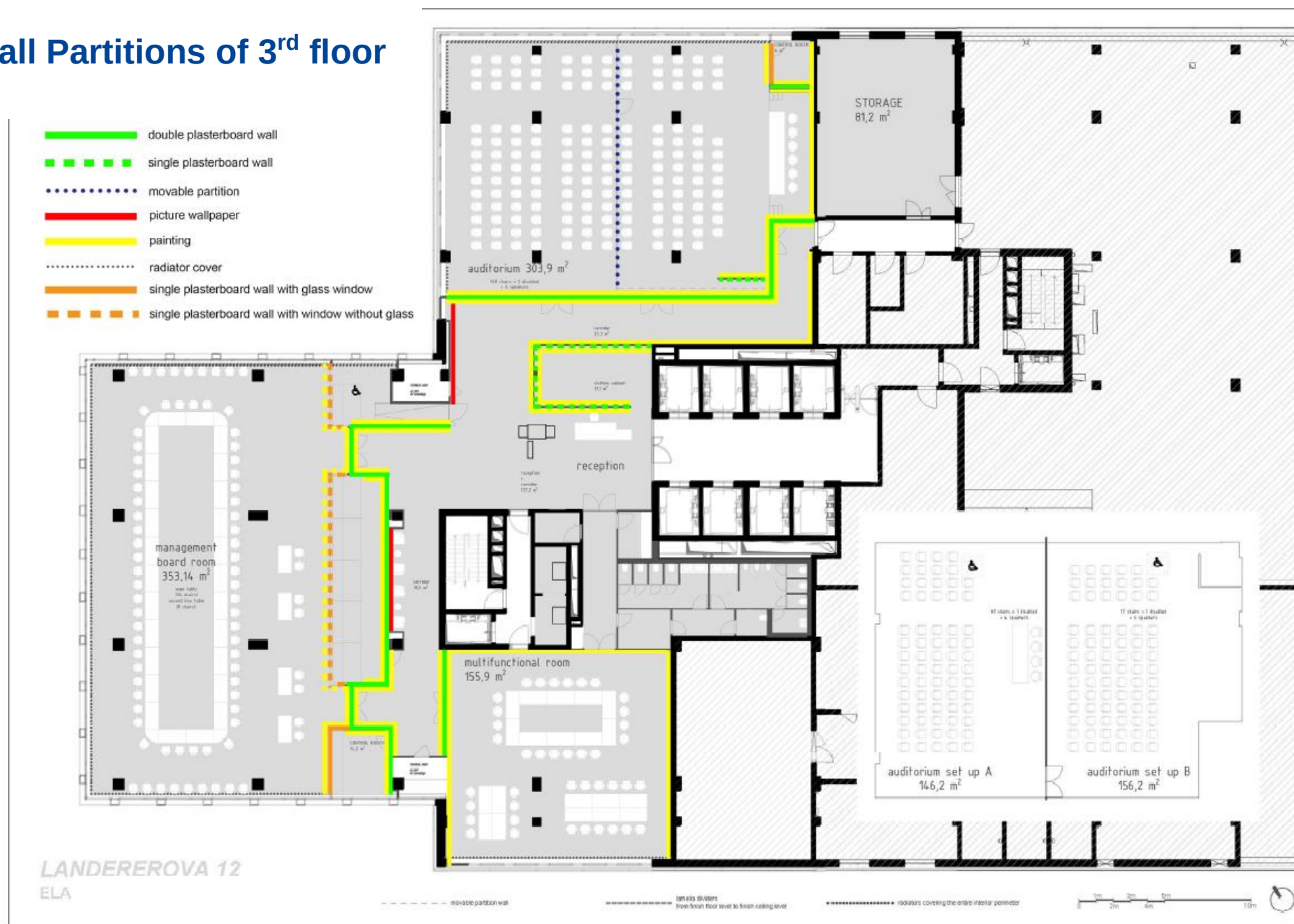
5. Toilets and Cleaners room

Will have a standard of building.

6. Interpretation area, Clothing Cabinet and Storage room

Will be open to the slab painted in a dark colour and will incorporate the necessary facilities and hanging recessed spot lights, as pictured above.

Wall Partitions of 3rd 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 conference rooms, to prevent sound bleeding between the conference rooms and the reception and corridors, 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 *Display Monitor Containment in Reception of 3rd floor*.

2. Single plasterboard walls

Single layer partitions will be constructed to define the Clothing cabinet and to separate the Management Board room from the interpretation and control booths.

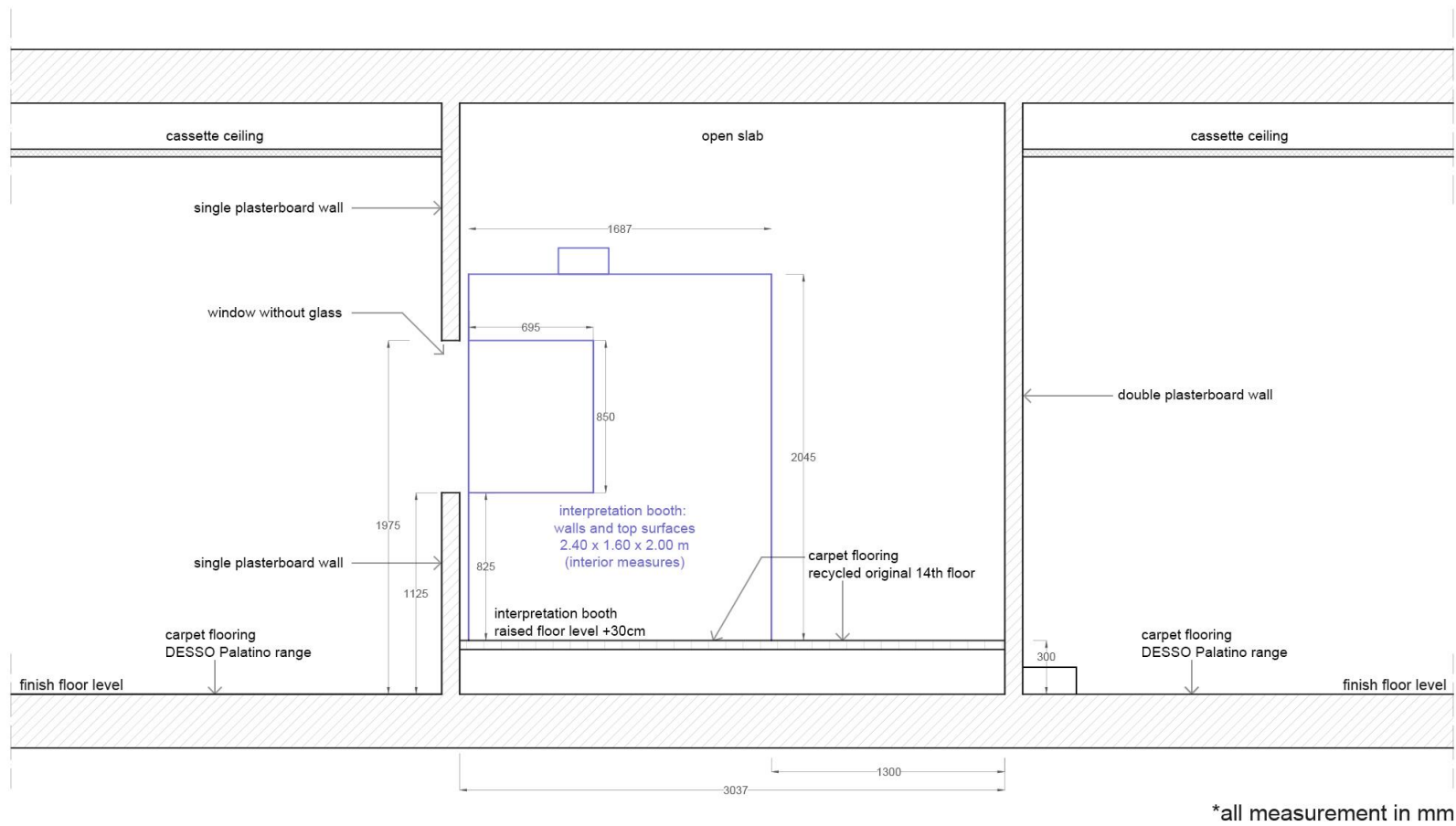
3. Walls with windows covering the Interpretation Booths and Control Booths

Single plasterboard walls will separate the Management Board room from the interpretation booths. As shown in the drawing below *Elevation of the Interpretation Booths of 3rd floor*, there won't be a vertical continuity in the solid walls from the floor finish up to the ceiling, but there will be a window without glass that respects the panoramic view for interpreters.

Occupier contractors will install mobile booths directly above the carpeting. It will consist of wall and ceiling panels meeting ISO 4043 standards with interior dimensions of 1.60 x 2.40 x 2.00 m.

The Auditorium and Management Board Control Rooms will be constructed by the landlord providing a window with a dark or mirror treatment in the glass that prevents to see the interior of the control booth from the meeting room.

Elevation of the Interpretation Booths space 3rd floor



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. The decision of colour painting, either white (as existing walls white code RAL9010) or other colours. Painting on walls will be minimum double layer of paint.

6. Other walls

Will be painted in white colour RAL9010.

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

7. 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.

8. Movable partition wall

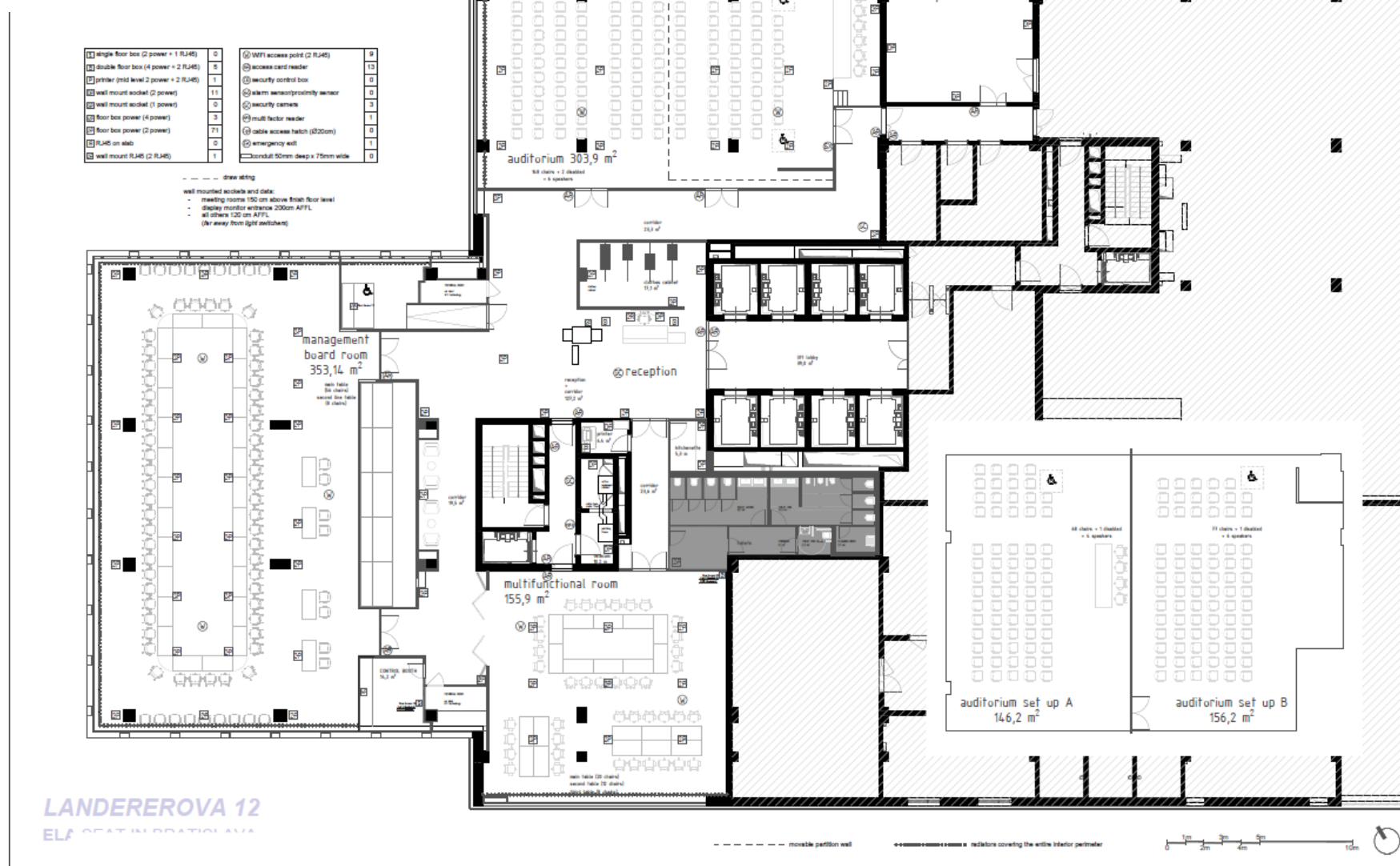
Movable partition wall will be installed in the Auditorium to divide two conference rooms as shown in the plan. The system with sound barrier will be manually deployed on overhead runners and stored in the little enclosure to the right of the stage area. There will be doors in the movable partition if required by fire regulations.

9. Bi-fold door

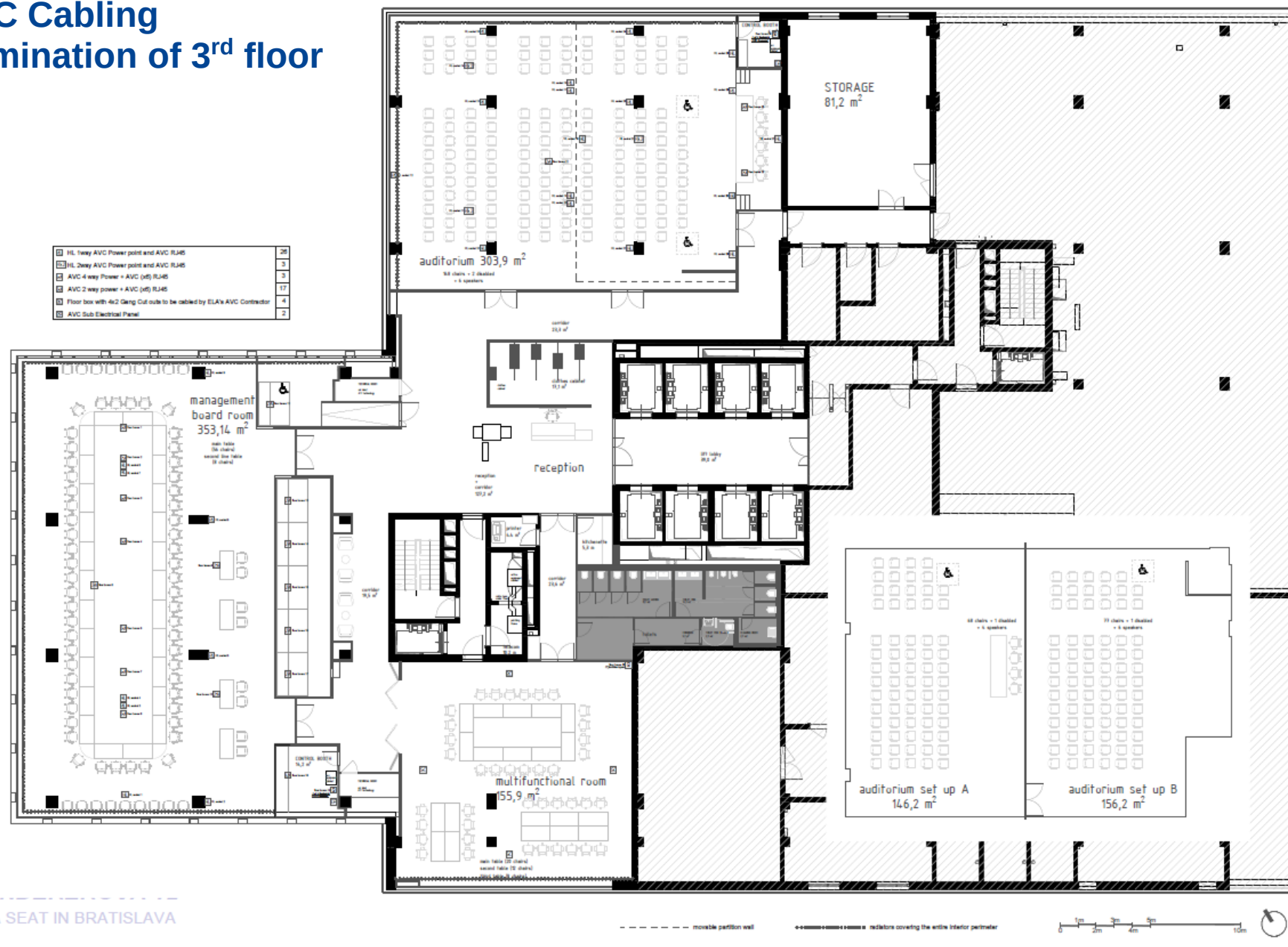
The main entrance to the Multifunctional room will consist of standard high doors that they fold together two by two as shown in the plan above.

10. Sliding door

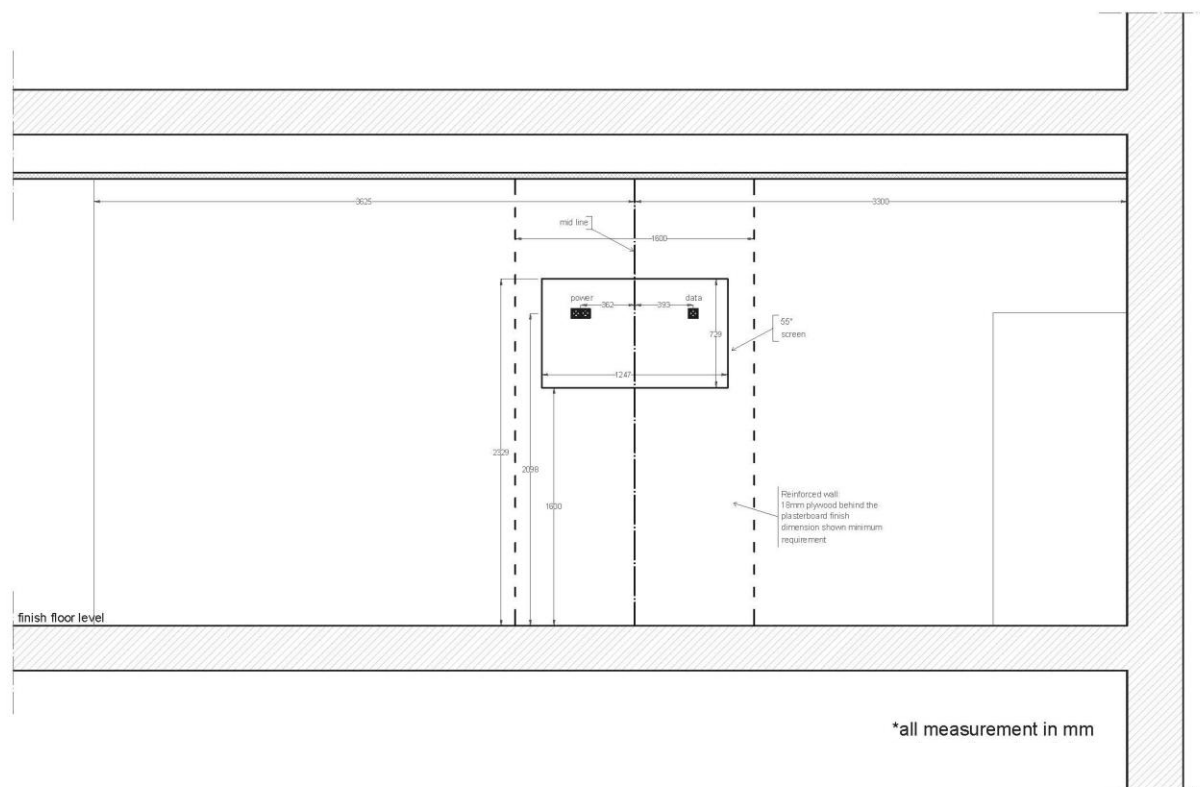
The corridor that gives access to the interpretation booths will have a sliding door with acoustic isolation according to the double pasteboard wall where it is placed.



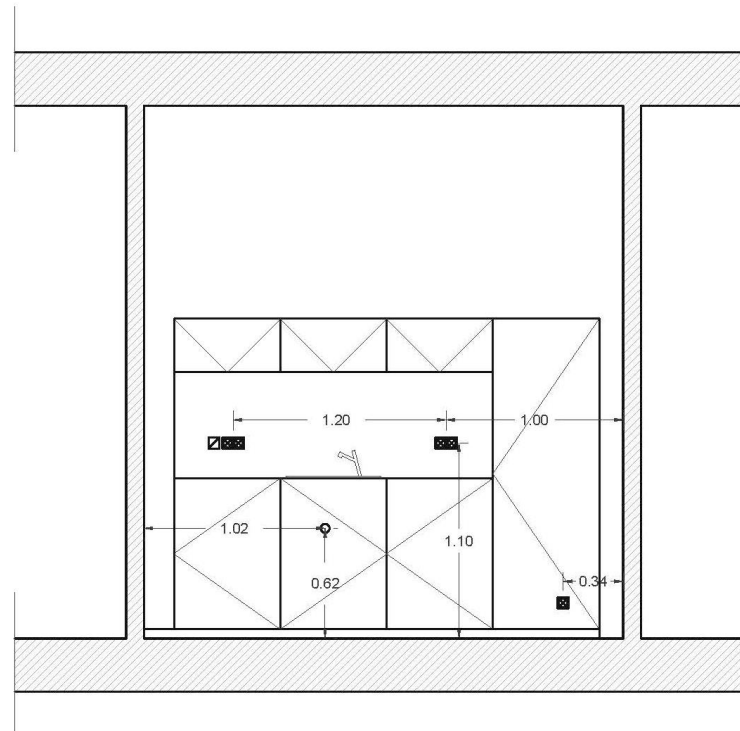
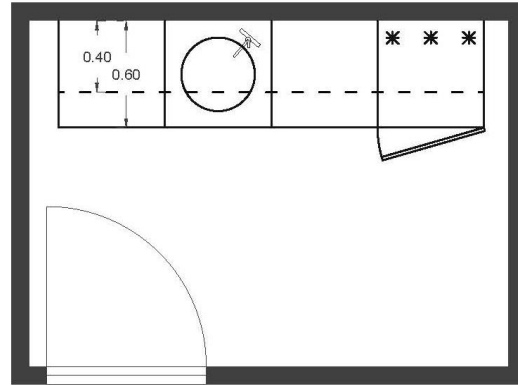
AVC Cabling termination of 3rd floor



Display Monitor Containment in Reception of 3rd floor



Kitchenette Design of 3rd floor



Cabling Requirements & Specification

All cabling shall be completed in accordance with Cabling requirement.

This includes the specification for the standard 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.

There will also be a separated electricity supply for all Audio Visual Communication (AVC) devices in accordance with the electrical supply drawings included in this document. These shall be provided from a separated sub panel located in each of the AVC Control Booths (Management Board room and Auditorium).

The AVC power sockets shall be installed using a different colour to the standard power sockets, to ensure easy identification of AVC sockets in future and where they are installed in floor boxes, then they will be in dedicated AVC Floor Boxes.

Summary of AVC Power and Data

The table below shows a summary of the Specific AVC Cabling requirements which are not provided in the other documentation provided by occupier.

AVC Power & RJ45 Outlet Requirement										Number of Boxes			
Floor	High Level Monitor Outlets (HL)	Quad Power Floor Box (4A)	Dual Power Floor Box (2A)	Mobile Screen Floor Box (SC)	AVC Electric Panel (EP)					LL	ML	HL	
Drawing Legend													
Floor 3	21	3	16	4	2	0	0	0	0	23	0	21	
Outlets/box													
RJ45 Sockets	1	6	6	4	These will be installed by ELA's AVC Installer								
Power sockets	1	4	2	2	These will be installed by L12 Landlord								
Total Outlets										Total	LL	ML	HL
RJ45	0	0	0	0	These will be installed by ELA's AVC Installer					0	0	0	0
230V Power	21	12	32	8	These will be installed by L12 Landlord					73	52	0	21

RJ45 cables will be installed by the AVC Installer, as they will terminate in the AVC Control Booths, spare cut-outs shall be made available by the Landlords contractors for the installation of RJ45 terminators in the designated AVC Floor Boxes.

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, reception furniture, entrance 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 positioned 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 Landererova 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 id 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:

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

