

**Bangladesh High Commission
Canberra**

Notice

Looking for new office premise in Sydney

Bangladesh High Commission is looking for a new office premise for its Temporary Consular Camp Office in Sydney. Interested party(ies) willing to let their property to this Mission on lease are invited to submit their proposals. It may be mentioned that our Consular Camp usually operates its activities twice a month for a total of four days per month.

The prospective new premise should fulfill the following criterions:

1. Should be centrally located (preferably in the middle of Sydney) with close proximity to a major Train station with a car park facility nearby;
2. Should be visible from the main approach road;
3. Should preferably be 200-300 sq meter with a large waiting room separated from the room of the Consular Officers. There should be a toilet with modern fittings and a small pantry. There should be a reverse cycle air conditioner covering both the waiting area and the officer's room;
4. Should be furnished with atleast 30 chairs for the waiting room and five chairs (including two revolving with handle) and two secretariat table and a file cabinet and a notice board;
6. Lessor should organize separate telephone/fax connection (with phone set) for the office. High Commission will pay for the line rent and the usage charges on a monthly basis;
7. Lessor will have to organize cleaning of the premise on a regular basis for no additional cost on top of the monthly rent;
8. Lessor must allow the High Commission to put its Signboard in front of the office and hang/display pictures, emblems, flags and other publicity material inside the premise.

9. Lessor must allow the High Commission to use the premise for other purposes i.e, holding meetings, conferences etc as and when necessary.

Interested party(ies) is/are requested to submit their proposal by mailing that to PO Box 5, Red Hill ACT 2603 clearly stating the facilities available in the concerned property in light of the criterions stated above alongwith expected monthly rent. Terms and conditions of the lease will be negotiated between the High Commission and the interested party upon mutual consent. For further details, Ms. Nahida Rahman Shumona, First Secretary and Head of Chancery may be contacted on 02 62900511/62900522/62900533 during office hours from Monday-Friday. The last date for submitting proposal is 31 August 2006.

17 August 2006