

ActionAid UK
London Office Accommodation -
Flexible Workspace

Request for Proposal / Quote
(RFP/RFQ)

ActionAid UK
33-39 Bowling Green Lane,
London EC1R 0BJ

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1 Copyright Information

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2 Document History

Version	Date	History	Name
1.0	17.10.2025	First draft	Suvi Ramo
2.0	14.11.2025	Detailed the requirements and selection criteria	Suvi Ramo
3.0	18.11.2025	Finalised document, removed tracked changes.	Suvi Ramo

3 Glossary

AAUK	ActionAid UK
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4 Organisation Information

ActionAid UK is part of a global justice federation with a presence in 71 countries worldwide. As a federation, we work together to achieve social change, gender equality and to address the structural causes of poverty and injustice.

Globally, we want to see a system that is fair and just for all, that starts from a foundation of human rights, peace and security, balanced with the rights of the natural world – as there is a profound inter-dependency between people and the planet.

Our staff, partners and supporters in the UK play a crucial role in supporting the inspirational work of women's rights organisations and feminist movements and in strengthening the programmatic and influencing work of ActionAid Federation members in Africa, Asia and Latin America.

One of ActionAid UK's current four strategic objectives is to re-envision and create equitable ways of working. As part of this, we are undertaking a change programme to define our Future Ways of Working. This includes determining the future of our office space in London and ensuring that our working environment – both physical and digital – is fit for the future, cost-effective and supportive of our transformation programme.

More information on the organisation will be made available upon request or can be accessed through our website www.actionaid.org.uk.

5 Current Situation Overview

The AAUK London office is currently located in Clerkenwell, at 33-39 Bowling Green Lane, EC1R 0BJ. The premises comprise a traditional, self-contained office space of ca. 9,000 sq ft, which we have occupied for 15 years.

During this period, the organisation has undergone significant change, particularly with the shift to remote and hybrid working arrangements following the Covid-19 pandemic. Consequently, our office space requirements have evolved, presenting us with an opportunity to reduce our physical office space and achieve substantial cost savings. Our current lease expires at the beginning of June 2026.

The organisation's Hybrid Working Policy requires a minimum office attendance of 12 times per year for all staff. However, many of our London-based staff attend the office more often than this, as indicated by a recent all-staff survey. 53% of 130 respondents reported attending the office between 1-5 days *per week*. The

attendance days vary, with Thursdays and Tuesdays being the most popular days. However our daily head count has rarely exceeded 40 staff at desks at once.

6 Project Purpose & Scope

This request for quote (RFQ) is made on behalf of ActionAid UK to support us finding a **Flexible Workspace for our London office location**, to be situated ca. 10-minute walking distance from Farringdon Railway and Underground station.

7 Requirements Detail

Functional, operational and practical space minimum requirements	Must Have / Nice to Have
Location within ca. 10 min walk from Farringdon Station	Must Have
Kitchen and dining area facilities (shared or private use)	Must Have
Dedicated space to accommodate min. 40 desks	Must Have
Minimum desk size 120 cm (if desks provided)	Must Have
Fully accessible for wheelchair users and other mobility	Must Have
Stand-up desks (if desks provided) – 1 per row of desks	Must Have
Neurodivergent area (low lighting, few noise / movement distractions)	Must Have
Quiet area (for working)	Must Have
Breakout spaces for collaboration	Must Have
Touchdown points that can be used on an ad hoc basis	Must Have
1 x large meeting room – approx. 20 people (soundproofed)	Must Have
3 x medium sized meeting rooms – approx. 4 people (soundproofed)	Must Have
3 x closed Skype/call booths – approx. 1-2 people (soundproofed)	Must Have
1 x small wellbeing/first aid room (soundproofed)	Must Have
1 x prayer room (soundproofed)	Must Have
Meeting rooms to be properly assessed for accessibility	Must Have
Access to personal staff lockers / floor space to place them (min. 50)	Must Have
Access to shower facilities	Must Have
Separate event space for ca. 120 staff members	Nice to Have
Designated outdoor space for staff use only (e.g. garden, private patio)	Nice to Have
Bike storage	Must Have
Non buzzing lights - LED or most eco-friendly	Must Have
Access to systems for visiting colleagues / external visitors	Must Have
Storage Requirements:	Must Have

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|---|--|
| <ul style="list-style-type: none">○ 4 x Racking shelves 1500mm(w) x 1980mm(h) x 600mm(d) (ideally in a storage room)○ 11 x Small cabinet 1000mm(w) x 1300 (h)○ 8 x Large cabinet 1000mm(w) x 2200 (h) | |
|---|--|

8 Vendor Instructions

Please provide a quote / proposal for a **Flexible Workspace within ca. 0.4-mile radius (ca. 10 min walk) of Farringdon station** that includes the following information:

1. Property Details

- Complete description of the office space, incl. total square footage
- Floor plans / layout specs
- Location and accessibility details
- Building amenities and facilities included
- Condition of the space (fitted, shell and core, refurbished, etc.)
- Environmental accreditations, energy sources (e.g. renewable), waste and recycling arrangements.

2. Pricing Structure

- Price per square foot (per annum / per month)
- Total annual rental cost
- Any service charges, business rates, or additional costs (itemised)
- Payment terms and schedule
- Any rent-free periods or incentives offered
- Lease length options and associated pricing
- NOTE: Include VAT wherever chargeable.

3. Service Delivery

- Lease commencement date (earliest availability)
- Length of lease term available
- Notice periods required, break clause options
- Maintenance and facilities management arrangements
- Any fit-out support or services included.

4. Budget Parameters

- Please ensure your proposal clearly breaks down all costs to allow for accurate comparison, **including VAT wherever chargeable.**

5. Requirement Fulfilment

- Clearly mark which requirements from the table above are met and part of the final price\cost.
- If any items in the requirements table above are not part of the proposal but can be provided at additional cost, please identify those items as well as separately highlight the cost.

As a registered charity, we have a duty to make every pound work hard. The funds we use come from people who work hard to earn them and choose to trust us with their donations. We take that trust seriously. Every decision we make must balance practicality, value and purpose.

We are looking for a modern, flexible workspace that enables our team to work effectively and collaboratively. It must be fit for the way people work today, efficient, accessible, and adaptable, but never wasteful. While we are not disclosing our internal budget, we expect proposals that reflect typical market rates for a charity of our size and demonstrate clear value for money.

We are not seeking luxury; we are seeking smart, sustainable solutions that respect our responsibility to donors and deliver the best possible environment for our staff and the communities we serve. We also welcome creative or cost-saving approaches, such as shared facilities, flexible layouts, or phased options, where they can add genuine value.

8.1 Schedule for Evaluation Process

The expected timeline for the evaluation and decision-making process is as follows:

Process step	Date
RFP & Tender documents distributed to vendors	24 November
Opportunity for vendor meetings with AA UK staff	24 November onwards
Deadline for responses	Quotes will be reviewed as received. Quotes accepted until 5.00pm on the 8th December.
Quote / proposal reviews	Proposals are reviewed on a rolling basis.
Selection of vendor/contract negotiation	Dec 2025 – Jan 2026
Contract begins	TBC, but before June 2026.

8.2 Proposal Submission & Contact Information

Please submit electronic copy of your proposal, including all supporting documentation to:

Name	Joanna Armah-Kinson, Contracts & Procurement Manager
Company	ActionAid UK
Address	33-39 Bowling Green Lane, London, EC1R 0BJ
E-mail	Jo.Armah-Kinson@actionaid.org

Contact Persons for any questions about the RFP:

Martha Gichovi , Facilities & Security Manager; Sunil Mir , Deputy Director of IT & Data	Martha.Gichovi@actionaid.org (0203 122 0632) Sunil.Mir@actionaid.org
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8.3 Proposal Format

A vendor's internal template for responses to RFP will be accepted. The New Supplier Questionnaire provided herewith has to be answered and attached along with the proposal.

8.4 Notifications

Vendors will be notified regarding requests for additional information, formal presentations and the outcome of the selection process through email.

9 Basis of Award

All proposals become the property of ActionAid UK and will be evaluated by the London Office Accommodation RFP Review Team.

Evaluation and selection of vendors to provide products and services as defined in this RFP to ActionAid UK will be based on the following criteria, which are given in no specific order:

- Strategic fit with organisational goals - Perceived fit with AAUK strategic business requirements, collaboration needs, brand and culture.
- Financial sustainability - Comparing costs of different London options.
- Staff experience and inclusivity - Accessibility of location to staff and visitors.
- Long-term flexibility - Adaptability of space to cater for smaller / higher occupancy in the future.

- Environmental impact - Suitability with our goals outlined in [AAUK Environmental Policy](#).

Weighting to scoring will be determined along these areas:

Facilities (Requirements Detail) 35 %	Cost 35 %	Cultural Fit and Values Alignment 15 %	Environmental Sustainability 15 %
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The RFP Review Team reserves the right to accept or reject any or all RFPs received. The RFP review team is comprised of:

- Joanna Armah-Kinson (Contracts and Procurement Manager)
- Martha Gichovi (Facilities and Security Manager)
- Sunil Mir (Deputy Director of IT & Data)
- Shade Odupelu (Director of People, Transformation & Culture)
- Phil Robinson (Deputy Director of Finance)

The RFP Review Team reserves the right to negotiate with respondents to this RFP, within the requirements of the RFP, to best serve the interests of ActionAid UK. However, vendors **must not assume** an opportunity to negotiate and are cautioned to submit their proposals on a best and final basis since an award or decision is likely to be made without further negotiation based on pricing and terms of the original submittals. Accordingly, all requirements must be included with your initial offer.

All proposals submitted will be considered to be proprietary by ActionAid UK and will not be released to any outside party, in part or in total unless required by law. Neither the transmission of this RFP to a prospective bidder nor the acceptance of a reply shall imply any obligation or commitment on the part of ActionAid UK.

If vendor needs to take exception to anything under the RFP, these exceptions must be clearly identified on the RFP response.

All prices and conditions must be shown, inclusive of VAT.