



**IOM International Organization for Migration
OIM Organizația Internațională pentru Migrație**

SPECIFICATIONS AND REQUIREMENTS

Ref.: MD10-2014-140

Minimum requirements for Offices:

- 2 offices for the two heads
- 1 (2) room(s) for 7/8 persons (Liaison Office)
- 2 rooms for Field Office (min 8 - max 10 working places)
- 1 meeting room for about 20 persons
- 1 room for rest, lunch, coffee
- 1 room for the server (IT)
- 1 storage place
- 1 cloak-room for visibility clothes
- Toilet
- Parking place for 7 cars

Minimum Technical Requirements

- The building should have at least minimum operational security standards
- The premises should be located in the Downtown
- The offices should be situated between 2nd and 7th floor.
- Presence of Internet Service Provider that can provide minimum Download and Upload speed of 30 Mbps with Unlimited Traffic and one Public IP.
- Land Line Provider that can provide at least 4 public numbers with unlimited Phone Calls.
- Server Room - the surface should be at least 2x2 m that must be equipped with autonomous Air Conditioner with minimum capacity of 12 British thermal units.
- Server Room must have a Secured Locked Door.
- Server Room must have at least 10 Grounded Electrical Sockets - 220 V.
- Each working place should have at least 2 Grounded Electrical Sockets 220 V.
- Each working place should have at least 2 LAN Sockets that can support 10/100/1000 Mbps transfer rate.
- Each working place should have at least 2 Unified Power Supply Sockets or the main 2 Electrical Sockets should be supplied with electricity from an Electrical Generator in case of power failure.



IOM International Organization for Migration
OIM Organizația Internațională pentru Migrație

- All the network cables from LAN sockets should be unified in the server room that will give the possibility to have an Secured Independent Local Area Network.
- For each Printer location there must be 1 Electrical Socket, 1 LAN Socket, 1 Land Line Socket.