

OPEN CALL – COFFEE BAR IN FELLESHUS



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1. INTRODUCTION

Since its inauguration over two decades ago, the common house *Felleshus* of the Nordic Embassies has become a well-known landmark in Berlin. There are many reasons for its popularity, including its modern architecture and convenient location next to *Tiergarten*. *Felleshus* is especially appreciated as a convenient and attractive meeting point and serves as a professional partner for activities in the fields of culture, politics, business and science. The public image of the Nordic countries in Berlin has been strengthened by this diversity as well as the events it holds and the many visitors these attract.

Under normal, non-Covid circumstances, the Embassies organise 4-6 exhibitions and over 500 events in *Felleshus* every year. *Felleshus* is open Monday-Friday from 8 am to 7 pm and on Saturday and Sunday from 11 am to 4 pm. It receives around 95 000 visitors every year. The Nordic canteen is open Monday-Friday and serves more than 250 lunches daily. The embassy compound is host to 180 members of staff working at the five Nordic Embassies.

Over the past decade, the Nordic countries have gained an international reputation for having developed a high-quality coffee culture. Several years ago, it was decided that promoting this coffee-culture in Berlin and offering this experience in Fellehus would contribute to strengthening the Nordic brand of modernity, coolness, high quality and openness. On this basis a Coffee Bar, the *Oslo Kaffebar*, was established in Fellehus in 2014.

As expected, the Coffee Bar served as a natural meeting point for Fellehus visitors, embassy employees and their guests. The Embassies used the Coffee Bar as a convenient place for short, informal meetings with external contacts and to meet among themselves. This was highly appreciated and many of the guests working in the adjacent offices and institutions came to the Fellehus Coffee Bar to take a short break or for informal meetings. The Coffee Bar also attracted new outside visitors who would otherwise not have found their way into Fellehus.

With the first Corona lock-down in March 2020 the Coffee Bar was forced to cease operations and the vendor eventually decided to close his business in Fellehus. Based on the positive experiences and popularity of the Coffee Bar, the Embassies have decided to invite a new operator to establish a Coffee Bar during the first half year 2022, preferably around March-April and are therefore looking for a suitable operator with a long-term perspective.

The Nordic Embassies have a long and successful record of cooperating with external partners in an efficient and professional way. We would like to emphasize that all cooperation with external partners that takes place at Fellehus is contract-based. Due to the corona situation, the duration of the contract will be a discussion issue to provide the most fair, transparent and stable framework for ensuring a lasting professional relationship between Fellehus and the operator.

Apart from providing the contextual understanding of Fellehus and its functions, this document describes the requirements and expected framework for the future operator of the Coffee Bar in Fellehus. For information about Fellehus and the Nordic Embassies compound please visit www.nordischebotschaften.org and the photos at the end of this document.

2. SERVICES AND ASSORTMENT

The primary focus of the operator should be to provide high-quality coffee, tea, and beverages as well as Nordic snacks and baked goods. The Coffee Bar location in Fellehus does not comply with hygienic requirements of the relevant authorities for producing any kind of food on site. This means that there is no possibility for the operator to expand the business with the on-site preparation of salads, soups and so on. These must be produced elsewhere and delivered to the Coffee Bar.

The operator of the Coffee Bar will be expected to supply staff and guests with:

- Coffee, tea, beverages and Nordic snacks and baked goods such as cookies, croissants, buns, small pastries etc. Coffee and tea offered in the Coffee Bar should be brewed on site. Pre-brewed coffee, delivered and warmed up on site is explicitly excluded

- Non-alcoholic and alcoholic beverages at selected events in Fellehus. These would include, for example, book presentations, and concerts. On Thursdays and Friday afternoons, it would be advantageous if the Coffee Bar could serve a limited range of drinks, allowing it to function as an after-work gathering point for staff.

Those who are able to provide additional catering for events in addition to the requested assortment above, are invited to include this in their offer. This is not a strict requirement and will not be included in the formal evaluation of the offer.

The average number of visitors in Fellehus, under normal circumstances, in non-Covid mode, is normally around 250 per day plus 180 staff members. In term of the type of events for which the operator will need to supply beverages, they take place 2-4 times every month with an audience of 50-100 guests for each event. These events are open to the public and the formats are created by the Embassies, such as “*Buch des Monats*” “*Jazz in Fellehus*” etc. More information about events in Fellehus can be found under “*Veranstaltungen*” at www.nordischebotschaften.org.

3. PROFILE OF THE OPERATOR

The operator of a permanent Coffee Bar in Fellehus is required to have:

- A high affinity with the Nordic countries including Nordic culture and values.
- An interest in cooperating with Nordic roasteries and connecting with the Nordic coffee scene.
- Documented experience of running a well-functioning and successful Coffee Bar business in Germany and/or in one or more of the Nordic Countries.
- A documented stable financial basis.

4. FACILITIES

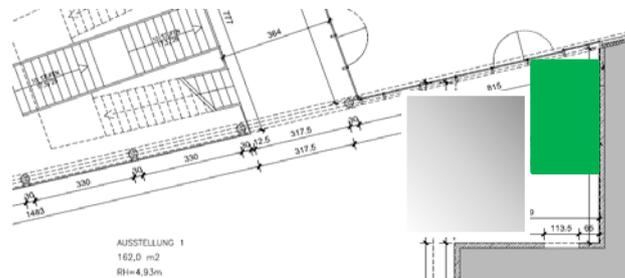
The Coffee Bar is located in the exhibition area on the first floor in Fellehus. Please see the photos at the end of this document. The exhibition area hosts 4-5 different Nordic exhibitions every year and is one of the main attractions in Fellehus. Information about current and former exhibitions can be found under „*Ausstellungen*“ at www.nordischebotschaften.org

The Coffee Bar consists of the bar itself and the working space for the barista behind i.e. 6 m² (see below, marked in green). This is the area for a future operator. Storage and waste disposal facilities are available in Fellehus, as well as lockers and showers for the barista.

The opening hours of the Coffee Bar should preferably conform to the opening hours of Fellehus. We expect proposals from the operator based on the planned opening hours.

There is a limited seating area in front of the bar (see below, marked in grey). Transition to the exhibition area is flexible so that the area is easily adjustable to the specific requirements of current exhibitions and events. The seating area in front of the bar is furnished by the Embassy and acts as a showcase for Nordic design. The number of seats will vary but will never be less than 12/15. From the Coffee Bar there is direct access to the terrace with around 80 seats during the spring and summer seasons.

The design of the Coffee Bar is a part of the design concept of Felleshus and may not be changed.



5. FINANCING MODEL

The financing model distinguishes costs for the required permanent technical installations in the building and the removable Coffee Bar inventory and equipment.

- The Embassies perform, finance and own the permanent technical installations made in the building as well as the Coffee Bar itself, including the permanent installed equipment: oven, dish washer and fridge.
- Everything else – i.e. inventory, specific Coffee Bar equipment, signing, marketing etc. – is performed, financed and owned by the operator. The running costs for water, electricity, heating and cooling are carried by the operator.

This is a reasonable financing model, which is already put in practice in German shopping centers or other facilities open to the public.

The financial agreement is a part of the contract with the operator.

6. OFFER/CONCEPT AND CERTIFICATES

Please deliver your offer/concept in writing, in either English or German language, together with following information/documentation:

- Presentation of your company with qualifications, experiences, references (landlords, ratings and/or media reviews etc.) and a short motivational statement explaining why this project is interesting for you
- A list of assortment and sale prices for the Coffee Bar, the requested assortment listed in section 2 is a minimum. If you have a further assortment of products, which you think would be suitable for the Coffee Bar you are welcome to add this
- Plan for required staff/barista on site (number of staff, working hours etc.)
- Proposal for the Coffee Bar's opening hours
- Business plan and detailed budget for required investments
- Timeframe for implementation.

The following German certificates must be added to the offer/concept:

- “Auszug aus dem Gewerbezentralregister and Handelsregister”
- Copy of German “Gewerbeschein/Gewerbeanmeldung” and “Gaststättenkonzession” (for alcoholic beverages)
- “Unbedenklichkeitsbescheinigung des zuständigen Finanzamtes”
- “Bescheinigung der Versicherung: Haftpflicht”.

7. SCHEDULE AND CONTACT

Schedule:

- | | |
|----------------------------------|------------------|
| • Deadline for all offers | 6 February 2022 |
| • Evaluation | 18 February 2022 |
| • Preparation and implementation | March/April 2022 |

Due to the corona situation, the duration of the contract will be a discussion issue.

Please send your offer by 6 February 2022 at the latest via regular post or e-mail to the following address:

Nordische Botschaften, Gemeinschaftshaus/Felleshus

Mari Hellsén

Rauchstrasse 1

10787 Berlin

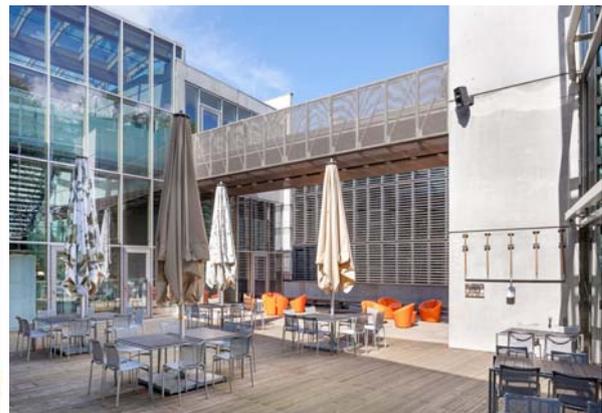
mari.hellsen@nordischebotschaften.org

8. PHOTOS

Coffee bar



Terrace



For more photos, please visit: <https://www.nordischebotschaften.org/presse>

Berlin, December 2021