



EXPRESSION OF INTEREST – OFFICE RENTAL

NRC Ethiopia is seeking a new office premises in Addis Ababa. All interested landlords and estate agents are invited to express their interest in signing a long term lease agreement for an initial period of two years.

REQUIREMENT SPECIFICATION

The Expression of Interest (EOI) documents will provide all relevant information about the requirements of the office space and related facilities. The documents can be obtained either

From the NRC website: <https://www.nrc.no/procurement/>

Or bidders can pick-up in person the EOI documents from main reception desk at the NRC offices from Monday to Friday 08:30 to 15:00 at the following location:

Addis Ababa Country Office – 5th Floor, Adika Building, Woreda 03, Bole Sub-city, Addis Ababa

Closing date for submitting the expression of interest is 10 August 2020 at 16:30. All times are local and follow the Gregorian calendar.

All interested landlords and real estate agents are requested to submit their expression of interest to the address specified in the EOI pack. Submissions can be made by DHL or any other express courier. Note that all interested parties are required to sign a submission register upon submission. The register can be signed by a company representative or courier. Enquiries need to be made in writing via email et.reception@nrc.no

EXPRESSION OF INTEREST - OFFICE RENTAL

From:

NRC Addis Ababa Country Office

et.reception@nrc.no

5th Floor

Adika Building (Besides Saro Maria Hotel)

Woreda 03

Bole Sub-city

Addis Ababa

<https://goo.gl/maps/8PuX44Dnmqg>

Date: 13 July 2020

Subject: Expression of Interest – Office rental in Addis Ababa

NRC Ethiopia is interested in relocating from our current office and is looking for interested landlords/ real estate agents that have suitable office space available.

Manner of Submission:

Please submit details of the available properties/ space either by hand to the address listed above in a sealed envelope or via email.

Deadline for submission is 10 August 2020 before 16:30 promptly. Your submission should clearly indicate the following elements per property:

- Ownership of the property (landlord vs real estate agent)
- Property details (see Annex 1)
- Monthly rental amount
- Date from which the property will be ready to take possession
- Map of where the property is located
- Clear colour images of both the interior and exterior of the property

Documents to be submitted with the bid:

1. Business license registration certificate (Commercial registration)
2. Tax Identification Number (TIN) registration certificate (Tax registration)
3. Value Added Tax (VAT) registration certificate (if VAT is to be charged)

REQUIREMENTS

General

NRC is looking for suitable properties in Addis Ababa that are suitable for an office for approximately 45-50 office based staff. The property can be of a residential nature or a purpose built commercial office block. We are looking to take possession between 3-6 months which means that properties that are in the final stages of completion are of interest. NRC is interested in long term agreement with an initial period of two years.

The following general criteria should be met as far as is possible:

- Usable offices space (excluding stairs/ elevators/ corridors/ etc.) should be approximately 600-650m². The space can either be of an open-plan layout or should be divided up into:
 - At least 5 similarly sized rooms suitable for office space for 5 people each
 - At least two sets of toilet facilities for male/ female
 - A larger room suitable to be used as a meeting space
 - Stationary/ archive storage room
 - Cleaning materials/ janitorial room
 - Space for a mini-kitchen/ canteen area
 - Office spaces should allow for sufficient natural light
- There should sufficient parking space for 5 vehicles to be parked securely overnight. Preferably there should be a further 5 parking spaces available for staff parking during the day. If there is no onsite parking available during working hours, then indication of nearest manned parking space should be indicated.
- Preferably there should be a small dedicated onsite store of approximately 50m² that is easily accessible for loading/ unloading of materials from small trucks.
- The property must comply with the relevant building codes for the type of building and must be of sound structural qualities free from water ingress or other building quality issues.
- The perimeter/ entrances of the building needs to be secured from unauthorised entry and should be sufficiently lighted at night.
- Major utilities from the municipality should be reliable (water and electricity especially). Where there are periodic interruptions in municipal supply there should be sufficient onsite capacity to mitigate this (water tanks/ generators/ etc.). A dedicated high-speed fibre internet connection should be available/ possible to have installed.
- Where there is a common generator for multiple occupants there should be a clear mechanism for dividing the fuel/ maintenance costs between the various tenants either by percentage or usage. If there is no common generator – there should be sufficient space for two 30kVa generators to be place in compound with facilities made available for connections.
- Electrical wiring and plumbing work should be appropriately sized and comply with the relevant safety standards. Where there are multiple tenants occupying the same building there should be separate meters for each tenant. Any utility costs for shared areas (common space lighting/ elevators/ etc.) should be included in the rental value.
- In case of office blocks/ multi storey buildings it is preferable that the office space is on the lower floors (G+1/ G+2). In cases where the office is located on higher floors there must be a reliably functioning elevator.
- Where the building consists of more than 6 levels there must be two fire escape routes located suitably far apart to allow for multiple routes of escape to street level. Exits of fire escapes must be clear of obstructions. All escape routes in common areas must have sufficient signage.

Location

When it comes to location and accessibility – the area in which the property is located should be:

- Located away from local markets or areas where large crowds are common
- In a safe location free from significant crime
- Within reasonable distance from a police post
- In accessible areas with as little traffic congestion as possible
- Not located directly on major arterial highways
- Preferably located close to other INGOs/ Donor institutions and UN Agencies
- Where possible there should be drivable routes to/ from the building

Services

Where NRC is the sole tenant of the property security guards/ cleaning staff/ etc. will be taken care of by NRC. Where there are multiple occupants then cleaning of common areas and external guarding should be included in the rental price.

Installations/ modifications

NRC will need to install various networking materials and will need to be able to modify non-structural elements (including drilling holes into existing walls) to support this and similar facilities. Where it is necessary to make modifications to non-load bearing walls – NRC may need to install/ remove dividing walls and other obstructions. Any work will be agreed with the landlord in advance.

Modifications will be paid for by NRC and will be restored to their original configuration upon termination of the lease at NRC's expense.

Estate agent fees

If an estate agent is being used, then the estate agent fees will need to be borne by the landlord.

Currency and payment

The total monthly rate can be stipulated in USD/ETB. However, the payment will be made in ETB at the prevailing Bank of Ethiopia official rate at the time payment is due. Normally, NRC will pay 6 months' advance rent.

Please be sure to complete the attached checklist for each property that is proposed attaching clear pictures covering the significant elements of the property. Properties that significantly meet the above requirements will be visited on an ongoing basis.

Company details (filled once)

Company name:	
Business registration number:	
TIN number:	
VAT number:	
Contact name:	
Contact email:	
Contact mobile:	
Office Address:	
Landlord or Agent:	

Property details (filled per property)

Company/ agent name:	
Owner name:	
Property type (commercial/ residential):	
Completion	
Property construction finished? (Yes/No)	
Date of construction completion (DD/MM/YYYY)	
If under construction –completion status (%)	
Expected date of completion (DD/MM/YYYY)	
Availability	
Earliest date able to move in (DD/MM/YYYY)	
Price	
Total monthly price/ month (ETB/USD)	
Location	
Building name:	
Street address:	
Sub-city:	
Google maps link:	
Office size/ layout	
Number of floors	
Number of rooms	
Total office area	
Total usable area (excluding stairs/ etc.)	
Description of layout	

Office space facilities	
Minimum 5 office rooms? (Yes/ No)	
Two sets of toilets available? (Yes/ No)	
Larger meeting room space available? (Yes/ No)	
Stationary/ archive room available? (Yes/ No)	
Cleaning/ janitorial room available? (Yes/ No)	
Mini-kitchen/ canteen area available? (Yes/ No)	
Parking space	
5 secure overnight parking available? (Yes/ No)	
Staff parking spaces available? (number)	
If not – distance to nearest parking space (m)	
Onsite store/ WH available? (Yes/ No)	
If available surface area (m2)	
Municipality utilities	
Electricity available? (Yes/ No)	
Typical outages per week (Hours)	
Water available (Yes/ No)	
Typical outages per week (Days)	
Active phone line installed? (Yes/ No)	
Fibre internet available? (Yes/ No)	
Backup utilities - electricity	
Generator provided? (Yes/ No)	
Generator capacity (kVa)	
Dedicated/ Shared?	
Running/ maintenance cost included in rent?	
If not – typical cost per month (ETB/ USD)	
Backup utilities – water	
Onsite storage capacity (m3)	