



# COMMERCIAL BANK OF ETHIOPIA

## REQUEST FOR EXPRESSIONS OF INTEREST

(LEASING AND PROPERTY MANAGEMENT CONSULTANCY SERVICE—FIRMS SELECTION)

[ETHIOPIA]

Assignment Title: Leasing and Property Management Consultancy Service of the CBE New Headquarter Building

Reference No.: Bid Number 101/2023/24

Issued Date: February 26, 2024

Closing Date: March 18, 2024

The **COMMERCIAL BANK OF ETHIOPIA (CBE)** is requesting expressions of interest to invite Leasing and Property Management Consultancy service providers i.e. International Real Estate Management Companies having a proven track record of extensive experience in commercial property leasing and property management consultancy service of high-rise buildings.

The Leasing and Property Management Consulting Services (“the Services”) entail conducting a market study and subsequent leasing of the Commercial Building to renowned international tenants (brands and operators), achieved through proactive lobbying efforts for the CBE New Headquarter Building over a specified period. Additionally, optional Property Management Consultancy Service is requested, contingent upon the company's capability and interest to provide such service.

“Interested applicants may obtain the Generic Terms of Reference (TOR) from the CBE upon logging formal request to the address indicated below.”

The CBE now invites eligible Real Estate Management Companies/Firms to indicate their interest in providing the Services. Interested Companies should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are: core competence of the company/firm, qualification and experience of the company/firm, Proposed Services and Methodologies, financial capability and average annual turnover, past performance of similar assignment and timeliness of delivery, and technical & managerial capability of the Company/firm.

### **Eligible Criteria**

Eligible Real Estate Management Companies/Firms shall submit at least the following documents along with their expression of interest:

- Profile of the Company (including evidence of its expertise and skill);
- List of experience (Track Record) on similar projects/services (Special attention given to track record on Leasing of Commercial Properties to International Brand Companies)
- List of services to be provided including methodologies



- A document showing the professional experience of key personnel of the company/Firm in the area of specialization particular to the Service.
- References- Previous Project Experience and Contacts
- Show Evidence of Relevant Certifications and Registrations for the Services they provide
- Shall Provide: Company Timeline, Map Regional Services, Organizational Chart, Track Record and any other relevant information in relation to the service they provide
- Number and listing of international high-rise buildings /real estate properties comparable to CBE New Headquarter Building to whom the company/firm has provided (is providing) consultancy service on Leasing and Property Management.

Companies/Firms may associate with other Companies/Firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture, partnership, subsidiary or sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected and the Memorandum of Agreement (MOA) shall also be presented.

A Company/Firm will be selected in accordance with the *Quality and Cost Based selection* method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *08:00 A.M to 16:30 P.M.*

### **How to Apply**

Expressions of interest must be delivered in a written form to the address below (Applicants can submit the documentation in an envelope and/or by e-mail) until (**March 18, 2024, 14:30 PM**)

**Attention:** Director-Procurement

**Building:** CBE New HQ

**Floor/Room number:** 36/09

**City:** Addis Ababa

**Street:** Ras Desta Damtaw

**Post Code:** 255

**Country:** Ethiopia

**E mail address:** [FoanoFola@cbe.com.et](mailto:FoanoFola@cbe.com.et); [MekedemTekaligne@cbe.com.et](mailto:MekedemTekaligne@cbe.com.et)

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Please refer the EOI reference No. at the time of queries.