



REQUEST FOR EXPRESSION OF INTEREST FOR ARCHITECTURAL DESIGN COMPETITION

Procurement Number: NBE Branch /1/2015

Procurement method: Open Bid

The National Bank of Ethiopia is intending to build its own branch offices in regional states in Ethiopia. All branches will have single (same) architectural design which may only be modified slightly to fit some necessary factors on the ground /site at the time of construction. Therefore, the Bank intends to launch Architectural Design Competition for the branches to be constructed.

The competition will be open to all local architectural consulting firms of Category one with proven experience in designing complex and modern building projects. Thus interested eligible consulting firms may collect application document for Expression of Interest before 4:00 pm March 13, 2015 at the following address:

National Bank of Ethiopia

Procurement and Services Directorate (located behind NBE new building)

Lideta Sub City, Addis Ababa

Telephone +25111 5 175363

Fax 011 5 51 45 88, Email: nbe.excd@ethionet.et

The Bank will not entertain request for application document by any entity after the date and time indicated above. The deadline for submission of application by interested firms to the Bank is indicated in the application document to be collected from the Bank .

For further information please call Ato Abebe Senbete telephone number +25111 5 173025 or Ato Nigussie Aklok telephone number +25111 5 175363.

1. Introduction

The National Bank of Ethiopia is the Central Bank of the country established in line with proclamation No. 591/2008 (as amended). The main purposes of the bank are ensuring monetary and financial system stability so as to contribute for rapid and sustainable economic growth. The Bank currently conducts its business at its head office in Addis Ababa and liaison office in Diredawa. Considering fast growing economy and financial sector, the Bank plans to open several branches in regions throughout the country. Thus the Bank intends to build its own branch offices in selected towns in the regions. All branches will have single (same) architectural design, which may be modified slightly to fit some necessary factors on the ground at the time of actual construction.

The Bank, therefore, has issued this request for expression of interest (EOI) to hire experienced professionals who could design best possible creative and original iconic National Bank branch building.

2. Objective

The aim of the document is to give a summary of the bank's intension in acquiring architectural design for its branch buildings in regions to all interested firms so that they can understand the type and scope of the work and apply to be shortlisted. This would help the Bank to short list suitable and reputable architectural and engineering design consultancy firms for participation in architectural design competition who can provide conceptual, original and symbolic design of the buildings intended to be constructed by it in selected regional cities/towns.

3. Scope of Work

Technically qualified and selected architectural and engineering consultancy firms are expected to provide, as stated above original, creative, symbolic and energy oriented building architectural design considering the Bank's terms of reference and design program, which will be available only for shortlisted firms at later stage of the selection process. At this stage, the following general information that reflects some of the features of the proposed buildings are specified to give general impression.

- 3.1 The total plot is for one building is expected to be around 12,000 square meter. There will be about nine branches having same architectural design to be built in regional cities/towns. These branches are expected to be symbols of the Bank in the regions. They should thus be original reflecting the Bank's mission/purpose as described in its establishment proclamation.
- 3.2 The building will have B+G+2 (or 3) floors (to be determined in consultation with selected firm based on the design program) and will take into account future expansion.
- 3.3 The building is expected to house:
 - four fairly large strong rooms (vaults) to store currency at basement floor,
 - one currency sorting, counting and verification hall where around 50-60 people will be working,
 - a hall for bank notes sample counters of 20-25 staff
 - a room for installing high capacity banknotes shredding and briquetting machine (this looks like small factory, and
 - Other offices, conference rooms, a kitchen and a lounge.
- 3.4 The building will have highly secured fence around it, buffer zone in the form of green area for security purpose inside the fence and parking space for staff and guests inside the compound.

4. Category of Architectural Firm

All category one locally incorporated architectural and engineering consultancy firms are eligible for competition.

5. Instruction to Applicants

- 5.1. Proposal for expression of interest (EOI) should be enclosed in a sealed envelope

and presented to the Bank at 4:00 PM Addis Ababa time, on Monday, 6th of April 2015, at the latest, in the following addresses:

Attention: V/Governor Corporate Services

National Bank of Ethiopia

New Building first floor

Lideta Sub City, Addis Ababa

Telephone 011 5 17 51 28

Fax 011 5 51 45 88, Email: nbe.excd@ethionet.et

- 5.2 The validity period of the proposal should be 120 days from the date of opening of the expression of interest (EOI).
- 5.3 All pages of the EOI proposal document should be numbered, dated, signed, stamped and the stamp of the organization should be sealed near the authorized signatory on all pages. The application should be signed by authorized person. Additional sheets to be attached by the applicant should also be numbered and submitted as a package with signed letter;
- 5.4 All costs associated with the preparation and submission of EOI proposal shall be covered by the applicant.
- 5.5 The applicant may furnish any additional information which he/she thinks is necessary to reflect his/her capability to undertake the envisaged consultancy service. The applicant is, however, advised not to furnish superfluous information after submission of bid documents unless it is called for by the National Bank;
- 5.6 All information called for should be completed /furnished in the relevant tables and formats attached with this document. If, for any reason, information needs to be provided in separate sheet, the applicant should state the facts in the relevant forms and columns. Even if no information is to be provided in columns, a “nil or such case” should be indicated in corresponding column.
- 5.7 Application by telegram/ e-mail and those received late will not be entertained;
- 5.8 Applicants may obtain, if they wish, additional information from the following person and address;

Attention: Ato Abebe Senbete,

Telephone 0115175223/ Mobile 0911227817

Fax 0115 511714 Email abe2102cmd@gmail.com

6. Discretion of the National Bank

6.1 At any time prior to the last date of receipt of expression of interest (EOI), the National Bank may for any reason, whether on its own initiative or in response to a clarification requested by a prospective applicant, modify the EOI document by amendments. In order to provide reasonable time which can take the amendment into accounts in preparing their bids, the National Bank, may on its own discretion, extend the last date for receipt of expression of interest and/or make other changes in the requirements set out in the invitation to EOI. Any such amendment/extension of submission of EOI shall be notified to all eligible applicants who collected application for EOI by appropriate means of communication the National Bank selects.

6.2 The National Bank reserve the right without being legally responsible, to reject any or all of the EOIs without assigning any reason whatsoever.

6.3 The National Bank also reserves the right to reject any proposal without being legally responsible:

- a) if it is not in the prescribed format;
- b) if any time, a material misrepresentation is made or uncovered; and
- c) if the applicant does not respond promptly and thoroughly to requisition.

7. Confidentiality

Information with regards to proposal of evaluation and recommendation concerning awards shall not be disclosed to the applicant who submitted the proposal or other persons not officially concerned with the process until the award of consultancy is notified through a work order. The Architectural firm that meets the qualifying criteria will be short listed.

8. Information and Documents Required

Applicants are required all forms in section 10 of this document and complement, supplement by the following (even at the cost of repetition). They may provide additional information, if they wish.

8.1 general information:

- a) name of the firm;
- b) Legal status of the firm (private limited company /partnership firm/ joint venture etc.)
- c) Registered Address (Telephone, Fax, Web site,e-mail etc.)
- d) contact person, designation and power of attorney including the address of such person;
- e) profile, ownership, organization and management of the Company in details;

- f) number of year of experience of the applicant; and
- g) Number and type of assignments similar to this during the last five years.

8.2 The applicant should submit the following information related to it

- a) certified copy of valid registered VAT;
- b) certified copy of valid Tax Identification Number (TIN);
- c) renewed trade license for fiscal year;
- d) tax clearance certificate;
- e) income tax returns of the last three years ;and
- f) Professional salary income tax payment evidences.

8.3 CVS of key Staff

The applicant should present CV of its key staff by including the following information;

- a) name of the staff;
- b) designation;
- c) name and address of the firm presently employing the staff ;
- d) years with the firm;
- e) proposed position (describe degree of responsibility);
- f) qualification (technical and general);
- g) membership in profession ;and
- h) Experience and training (relevant in the content of assignment).

9. Submission of EOI, Evaluation and short-listing process

9.1 The application will be scrutinized by selection committee duly appointed by the National Bank.

- 9.2 The EOI proposal shall be opened at 4:30 PM Addis Ababa time, on Monday, 6th of April 2015 in Board room of the Bank's new building, first floor, in presence of interested applicants or their representatives.
- 9.3 The National Bank will technically evaluate applicants who have provided their EOI.
- 9.4 Those applicants qualified technically will be short listed and given a work order to prepare their conceptual architectural design as per the applicants TOR and design program.
- 9.5 The Committee will prepare a short list of applicants based on the criteria indicated on table 1 below and any additional criteria which may be decided by the National Bank.