



## REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR PROVISION OF OFFICE SPACE FOR LEASE

### INTRODUCTION

Safaricom Ethiopia is a purpose-led technology and communication company committed to contributing to Ethiopia's digital transformation and inclusion objectives. To achieve our objectives, we are building strong foundations through win-win partnerships to provide services that will transform Ethiopian Lives. Now, we are looking for a suitable Office Space for Lease.

### DESCRIPTION OF REQUIREMENTS

The space should meet the following requirements:

- Location: Dire Dawa, Jigjiga, Jimma, and Adama towns
- Size: 400 to 500 sqm
- Floor Finish: Clean Floor Finish suitable for Clean Goods.
- Be on a single floor or adjacent floors of a single building.
- Be in an area with good security and be capable of being secured.
- Own secure perimeter walls or other protection is preferred.
- Be ready for occupation as soon as possible.
- Availability of space for parking and Essential services.
- Be of a modern construction standard with adequate utilities such as water and electricity.
- Fiber connection has already been done or proximity to the optic fiber service line.
- If possible, should not be next to ongoing construction.

To establish a contract, STE will undertake a competitive bidding exercise in the future and consider inviting companies that have expressed their interest and provided initial relevant information as to their ability to fulfill STE's requirements.

**Please note that this is not an invitation for the submission of a price proposal.**

### EOI REQUIREMENTS

If you are interested and capable to provide these services, please send your expression of interest with the following documents;

- A. Ownership certificate of the property owner (whether individual or company).
- B. Copies of the property owner's Registration Certificate, Business License, and Tax Identification Number (TIN).
- C. A copy of the Title Deed of the Property. Only Properties with clean titles will be considered.
- D. A comprehensive information memorandum for the proposed property. The information memorandum should consist;
  - A map showing the location of the property
  - Layout drawings of the property
  - Building use permit
  - A schedule of the gross built as well as lettable areas
  - Any other information the owner may want to provide

**Please put the title of the e-mail submission as "Office Space for Lease"**

### SUBMISSION OF RESPONSES

Interested building owners should submit their response to the following email addresses: [myworkplaceservices@safaricom.et](mailto:myworkplaceservices@safaricom.et) **no later than the 3<sup>rd</sup> of Feb 2023 at 5:00 pm (GMT+3).**

- **All the details should be zipped and sent by email as guided below. If the file size is larger than 20MB, please share via Microsoft OneDrive. Please note that this shouldn't be via Google Drive or WeTransfer but via MS OneDrive. If the file is below 20MB, you can attach the details in the email response.**

### NEXT STEPS

Once the responses have been received the further process will follow the steps below:

- Review of submitted Expressions of Interest Submissions.
- Prequalification of shortlisted owner
- Issuing of tender to prequalified owner

### NOTE:

- Only the offers that meet our minimum requirements will be considered for further discussions.
- No prices should be provided with this EOI.
- The receipt of the response shall not bind Safaricom to any contractual agreements with the prospective bidder. Such arrangements shall only come in place once an award has been issued to a successful bidder after a tender process.
- Any costs associated with preparing and submitting the response to the Request for Offers shall be borne by the respondent.
- Safaricom may enter into negotiations with property owners of short-listed offers.

### NOTE:

Safaricom Ethiopia reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions will be final and no correspondence will be engaged in, other than to inform the bidders of the outcome of the process. Safaricom Ethiopia and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this application.