



REQUEST FOR EXPRESSION OF INTEREST (REOI)

EOI Reference No: **NBE/ICB/REOI/S/02/2026**

Date: 21th March 2026

The National Bank of Ethiopia invites interested, eligible and qualified consultants to submit Expressions of Interest (EOIs) for consultancy services under International Competitive Bidding (ICB) for the design, supervision, and contract administration of a New NBE Headquarter to be constructed in Addis Ababa.

The objective of this consultancy service is to engage a competent consulting firm to undertake the **Architectural and Engineering design, preparation of tender documents, construction supervision and contract administration** of the proposed Head Office Building.

Interested consulting firms are invited to submit their **Expression of Interest (EOI)** demonstrating their qualifications and experience to perform the required services.

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Background of the Project	<p>The National Bank of Ethiopia plans to construct a new headquarters on a site of approximately 5,700 m² which is located in the compound of the current headquarter building in Addis Ababa. The head quarter is intended to help to consolidate its operations and serve as a landmark institutional facility reflecting the Bank's strategic vision and long-term mandate. The headquarters will comprise parking facilities, administrative offices, conference and training facilities, staff amenities, advanced mechanical, electrical, IT and communications infrastructure, energy-efficient and sustainable building systems, modern security and safety features, and accessibility provisions. The facility will be designed to meet current operational requirements and accommodate future expansion, integrating contemporary technological systems to support the Bank's evolving objectives.</p> <p>The Bank seeks a qualified architectural and engineering consultant to make an assessment and feasibility study, develop the design, prepare tender documents, assist in bid evaluation, provide advisory support prior to contract award, and undertake construction supervision and contract administration, ensuring the project is executed in line with quality, safety, sustainability, and schedule requirements.</p> <p>The consultancy services will be provided under a professional services agreement based on the FIDIC White Book 2017, reflecting that the consultant is engaged for advisory, supervision, and contract administration purposes. The contract for the construction will be based on FIDIC Red Book 2017.</p>

<p>Objective of the consultancy</p>	<p>The objective of the consultancy service is to:</p> <ul style="list-style-type: none"> • Assess the need of the bank • Prepare complete Architectural and Engineering designs • Prepare cost estimates and bidding documents • Assist in evaluation of bidders for procurement of construction works • Provide construction supervision and contract administration • Ensure quality construction in compliance with standards and specifications
<p>Scope of Services</p>	<p>The consultancy services will include, but not be limited to, the following:</p> <p>A. Design Services</p> <p>The consultant shall:</p> <ul style="list-style-type: none"> • Soil investigation and related services • Topographic survey and related services • Prepare the schedule of requirements, including space planning and functional allocations, with the support and guidance of the employer • Prepare concept design and schematic design • Develop architectural design, 3D visualizations (renders) of interior and exterior spaces for presentations • Prepare physical 3D scaled model of the building for display • Prepare coordinated BIM model of all disciplines with clash detection to ensure fully integrated systems before construction • Prepare Structural design • Prepare Mechanical designs • Prepare Electrical designs • Prepare Plumbing and sanitary designs • Prepare BMS design • Prepare landscape design • Prepare IT and security infrastructure and related design & service • Conduct necessary site assessments and feasibility study on the selected site • Prepare detailed engineering drawings • Prepare bill of quantities and cost estimates • Prepare tender documents for construction works <p>B. Construction Supervision and Contract Administration Services</p> <p>The consultant will be responsible for:</p> <ul style="list-style-type: none"> • Supervision of construction works • Ensuring compliance with designs and specifications • Monitoring project progress • Quality assurance and control • Contract administration • Certification of contractor payments

	<ul style="list-style-type: none"> • Review and approval of shop drawings • Issuing site instructions • Preparation of progress reports • Final inspection and project completion certification
Content of EOI	<p>The EOI should include, but not limited to, the following information:</p> <ul style="list-style-type: none"> • Compliance and Legal Documents: <ul style="list-style-type: none"> ✓ Copies of business registration, licenses, and any other statutory requirements. ✓ The firm must possess a Category One or equivalent competency certificate for architectural and engineering consultancy services. International firms shall provide equivalent professional registration and demonstrate eligibility to practice under the laws of Ethiopia. • Corporation/Enterprise Profile and capacity: A brief introduction to the company including core competencies and organizational structure, office facilities, equipment and turnover. • Relevant Experience: <ul style="list-style-type: none"> ✓ Description and list of similar consultancy assignments completed and/or ongoing within the last ten (10) years, particularly projects of comparable scale and complexity such as high-rise institutional headquarters building, ✓ Specific experiences highlighting experience in design development, construction supervision, and contract administration. • Team Composition: Overview of key personnel proposed for the assignment, their qualifications, roles, and relevant experience. • Financial Standing: Overview on the average annual turnover calculated as a total certified payments received for contracts in progress or completed within the last five years; • Approach and Methodology: Brief outline of the proposed approach to design development, construction supervision, and contract administration, emphasizing collaboration, quality assurance, and risk management. • Contact information: Authorized representative details such as full name and address, telephone number, e-mail address, website and contact person. • Site Visit: All interested firms are required to attend a site visit to the project location. The date and time of the site visit will be announced to all firms through email. EOIs submitted by firms that did not attend the site visit will not be considered.

Evaluation Criteria	The National Bank of Ethiopia will evaluate Expressions of Interest (EOIs) based on the criteria outlined below. Only firms scoring 70% or higher will be shortlisted and invited to participate in the subsequent procurement process.			
	No	Criterion	Measurable Parameter	Max Weight
	1	General Experience of the Firm	Years of operation in architectural & engineering consultancy	
			15-17 years	5%
			18—20 years	10%
			>20 years	20%
			Total Weight Item 1	20%
	2	Specific Experience in Similar Projects	Number of similar large-scale institutional headquarters / >20+ floor projects completed in last 10 years	
			1 project	25%
			2 projects	35%
			3+ projects	45%
				Total Weight Item 2
	3	Proposed Team Composition & Key Personnel	Availability of qualified key personnel	
			If <50% of key professionals in all relevant design, supervision & contract administration disciplines have >15 years of experience	15%
If 50—74% of key professionals in all relevant design, supervision & contract administration disciplines have >15 years of experience			25%	
If ≥75% of key professionals in all relevant design, supervision & contract administration disciplines have >15 years of experience			35%	
			Total Weight Item 3	35%
		Grand Total (Item 1+2+3)	100%	
Method of Submission	<ul style="list-style-type: none"> Expressions of interest shall be submitted in 'hard copy' format. Number of hard copy file to be submitted: Two [One Original and One Copy] The submission must be enclosed in a sealed envelope clearly marked: "Expression of Interest for New NBE Headquarters Design, Supervision, and Contract Administration Consultancy Services" The envelope should be delivered to the following address no later than 7th April 2026, before 5:00pm: <p>Address: <i>Name of Organization: National Bank of Ethiopia</i> <i>Directorate: Procurement Management Directorate, Building-2, 5th Floor</i></p>			

	<p>Tel: 251-11517-5165/ 251-11517-5162/251-11517-5167</p> <p>E-mail: psmd@nbe.gov.et</p> <p>Postal address 5550/2048, Sudan Avenue Street, Addis Ababa, Ethiopia</p>
Deadline for the Submission of EOI	<p>7th April 2026, before 5:00pm</p> <p>Procurement Management Directorate, Building-2, 5th Floor</p>
Contact clarifications	<p>For any technical clarifications, please contact:</p> <p><i>Name of Organization:</i> National Bank of Ethiopia</p> <p><i>Directorate:</i> Procurement Management Directorate</p> <p>Email Address: Psmd@nbe.gov.et</p> <p>Addis Ababa, Ethiopia</p>

The applicants can obtain EOIs from NBE website.

NBE reserves the right to accept or reject a part/all the entire bids.
National Bank of Ethiopia