Asian Development Bank
Nepal Resident Mission (NRM)

COMMERCIAL REAL ESTATE RESEARCH SERVICES
Call for Expression of Interest

Asian Development Bank (ADB) invites Expression of Interest on non-committal basis for property search services in Kathmandu, Nepal for relocation of ADB Nepal Resident Mission (NRM).

Please refer to the Appendix 1 for the proposed scope of works.

Should your firm be interested in this assignment, please submit an Expression of Interest (EOI) including the following information:

1. Profile of the firm / individual including:
   a. Registered business / individual name in Nepal
   b. Number of years in business
2. Full and comprehensive description of the services offered by the company / individual
3. Portfolio of your firm, including at least two (2) examples of similar property search undertaken by your firm
4. Detailed list of inclusions and exclusions in the service to be provided to ADB
5. Proposed fee structure for the assignment and expectations on compensation

Please note that ADB may shortlist firms for a potential limited tender (Request for Proposal) or contracting, based on the result of this EOI process.

The Expression of Interest and requested information should be sent through email to: fieldofficesupport@adb.org (Attention: Mr. Jose Marie de la Paz) and adbnrm@adb.org (Attention: Mr. Udhdab Parajuli) on or before 15 April 2022 (Kathmandu Time).
Appendix 1: Summary of expected scope of works

The Asian Development Bank (ADB) intends to lease an office space for the Nepal Resident Mission (NRM) office relocation in Kathmandu, Nepal. Presently, the NRM office is located at Metro Park Building, Lekhnath Marg, Kathmandu 44600, Nepal. This relocation requires a Real Estate / Commercial Property research service to shortlist and identify the best suitable property for NRM.

The property specialist firm shall conduct a market search and identify prospective office spaces for NRM. By default, ADB prefers a building zoned for Grade A commercial building with useable office space of at least 1,840 sqm. with a capacity to accommodate about 100 persons. In the absence of Grade-A properties that fit ADB’s criteria, ADB is open to explore (i) high quality Grade-B commercial buildings which will be subject to a more thorough review, or (ii) options for a long-term land lease where ADB can build its own purpose-built facility provided it meets (or have a provision of) the requirements in Appendix 2 – Criteria for Selection on NRM relocation.

The shortlisted property options must be located in the proximity of Singha Durbar, the Nepal government secretariat and other international organizations. The shortlisted office spaces, if it is a commercial building, are preferred to be new construction, constructed according to the latest building code (NBC 105:2020) or at the minimum, retrofitted/upgraded to meet the NBC 105:2020 standard. The shortlisted options must have an access control system and an assembly area/open space outside the building that could be used in case of an emergency (earthquake, fire, etc.). The shortlisted options are expected to be low-rise multi-storied buildings (2 – 5 storied) available for total occupancy exclusively by ADB. The detailed specifications are provided Appendix 2 - Criteria for Selection on NRM relocation.

A. Location of the Assignment

The property specialist firm shall have to conduct the real estate market search in Kathmandu, Nepal, and identify office space options for NRM relocation. Preference shall be given to the firms already based in Kathmandu, Nepal and have a good understanding of the commercial real estate market.

B. Tasks and Responsibilities

The property specialist firm shall assist ADB in identifying and shortlisting the new office space for NRM in Kathmandu, Nepal. The specific tasks and responsibilities shall include but not be limited to the following:

1. Market survey on the available office spaces constructed after the 2015 earthquake in Kathmandu, Nepal, their construction type, occupancy rate, average rent per unit area etc.

2. Mapping of the available options matching the technical specifications provided in Appendix 2.

3. Detailed analysis of the shortlisted options including property photographs, architectural plans, existing condition survey, information on the builder,
ownership, completion year, availability, rent, handover conditions, and any shortcomings/deviations from the technical specifications provided in the Appendix 2.

C. Deliverables

The property specialist firm shall provide the following deliverables within the specified timelines:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inception Report</td>
<td>2 weeks after start of contract</td>
</tr>
<tr>
<td>Presentation of shortlist (initial survey)</td>
<td>4 weeks after start of contract</td>
</tr>
<tr>
<td>Final Report – Draft</td>
<td>6 weeks after start of contract</td>
</tr>
<tr>
<td>Final Report and Recommendation</td>
<td>7 weeks after start of contract</td>
</tr>
</tbody>
</table>
Appendix 2 – Criteria for Selection on NRM Relocation

I. Technical Specifications

ADB is looking for long term leasing of a commercial building /property/space for their office relocation in Katmandu, Nepal, with the following technical specifications:

A. Location and Site Conditions:

1. Neighborhood: The shortlisted properties must be located in close proximity to the Singha Durbar, the Nepal Government Secretariat and other international organizations, preferably within a radius of 4 to 5 kilometers.

2. Property Utilization: The properties must be best suited for grade A commercial/office use.

3. Property Type: The shortlisted properties may include low-rise multi-storied buildings available for total occupancy, exclusive building for ADB, with sufficient built-up area within fenced premises.

4. Accessibility: The properties could be accessed directly either from the main road or a wide dual lane access road of minimum six (6) meter width excluding pedestrian sidewalks. There must be secure vehicular access controls with biometric I or card access control.

5. Public Transportation: The property should ideally be located in close proximity to all modes of public transportation (bus, taxi, etc.).

6. Drainage: The properties must have an adequate and properly installed internal and external drainage system and not be located in a flood or landslide prone area. If located in an area with a high underground water table, the building must have an adequate dewatering system in place.

7. Sanitation and Health Conditions: The properties must be located in a sanitary and healthy environment. They must have proper garbage facilities and must comply with acceptable health and sanitation standards.

8. Open Spaces: There must be open spaces (garden, trees, etc.) available around the shortlisted properties for enhanced aesthetics and staff welfare.

9. Soil Conditions: The soil conditions underneath the shortlisted buildings’ footprint must be investigated for any type of settlements and liquefaction potential, and appropriate sub-soil treatment must be part of the building’s foundation system. For constructed buildings, records of geotechnical investigations and test results shall be made available upon request.
B. Architectural Requirements¹:


2. **Covered area**: The leasable space must be adequate for the ADB area requirement of a minimum of 1,840 sqm excluding common areas to a maximum of 2,200 sqm.

3. **Floor to Ceiling height**: The lease office space must have a minimum of 3m clear floor to ceiling height allowing for the installation of a raised flooring if required.

4. **Vehicle access and Parking Space**: The properties must have code-compliant off-street access, entrance driveway and parking area. There must be an exclusive covered parking space (underground or ground level on site) for at least 1 full sized 2.50m x 5.00m) parking space per 100 sqm of leasable space. There shall be a minimum of two EV (electric vehicle) charging stations provided.

5. **Open Space/ Assembly Area**: There must be an open, accessible, and usable space of minimum of 2sqm per occupant outside the building dedicated for the ADB assembly area to be used during an emergency (earthquake, fire, etc.). The open space/assembly area must be flat, devoid of marshy land or low land prone to flood and landslide.

6. **Storage**: Secure storage space, minimum 30 sqm at ground or underground parking garage with at least 2.75 meters of head room.

7. **Sustainability**: If the property is a built multi-tenanted building, it is an advantage for buildings with sustainability measures in place like rainwater harvesting, energy saving lights in common areas, bicycle parking, and materials that are manufactured sustainably.

C. Structural Requirements¹:

1. **Engineered Structure**: The shortlisted buildings must be professionally designed engineered structures. Timber or unreinforced masonry buildings do not qualify as engineered structures. The potential options are expected to be reinforced concrete or steel framed buildings with the shear walls or foundation dampers as the main earthquake load resisting components.

2. **Building Code Compliance**: The shortlisted buildings are expected to be new construction and preferably constructed after the 2015 Nepal earthquake. The structural design must comply with the latest Nepal Building code NBC 105:2020 (Nepal Building Code – Seismic Design of Buildings in Nepal) or be retrofitted/upgraded to meet the NBC 105:2020 standards. In case of any structural deficiencies in the shortlisted buildings, the lessor would be required to get the necessary structural re-strengthening done at their cost.

3. **Building Performance level**: The potential building options must comply with the local and accepted international code-prescribed life safety limits. ADB requires a higher level of structural robustness than the minimum code-prescribed threshold. For this reason, with the consent of the lessor, ADB may undertake a structural integrity audit and or upgradation, which could entail permanent structural modifications.

4. **Building Envelope Thermal Rating**: The building envelope R values and “Energy Efficiency” provisions should meet Grade A commercial building insulation levels to achieve optimum energy efficiency in accordance with the International Energy Conservation Code (IECC Climate Zone Map) which dictates the energy efficiency measures that a building must include, especially relevant to the building envelope.

---

¹ Requirements if the proposed property is a multi-tenanted building that is already built. ADB is open to options where it can build its own purpose-built facility.
5. **Building automation and control:** The building shall incorporate products, software and engineering services for automatic controls, monitoring and optimization and management to achieve energy-efficient, economical and safe operation of building services equipment.

D. **Amenities:**

The leased premises shall be handed over with the following minimum specifications:

1. **Floor finishing requirement.** Either already finished/tiled raised flooring or at the least level, trowel finished cement floor, ready to receive the final flooring/raised flooring.

2. **Air-conditioning.** Complete, locally-serviceable, and good quality VRF air-conditioning system.

3. **Fire protection.** Fire alarm/detection system, fire-fighting equipment, and fire/emergency exits, as required by the bye-laws and accepted international fire life safety codes. Adequate fire rating of doors/windows/walls etc.

4. **Back-up Power.** Stand-by generator sets / power backup services

5. **Lighting and ventilation.** Proper lighting and ventilation system

6. **Utilities.** Electricity and water supply meters exclusively for the use of ADB leased areas. The premises must have sufficient electrical loading provision for electrical requirements of a Grade A office space.

7. **Electrical requirement.** Provision for single-phase and three-phase electrical system for the air-conditioning units and other office equipment

8. **Water.** Sufficient water supply within the building for all the tenants

9. **Elevators.** Ample provision of elevators/lifts if the building is four-storied or above, and must have a maximum waiting time of 30 seconds.

10. **Sustainability.** Effective utilization of natural resources and use environment-friendly materials and building systems is an advantage.

11. **Accessibility.** Building accessibility for persons with disabilities (PWD), i.e. ramps, wheelchair accessibility, guard rails, braille signage, low-height elevator switches, etc.

12. Any other requirements according to the local standards.

E. **IT Requirements**

The potential building options must have connectivity to the highest quality communications and Internet services available in country, and, within the ADB leased area, provide.

1. Space for the installation of horizontal and vertical cabling networks.

2. Space for the network server for at least 15 square meters.

3. ADB should be allowed to demolish/ship portions of walls, floors, and ceilings for the installation of data cables.

F. **Security Requirements**

1. **Secure vehicular access controls** – If a commercial area, the building management should, at the minimum, have a no-sticker-no-entry policy in lieu of an automated barrier gate.
2. **General Security**

   a) **Card / Biometric Access Control.** Card operated or biometric access control for the primary pedestrian entry/egress point.

   b) **Building Security Guard Force.** The LESSOR shall deploy building security guard force, working directly for the building’s management company to maintain, at a minimum:

   - 24-hour CCTV coverage of parking areas, common areas, surroundings.
   - 24-hour monitoring of CCTV displays.
   - 24-hour presence in the foyer of the building
   - Working-hour security screening procedures for visitors.

   c) **Access to ADB’s leased space.** Access to ADB leased space shall be restricted and granted for emergency situations only.

   d) **Building CCTV surveillance.** The building shall be fitted with CCTV security and access control surveillance. CCTV surveillance from all camera locations (internal and external) shall be recorded, archived and the data base maintained for a minimum of 60 calendar days.

G. **Other requirements**

1. **Track record.** The potential lessors must be reputable building owners and have been in the business for at least ten (10) years.

2. **Building Insurance.** The building owner is required to provide and maintain comprehensive General Liability insurance of the premises and common access areas to include all acts of nature, earthquake, fire, storm and tempest.

H. **Lease Terms**

1. **Minimum lease period.** The lease term shall be for a period of fifteen (15) years commencing from occupancy in 2022 to 2037. A longer lease period is also preferred and will be subject to further negotiations.

2. **Lease renewal.** The lease may be renewed for a minimum of another ten (10) years with the same terms and conditions of the prevailing lease, which shall be based on the market value at the time of negotiations.