REQUEST FOR PROPOSAL (RFP)

RFP-EpiCFY27-0016

RFQ INFORMATION	DETAILS
Solicitation title	Provision of Real Estate Services for the Identification and Sourcing of Office Premises in Bastos, Yaoundé
Issue date	23 October 2026
Deadline for clarification questions	26 October 2026, 3 PM Cameroon time (WAT)
Quotation submission deadline	27 October 2026, 5 PM Cameroon time (WAT)
Extended submission deadline	13 November 2026, 5 PM Cameroon time (WAT)
clarification email	Cameroon.Procurement@fhi360.org
Submission email	Cameroon.quotations@fhi360.org

1. Background

FHI 360 is a global nonprofit organization dedicated to improving lives through evidence-based, locally driven development solutions. Through its EpiC (Meeting Targets and Maintaining Epidemic Control) and STRIDES (Strengthening Infectious Disease Detection Systems) projects in Cameroon, FHI 360 supports efforts to strengthen health systems and improve health outcomes.

To support its operations and program activities, FHI 360 Cameroon intends to secure suitable office premises in Bastos, Yaoundé, or its surrounding areas**.** As such, FHI 360 hereby invites qualified, licensed, and legally registered real estate agents and agencies to submit proposals for the identification, sourcing, and facilitation of a suitable office property that meets the requirements outlined in this Request for Quotation (RFQ).

The selected real estate agent or agency will be responsible for proposing available properties that meet the specified criteria, facilitating property visits where required, and supporting lease negotiations to ensure the successful acquisition of suitable office space for FHI 360.

FHI 360 seeks a service provider that demonstrates professionalism, integrity, market knowledge, responsiveness, and the capacity to deliver suitable property options within the required timeline.

The issuance of this RFQ does not constitute a commitment by FHI 360 to award a contract or enter into any agreement. FHI 360 reserves the right to accept or reject any proposal, request additional information from bidders, negotiate with one or more bidders, or cancel the procurement process at any stage without incurring any liability or obligation to any bidder.

2. Property Search Requirements / Scope of Services

Registered real estate agents and licensed real estate agencies are invited to submit proposals for the identification, sourcing, and facilitation of suitable office premises for FHI 360 in Bastos, Yaoundé, and its surrounding areas, in accordance with the specifications outlined in this solicitation.
Proposals should include detailed information on the proposed property(ies), including location, property specifications, agency or facilitation fees (where applicable), recent photographs, and any other relevant terms and conditions.
The proposed premises must be suitable for use as a professional office environment and meet the minimum requirements specified herein, including adequate office space, parking facilities, security features, reliable

electricity and water supply, backup water systems, and ease of access.
Bidders shall confirm the availability of the proposed property, their authority to represent the property owner where applicable, and their ability to facilitate lease negotiations and occupancy within the required timeframe. All proposed properties must comply with applicable regulatory requirements and meet acceptable standards of safety, functionality, and operational suitability.

No.	Description	Unit	Qty.
1	A registered real estate agency or real estate agent capable of identifying and proposing suitable villas or office premises for use as FHI 360 offices.	Unit	01

Property Requirements

FHI 360 intends to lease one (01) villa or office facility located in Bastos, Yaoundé, or its immediate surroundings, to serve as its office premises.

The proposed property should meet the following minimum requirements:

- A villa or office building with at least 3 to 4 rooms/offices, a living room/reception area, a dining/meeting space, a kitchen, and at least 2 bathrooms/restrooms.
- Adequate external space, including a courtyard and parking area for at least two (2) vehicles.
- The entire property must be enclosed within a secure perimeter wall/fence with controlled access.
- Reliable utility connections, including electricity (ENEO) and water supply (CAMWATER).
- An additional/backup water source, such as borehole, must be available.
- The property must be easily accessible by vehicle and located no more than 50 meters from a main road.
- The premises should be suitable for immediate use as a professional office environment for FHI 360.

3. Supplier instructions and quotation format

- For the real estate RFQ, you can revise this section as follows:
- **Submission Instructions**
- Submit your proposal by email to **cameroon.quotations@fhi360.org** before the deadline stated above.
- Use the following email subject line: "***RFP FY27_0016 – Provision of Real Estate Services for the Identification and Sourcing of Office Premises in Bastos, Yaoundé"***
- Proposed pricing, including agency/facilitation fees and any other applicable costs, must remain valid for at least **thirty (30) calendar days** from the submission deadline. Bidders should clearly state any assumptions, exclusions, and proposed payment terms.
- Late submissions may be rejected. It is the bidder's responsibility to ensure that the complete proposal is received before the submission deadline.
- Requests for clarification must be submitted in writing to **Cameroon.procurement@fhi360.org**. Any responses, amendments, or addenda that may affect all prospective bidders will be communicated through the appropriate procurement clarification process.

4. Mandatory submission documents

- A completed and signed proposal on the bidder's company letterhead, including the legal name of the company, physical address, contact details, and authorized representative.
- Valid business registration documents and all applicable tax and regulatory compliance certificates required under the laws of Cameroon.

- Evidence of a valid license, accreditation, or authorization to operate as a real estate agency or agent (where applicable).
- Detailed information on the proposed property(ies), including location, property specifications, photographs, monthly rental rates, and any applicable agency or facilitation fees.
- Written confirmation that the proposed property(ies) are currently available for lease and meet the requirements outlined in this RFQ.
- At least three (3) references from clients for whom similar real estate sourcing, leasing, or property brokerage services have been successfully provided within the last three years.
- Any additional documentation demonstrating the bidder's experience, qualifications, and capacity to provide the required services

5. Evaluation and award methodology

Evaluation will be conducted in a fair, transparent, documented, and comparative manner. FHI 360 may first assess proposals for mandatory eligibility, responsiveness, and compliance with the requirements of this RFQ. Proposals that fail to meet mandatory requirements may be disqualified in accordance with FHI 360 procurement procedures.

Evaluation Criteria	Weight
Administrative and eligibility compliance	5%
Relevant Experience and Qualifications of the Real Estate Agent/Agency	15%
Compliance of Proposed Property with Technical Requirements	35%
Location, Accessibility, Security, and Suitability of the Property	15%
Cost Competitiveness (Rental Cost and Agency Fees)	30%
Total scored criteria	**100%**

Evaluation Considerations:

The evaluation will consider, among other factors:

- The bidder's legal eligibility and completeness of the required submission documents.
- Demonstrated experience in providing real estate brokerage, property sourcing, or lease facilitation services.
- The extent to which the proposed property meets the minimum specifications outlined in this RFQ.
- The suitability of the property's location, accessibility, security features, parking capacity, utilities, and overall functionality for office operations.
- The competitiveness and reasonableness of the proposed rental rates and any applicable agency or facilitation fees.

FHI 360 may request clarifications from bidders where necessary, provided that such clarifications do not materially alter the substance of the proposal. Any arithmetic discrepancies may be addressed in accordance with FHI 360 procurement procedures.

Award may be given to the bidder whose proposal is determined to offer the best overall value for money and demonstrates the highest degree of compliance with the requirements of this solicitation. FHI 360 reserves the right to negotiate with the selected bidder and to accept or reject any proposal, in whole or in part, without incurring any obligation to any bidder.

6. General conditions and reservations

- Issuance of this RFQ does not constitute a commitment by FHI 360 to award a contract or purchase any goods.
- FHI 360 reserves the right, subject to applicable policies and law, to amend or cancel this RFQ, reject any or all quotations, waive minor irregularities where appropriate, request clarifications, verify supplier information, and make no award.
- FHI 360 may conduct due diligence or background checks on prospective suppliers, consistent with its policies.
- Costs incurred in preparing or submitting a quotation are the sole responsibility of the supplier.
- The selected supplier must comply with applicable laws, ethical business practices and FHI 360 supplier requirements, including any applicable safeguarding, anti-fraud, anti-bribery and conflict-of-interest requirements.