An Roinn Gnóthaí Eachtracha agus Trádála
Department of Foreign Affairs and Trade

REQUEST FOR PROPOSALS

REAL ESTATE AGENCY SERVICE

Closing Date for Tenders
17:00 (GMT), 7th December 2026

The final date for receipt of queries is 17:00 (GMT), 30th November 2026

1. Overview

The Department of Foreign Affairs and Trade of Ireland (the "Contracting Authority") currently occupies a commercial property at 50 Rue Froissart in Brussels under a usufruct agreement which is due to expire in March 2030.

The usufruct agreement includes:

- A rent review in March 2027
- An option to purchase the property, which requires notice to be provided to the landlord no later than March 2029.

The Contracting Authority invites tenders ("Proposals") to this request for proposals ("RFP") from suitable qualified real estate agencies ("Tenderers") for the provision of the services as described in Section 2.

The primary objective of the appointment is to ensure that the Contracting Authority has sufficient independent market evidence and expert advice to help inform the most economically advantageous long term property solution.

Three options to be considered:

- Acquisition of the current property
- Renewal of the usufruct for the current property
- Relocation to an alternative property

The successful tenderer will also be required to advise and represent the Contracting Authority during the March 2027 rent review.

The appointment is expected to commence in December 2026 or January 2027. The agreement that may result from this Competition (the "Agreement") will be issued for a term of 36 months ("the Term"), with an option for the Contracting Authority to extend for a further 12 months.

2. Scope of Services

2.1. Requirements and Specifications

Tenderers must address each of the issues and requirements in this part of the RFP and submit a detailed description in each case, which demonstrates how these issues and requirements will be dealt with / met and their approach to the proposed delivery of the Services. A mere affirmative statement by the Tenderer that it can/will do so or a reiteration of the tender requirements is NOT sufficient in this regard. Previous examples or case studies are useful to demonstrate the tenderers approach.

2.2. Description of services required

a. Property and Market Assessment

- Review the current property and its usufruct agreement
- Visit, inspect and assess the current property
- Provide a written report of the Brussels commercial real estate market, with a focus on comparable property in locations that have a strong diplomatic presence.
- Present market trends, including rents, yields, capital values, demand and supply, vacancy rates etc.
- Present recent comparable transactions
- Forecast market conditions and advise how they might impact the Contracting Authority's strategic property decisions
- Provide periodic market reports

b. 2027 Rent Review

- Identify and analyse comparable rental properties and prices
- Provide a rental value of the property and produce a written valuation report setting out methodology, evidence, findings and conclusion
- Review rental valuation report submitted to the Contracting Authority on landlord's behalf
- Provide advice and recommendations throughout negotiations
- Represent and support the Contracting authority in discussions with the landlord and its representation

c. Three Strategic Options

The successful tenderer will be required to support the Contracting Authority in assessing the long-term options, which include

Option 1 – Purchasing the current property

- Provide a valuation appraisal
- Review comparable properties available for purchase
- Provide advice and recommendations on the commercial merits of purchasing
- Represent and support the Contracting Authority throughout negotiations
- Provide assistance during property due diligence exercises to inform the acquisition decision
- Form part of a project team including legal, technical and other professional advisors.

Option 2 - Usufruct Agreement Renewal

- Update the 2027 rental valuation when required
- Provide advice on usufruct terms and conditions based
- Benchmark continued rental against comparable alternative properties
- Represent and support the Contracting Authority throughout negotiations
- Assess the financial implications of renewing the usufruct agreement
- Form part of a project team including legal, technical and other professional advisors.

Option 3 – Relocation

- Assess comparable and available properties, including rental and acquisition options, in suitable locations
- Present options meeting most or all property requirements to the Contracting Authority
- Engage potential landlords to discover key lease terms and incentives on offer
- Arrange viewings for shortlisted options
- Prepare a report of the current property in comparison to alternative properties, including benefits and negatives for relocation

- Represent and support the Contracting Authority throughout negotiations with potential landlords
- Represent and support the Contracting Authority throughout negotiations with the current landlord regarding reinstatement costs
- Form part of a project team including legal, technical and other professional advisors.

d. Options Analysis Report

Prior to the March 2029, the Contracting Authority will be required to make a decision on whether to purchase, renew the usufruct or relocate. To assist, the successful tenderer will be required to develop a comprehensive options analysis comparing each of the three options and provide a recommendation.

The analysis report should include:

- Current market values, both purchase and rental, of the current property and market alternatives
- Projected rent and indexation
- Acquisition costs
- Lease incentives and benefits
- Relevant market trends and availability
- Property specific risks and opportunities
- Estimated costs
- Other commercial factors relevant to the recommendation

e. Negotiations

- Represent the Contracting Authority in engagements with landlord(s)
- Arrange and attend meetings
- Prepare negotiation strategies
- Review and provide advice on proposals and counterproposals
- Provide advice on commercial positions and local norms
- Negotiate terms and conditions favourable to the Contracting Authority
- Provide written recommendations

Note: No agreement is to be concluded or entered without prior written approval from the Contracting Authority

3. Key Deliverables

Key deliverables may include:

- Market and property assessment
- March 2027 rental valuation report
- Advice and representation during the 2027 rent review process
- Periodic property market updates
- Capital valuation of the current property
- Rental valuation updates
- Market search for alternative commercial properties
- Expert advice and written analysis of purchase, renewal and relocation options
- Strategic options report prior to March 2029
- Negotiation advice and representation during negotiations
- Any other advice that might be required in connection with the assignment

4. Qualifications and Certification Requirements

Tenderers must have provided real estate services of a similar nature as noted in the scope of work as contemplated under this contract. The firm must be able to demonstrate satisfactory completion of such services to the satisfaction of DFA. The firm must have general industry experience or the principals, and/or project team staff must have similar experience. The items to be evaluated in the selection process include:

- Tenderers must fulfil any and all legal requirements of Brussels - Belgium, to practise as real estate agents and must be in compliance with local business registration requirements.
- All real estate firms must hold a current valid real estate licence, if applicable, to practice in Brussels, Belgium;
- Tenderers must have an office in Brussels, Belgium.
- Commercial real estate experience of proposed firm, with partners, principals and supervisory staff expected to have an extensive relevant real estate background in Brussels, Belgium (minimum of eight (8) years).

- Demonstrated ability to provide the required Scope of Services;
- The proposed team to undertake the assignment should have knowledge and experience in valuations, leasing and capital investment.
- It is highly desirable that at least one member of the proposed team has real estate experience within the last five years (5) with diplomatic missions or international clients;
- The tenderer must provide a minimum of two (2) references for comparable projects delivered by the proposed team of negotiators in this field in the last three years. The submission must detail the contact names of the two referees together with your consent permitting the Contracting Authority to proceed with the reference procedure (contact details including phone number and e-mail address). The references must refer to two separate projects and be from two separate referees;
- Tenderers must hold the appropriate insurance category and cover level for the services required in this RFP at the commencement of contract. The submission must include a statement indicating your firm is able to obtain the required insurances;
- All Tenderers must be tax compliant and must declare this in the proposal submission;
- Tax compliance is mandatory, and bidders must declare their tax compliance in the proposal submission.
- Complete and submit Appendices No. 1, 2, 3, 4 and 5.

Only Tenderers who satisfy the above conditions of the *Qualifications and Certification Requirements* by the closing date and time will be eligible for inclusion in the RFP Award Criteria evaluation.

5. RFP Award Criteria

In order to determine what proposal is the most advantageous, the Contracting Authority will evaluate all proposals that meet the Qualifications and Certification Requirements on the basis on the Award Criteria specified below. The Contracting Authority reserves the right to weigh its evaluation criteria in any manner it deems appropriate and has specified the weighting applied.

5.1. Award Criteria

Award Criteria	**Maximum Marks Available**
1. **Understanding the Requirement, proposed methodology** and approach to valuation, strategic analysis and negotiations	**20**
2. Experience of the **Proposed Team assigned to the contract**	**20**
3. Brussels **Market Knowledge and Comparable Experience**	**20**
4. **Professional Fee** as described below Usufruct Renegotiation –X% of the first year's rental cost. Lease or Usufruct of New Premises - X% of the first year's rental cost. Property Purchase - X% of the purchase price, subject to a maximum fee of €X. Rent Review Negotiation – X% of the annual rent for the provision of a Rental Valuation Report and negotiation with the Landlord's representative.	 **10** **10** **15** **5**
TOTAL MARKS	**100**

5.2. Evaluation of the RFP Submission

- The Contracting Authority will assign an evaluation committee to review all responsive proposals received by the Contracting Authority. The evaluation team will consider the information in the proposals as outlined above.
- Tenderers must achieve a minimum technical quality score of 36 out of 60 (60%) to proceed to the cost evaluation stage.
- The Contracting Authority reserves the right to reject any or all proposals and to accept, modify or reject any item or combination of items. The award will be made to the Tenderer whose proposal, in the opinion of the Contracting Authority, best takes into consideration all aspects of the Tenderer's proposal and represents the most beneficial proposal as determined by the Contracting Authority.
- The Contracting Authority reserves the right to contact any Tenderer, to conduct meetings or request additional information. If the Tenderer to whom the award is made does not execute a contract within 30 days from the award, the Contracting Authority may give notice to such Tenderer of intent to award the contract to the next most qualified Tenderer, or to call for new proposals.
- Proposals will be accepted from thoroughly competent, experienced and financially qualified individuals or firms as determined solely by the Contracting Authority. Tenderers are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favour of the Tenderer and shall be grounds for rejection.
- This document is not an offer to contract, but it is an RFP. Neither the issuance of the RFP, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the Contracting Authority, will commit the Contracting Authority to award a contract to any tenderer even if all the requirements in the RFP are met.
- Only the execution of a written contract will obligate the Contracting Authority in accordance with the terms and conditions contained in such contract.
- Tenderers may be required to make a presentation of their qualifications to the evaluation committee.

6. Proposal Format

The proposal must include the following details to meet the submission requirements of the RFP:

- Description of your firm including size of firm, confirmation that the firm holds the required real estate licence (if applicable), the number of years' experience in the real estate business, the nature and volume of commercial real estate business in Brussels, and the number and nature of the professional staff to be assigned to the Contracting Authority.
- Staff professional backgrounds, qualifications and training, including a brief CV/resumé for each key person listed for the proposed team. Describe each of the team member's commercial real estate experience (minimum five (5) years previous experience with proven effectiveness) in pertinent commercial real estate transactions. Please outline the roles and responsibilities of each of the proposed team members, including who will be the primary day to day contact, valuations advisor, lease advisor and capital investment advisor etc.
- Experience, if any, of the proposed team in providing real estate services to similar entities such as international clients, international agencies and diplomatic missions.
- Submit references in the proposal in accordance with Section 4 of the RFP.
- Describe the process and anticipated timelines, including a discussion of how you intend to assist the Contracting Authority to renew the lease of the suitable property, how you intend to inform, report upon and otherwise update the Contracting Authority staff regarding the process and anticipated timelines, and how your proposed process addresses potential issues, conflicts of interest or other challenges the Contracting Authority may anticipate in leasing the proposed premises. Additional services offered through your firm, if there are any that may be relevant to the lease of property on behalf of DFAT, should be also specified. This information must be fully detailed in your *Approach and Methodology* as part of your proposal.
- Completed and signed Appendices attached to this RFP.

7. Liability Requirements

Upon award, the successful Tenderer must supply details of, and maintain insurance which indemnifies the Contracting Authority, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly arising out of acts or omissions imputable to the successful Tenderer or its contractor(s) or any other third party under the direction or control of any such contractor(s).

8. Important Notices

- While every effort has been made to provide comprehensive and accurate information in all notices and documents prepared for the purposes of this Competition, the Contracting Authority does not accept any liability or provide any express or implied warranty in respect of any such information. Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this RFP and may wish to consult their legal advisers.
- This RFP does not constitute an offer or commitment to enter into an agreement.
- No contractual rights in relation to the Contracting Authority will exist unless and until a formal written Agreement has been executed by or on behalf of the Contracting Authority.
- Any notification of preferred bidder status by the Contracting Authority shall not give rise to any enforceable rights by the Tenderer.
- The Contracting Authority may cancel this Competition at any time prior to a formal written Agreement being executed by or on behalf of the Contracting Authority.
- The award of an Agreement does not confer exclusivity on the successful Tenderer. This RFP supersedes and replaces all previous documentation, communications and correspondence between the Contracting Authority and Tenderers, and Tenderers should place no reliance on such previous documentation and correspondence.
- Each Tenderer is required to accept the provisions of this RFP. All tenderers must return, with their Tender, a scanned signed copy of the Tenderer's Statement, as set out in **Appendix 3**, printed on the Tenderer's letterhead. The Contracting Authority must be able to read the scanned signature of the Tenderer. If the Contracting

Authority cannot read the scanned signature, Tenderers may be requested to re-submit. Tenderers may not amend the Tenderer's Statement.

- The successful Tenderer must comply with all national laws and codes as may be applicable to the scope of work detailed herein, including all labour laws.
- This contract shall be construed under the laws of Brussels, Belgium. All claims, actions, proceedings and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract shall be brought in Belgium.

9. Cancellation

Any violation of the terms, conditions, requirements and/or non-performance of the Agreement resulting from this RFP shall result in immediate cancellation of the Agreement. The Agreement may be cancelled by the Contracting Authority for any other reason(s) upon 30 days written notice and this must be clearly stated in the Contract/letter of engagement.

10. Contracting Authority Contact Person

If there are any questions or clarifications concerning this RFP will be dealt with via the eTenders messaging service, these must be emailed by 17:00 (GMT) on 30th November 2026. The Embassy's responses to these queries and requests for clarification will be sent by email to all interested parties.

11. Proposal Due Date

Proposals will be accepted until 17:00(GMT) 7th December 2026. Late submissions will not be accepted. Proposals must be sent using the Electronic Tendering System via the secure electronic post-box facility available on http://www.etenders.gov.ie/.

Appendix 1 - Confirmation of Key Assessment Information

<table>
<tr><th>Criteria</th><th>Response</th></tr>
<tr><td>Total area in square metres (m^2) and the number of transactions (#) this represents of commercial real estate successfully negotiated in the central area of Brussels in the previous five (5) years (2022-2026)</td><td>
<table>
<tr><td></td><td colspan="2">Represented Landlord</td><td colspan="2">Represented Tenant</td></tr>
<tr><td></td><td>m^2</td><td>#</td><td>m^2</td><td>#</td></tr>
<tr><td>2022:</td><td></td><td></td><td></td><td></td></tr>
<tr><td>2023:</td><td></td><td></td><td></td><td></td></tr>
<tr><td>2024:</td><td></td><td></td><td></td><td></td></tr>
<tr><td>2025:</td><td></td><td></td><td></td><td></td></tr>
<tr><td>2026:</td><td></td><td></td><td></td><td></td></tr>
</table>
</td></tr>
<tr><td>Real estate agents (assigned to Project Team) with a minimum of five (5) years’ experience in commercial real estate in Brussels</td><td>
<table>
<tr><td>1. Name of negotiator:</td><td></td></tr>
<tr><td>Number of years’ experience:</td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td>2. Name of negotiator:</td><td></td></tr>
<tr><td>Number of years’ experience:</td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td>3. Name of negotiator:</td><td></td></tr>
<tr><td>Number of years’ experience:</td><td></td></tr>
</table>
</td></tr>
<tr><td>Please list details of the firm’s previous experience (within the last five (5) years) with diplomatic missions and international clients,. Ideally, at least one member of the negotiation team will have experience in this area.</td><td></td></tr>
</table>

[End]

Appendix 2 – Pricing Schedule

It is anticipated that a fee will be payable by the Contracting Authority to real estate agent upon sale of a property and execution of a lease agreement.

If it is anticipated that no fee will be payable from DFAT to the REA this should be clearly stated.

Tenderers are required to provide a **percentage price fee only** in respect of the services specified in the Request for Tenders (RFT). This fee quoted must be inclusive of all costs (e.g. domestic travel, facilities, equipment, supplies, telephone, email, IT, institutional levy and any other third-party costs) all exclusive of VAT.

This fee shall be fixed for the duration of this engagement, including any permitted extensions. The fee rate quoted must relate to productive (working) time.

USUFRUCT RENEGOTIATION FEE

Tenderer	**Percentage Price Fee (excluding VAT)**
	%

LEASE OR USUFRUCT OF NEW PREMISES FEE

Tenderer	**Percentage Price Fee (excluding VAT)**
	%

PROPERTY PURCHASE FEE

Tenderer	**Percentage Price Fee (excluding VAT)**
	%

RENT REVIEW NEGOTIATION FEE

Tenderer	**Percentage Price Fee (excluding VAT)**
	%

[End]

Appendix 3 – Tenderer's Statement

[Tenderers shall complete and return the following form of Tenderers' Statement printed on the Tenderers' headed notepaper and signed by the Tenderer.]

TO: The Department of Foreign Affairs of Ireland and Trade (DFAT) (the "Contracting Authority")
RE: Request for Proposal for the Supply of Real Estate Services in Brussels, Belgium.

Having examined your Request for Proposal, (the "RFP") including the Instructions to Tenderers, the
Selection and Award Criteria, the Requirements and Specifications, and the Terms and Conditions of the Agreement, we hereby agree and declare the following:

1. We understand the nature and extent of the Services required to be delivered as described in Scope of Services in Section 2.
2. We accept all Terms and Conditions of the RFP, the Agreement and the Confidentiality Agreement and agree, if awarded any Agreement, to execute the Confidentiality Agreement at Appendix 5 to the RFP.
3. We accept and comply with all the Selection and Award Criteria as set out in Section 3 of the
RFP.
4. We agree to provide the Contracting Authority with the Services in accordance with the RFP and our Tender.
5. We agree that, if awarded any Agreement, we shall, in the performance of such agreement, comply with all applicable obligations in the fields of environmental, social and labour law, and any other relevant fields of law.
6. We confirm that we have complied with all requirements as set out at Section 4 of the RFP.
7. We confirm that all prices quoted in our Tender will remain valid for 36 months commencing from the Tender Deadline.
8. We shall, if awarded any Agreement under the RFP, have in place on the Effective Date of the Agreement, all insurances (if any) as detailed in the RFP.
9. We confirm that all Data Subjects whose personal data is provided in our Tender have consented to the processing of such personal data by us, the Contracting Authority and the Evaluation Team, for the purposes of our participation in this Competition or that we otherwise have a legal basis for providing such Personal Data to the Contracting Authority for the purposes of our participation in this Competition and that we will provide evidence of such consent and / or the relevant legal basis for same to the Contracting Authority upon request.
10. We confirm that all the information provided for consideration is accurate and genuine.

SIGNED_____ Company_____
(Authorised Signatory)

Print name_____ Address_____

Date_____
[End]

Appendix 4 - Declaration

THIS DECLARATION, DULY COMPLETED, MUST BE SUBMITTED BY ALL TENDERERS

Name of Tenderer: _____

Address: _____

Country: _____

Please tick Yes or No as appropriate to the following statements relating to the current status of your organisation.

(1) The Tenderer is bankrupt or is being wound up or its affairs are being administered by the court or has entered into an arrangement with creditors or has suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations.	Yes [ ]	No [ ]
(2) The Tenderer is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws and regulations.	Yes [ ]	No [ ]
(3) The Tenderer, a Director or Partner, has been convicted of an offence concerning his professional conduct by a judgement which has the force of res judicata or been guilty of grave professional misconduct in the course of their business.	Yes [ ]	No [ ]
(4) The Tenderer has not fulfilled its obligations relating to the payment of taxes or social security contributions in Ireland or any other State in which the tenderer is located.	Yes [ ]	No [ ]
(5) The Tenderer, a Director or Partner has been found guilty of fraud.	Yes [ ]	No [ ]
(6) The Tenderer, a Director or Partner has been found guilty of money laundering.	Yes [ ]	No [ ]
(7) The Tenderer, a Director or Partner has been found guilty of corruption.	Yes [ ]	No [ ]

(8) The Tenderer, a Director or Partner has been convicted of being a member of a criminal organisation.	Yes [ ]	No [ ]
(9) The Tenderer has been guilty of serious misrepresentation in providing information to a public buying agency.	Yes [ ]	No [ ]
(10) The Tenderer has contrived to misrepresent its Health & Safety information, Quality Assurance information, or any other information relevant to this application.	Yes [ ]	No [ ]

I certify that the information provided above is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this and future tenders.

SIGNATURE_____

NAME_____ EMAIL_____

POSITION_____

DATE_____

[End]

Appendix 5 – Contractor Confidentiality and Non-Disclosure Agreement

This Confidentiality and Non-Disclosure Agreement (the "Agreement") is made

BETWEEN: ***NAME***

("Contractor")

AND:

The Department of Foreign Affairs of Ireland and Trade (the "Contracting Authority")

(the "Client")

WHEREAS, the Contractor has been engaged in the performance of work for the Client under Contract primarily:

to provide sufficient independent market evidence and expert advice to help inform the most economically advantageous long term property solution.

And in connection therewith will be given access to certain confidential and client information; and

WHEREAS, the Contractor and the Client wish to evidence by this Agreement the manner in which said confidential and proprietary information will be treated,

NOW, THEREFORE, it is agreed as follows:

1. **CLIENT INFORMATION**

The Contractor acknowledges that all documentation received from the Client and documentation produced by the Contractor are confidential and the sole property of the Client; and the Contractor agrees to use reasonable care, the same being not less than that employed to protect the Contractor's own proprietary information, to safeguard the Information to prevent the unauthorised use or disclosure thereof.

2. NON-DISCLOSURE

The Contractor shall disclose or give access to the Client's information only to such persons having a need-to-know connection with the Contractor's engagement and for use in connection therewith; and similarly the Contractor shall treat all information obtained during the course of engagement as confidential and disclose or share that information only with such persons having a need-to-know connection with the subject matter of the engagement.

3. COPIES

Any copies or reproductions of the Client's Information shall the bear the same confidentiality requirements as the original.

4. TERMINATION

The Contractor shall, upon termination of its engagement under the contract with the Client return any and all of the Client's information, including any copies or reproductions thereof in the Contractor's possession or control.

5. WORK PRODUCT

The Contractor shall have no proprietary interest in the work product developed during the course of its engagement and expressly assigns all rights to rights to the Client.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement

CONTRACTOR	CLIENT
_____	_____
Authorised Signature	Authorised Signature
_____	_____
Print Name and Title	Print Name and Title
Date:_____	Date:_____

[End]