

REQUEST FOR PROPOSAL (RFP)

Commercial Lease Opportunity: Ground-Floor Specialty Coffee Shop / Cafe

Issuing Entity:	Order of Engineers and Architects – Tripoli and North
Property Name & Address:	OEA T Building, next to Wafaa Mosque, Dam w Farz, Tripoli
RFP Reference Code:	RFP-2026-CAFE001
Issue Date:	Monday 12 October 2026 11:30
Submission Deadline:	Monday 26 October 2026 12:00pm
Bid Opening	Monday 26 October 2026 1:30pm
Primary Contact:	procurement@oea-tripoli.org.lb

■ **SUBMISSION DEADLINE NOTICE**

Proposals must be received in full no later than the Submission Deadline listed above. Late submissions or incomplete proposals will not be evaluated. All inquiries regarding this tender must be directed in writing to the Primary Contact Person listed above.

1. Executive Summary & Project Background

1.1 Objective of the Tender

The Order of Engineers and Architects - Tripoli invites experienced commercial food & beverage operators, specialty coffee roasters, and cafe management companies to submit formal proposals for the exclusive lease and operation of a premier ground-floor coffee shop space located within the Order of Engineers and Architects - Tripoli. The Landlord seeks a partner who can deliver an elevated coffee experience, exceptional speed of service, and a high-quality light food offering that enhances building amenities, fosters community interaction, and serves as a flagship destination for tenants and visitors.

1.2 Property Description & Demographics

The Order of Engineers and Architects - Tripoli is a premium Class-A Commercial asset featuring approximately 9,000 square meters of space across 5 floors, namely the following:

- **Administrative & Private Offices:** Headquarters for engineering and architectural Order in North Lebanon.
- **Auditorium & Cultural Hall:** A double-height independent volume dedicated to conferences, social gatherings, and cultural events.
- **Training Center:** Dedicated spaces for continuous education and technical workshops.
- **Underground Parking & Public Spaces:** Structured underground multi-level parking and semi-public open plazas connecting to the surrounding city grid.

The building benefits from a vibrant, professional environment with stable, year-round traffic due to the continuous access to the OEA building for the Engineers and related entities.

- **Daily On-Site Building Population:** Approximately 500 professional occupants.

Distinctive Peak Periods:

- At the **Order of Engineers & Architects (OEA) in Tripoli**, activity peaks during distinct operational, administrative, and seasonal windows throughout the year:
 - 1. Health Insurance & Hospitalization Renewal Season (March 1 – April 30)**
 - **High Foot Traffic & Service Volume:** The new syndical year officially begins on **March 1**. This opens the mandatory window for engineers to pay hospitalization fees and renew healthcare insurance coverage for themselves and their families.
 - **Critical Deadline:** Because missing the late-April deadline can result in loss of health coverage or penalties, the syndicate administrative counters and online portal experience their highest annual surge during these two months.
 - 2. Syndicate Elections & General Assembly Season (March – April)**
 - **Political & Professional Engagement:** Annual elections for key syndicate positions—including board members, branch presidents, and representatives—are traditionally held during March and April.
 - **Peak Visitation:** During this period, the headquarters serves as the central hub for debates, political campaigning, voting, and general assembly meetings, drawing thousands of engineers across North Lebanon to the Dam & Farez facility.
 - 3. Annual Membership Dues Deadline (May – June 30)**
 - **Financial Clearance Surge:** While membership fee collection opens on March 1, the absolute deadline to settle annual subscriptions is **June 30**.
 - **Late Fee Push:** The weeks leading up to June 30 see a heavy influx of payments as engineers act to avoid late interest charges and remain in good standing to practice.
 - 4. Summer Construction & Permit Processing Peak (May – September)**
 - **Transaction Validation Volume:** As summer is the primary building and civil works season in Tripoli and North Lebanon, the Order's technical offices see a peak volume of engineering file submissions, structural plan validations, safety certifications, and site clearance approvals.
 - **Modified Hours:** Due to high temperatures and seasonal work shifts, the Order typically adjusts office hours during summer afternoons to manage processing loads.
 - 5. Year-End Financial Reconciliation (December – January)**
 - **Administrative Closing:** Late-year pushes occur as engineering firms and independent consultants clear outstanding project files, settle remaining installment plans, and audit tax/Order records before the annual financial closing.
- **Surrounding Foot Traffic:** Average volume of pedestrian traffic along the main boulevard in the Dam & Farez (Damm w Farez / الضم والفرز) district, directly across from Al-Wafaa Mosque (especially on major feasts and on Fridays).
- **Target Demographic:** Corporate executives, tech professionals, commercial tenants, and local city visitors seeking premium coffee, quick meals, and informal meeting spaces.
- **Anchor Occupants:** OEA Tripoli staff (around 40 in number) and the daily professionals visiting the premises for technical transactions and processes.

2. Premise Specifications & Base Building Conditions

The premises are offered in Warm Shell condition. Key physical and technical attributes of the leased premises are outlined in the specifications table below:

Location / Position	Ground Floor Lobby, Primary Street Corner & Main Entrance View
Internal Usable Area	90 sq. m.
Outdoor Seating Area	24 sq. m.
Electrical Capacity	3-Phase, 120 Amps provided to a dedicated tenant distribution board
Water Supply & Drainage	Dedicated 1-meter cold water supply line and 3-inch gravity waste drain line
HVAC & Ventilation	Ductwork capped at premise boundary; connected to central building HVAC system
Exhaust / Cooking Gas	No open-flame gas supply. Electric cooking and re-heating equipment permitted only
Handover Condition	Screeded floor, capped utility points, exposed ceiling, storefront glass installed
Utility Metering	Dedicated digital sub-meters for electricity and domestic water consumption

3. Commercial Lease Framework & Structural Terms

To ensure a successful long-term tenancy that aligns the interests of both the Landlord and the Operator, proposals must conform to or build upon the following baseline commercial terms:

- **Initial Lease Term:** 5-Year Initial Firm Term, with an Option to Renew for an additional 3 or 5 years, subject to mutual agreement, operational performance.
- **Proposed Rent Model:** first three years profit sharing modality; last 2 years of the initial contract period Minimum Flat-Rate Rent.
- **Base Rent Threshold:** Bidders shall specify their proposed monthly Minimum Base Rent (expressed as total monthly dollar amount for Years 4–5).
- **Profit Share Threshold:** Bidders shall specify their proposed Profit Share percentage (expressed as a percentage of Net Operating Profit / Net Income) payable to the Lessor on a monthly basis.
- **Rent-Free Fit-Out Period:** A rent-free period of up to 30 days from Handover Date will be granted for interior construction, equipment testing, and staff training.
- **POS Audit Integration:** The Operator will be required to install an electronic POS system capable of generating daily/monthly automated turnover reports accessible by the Landlord.

4. Comprehensive Fit-Out Responsibility Matrix

The table below delineates the clear separation of capital expenditure (CapEx) and operational responsibilities between the Landlord and the Tenant:

Element / Item	Landlord Responsibility Scope	Tenant Responsibility Scope
Storefront & Glazing	Provide primary perimeter glass facade & main entrance doors.	Signage application, specialized entry handles, internal window treatments.
Electrical Infrastructure	Deliver 3-phase power to main circuit breaker panel within space.	Internal cabling, decorative light fixtures, power drops for espresso machinery.
Plumbing & Drainage	Provide capped cold water supply point and main waste drain stub.	Internal piping extensions, filtration systems, hand wash sinks, bar plumbing.
HVAC & Ventilation	Provide chilled water connection / capped air duct at boundary.	Internal duct distribution, air diffusers, local thermostats, exhaust hoods.
Flooring & Ceiling	Provide level concrete floor slab & bare soffit ceiling.	Decorative floor tiling/finish, acoustic ceiling panels, feature drop ceilings.
Counter & Furniture	The OEA will provide basic indoor furniture composed of round tables and accompanying chairs.	Design, construct, and install all service counters, bar, tables, chairs, booths, in addition and in alignment with those provided by OEAT
Espresso & F&B Machinery	None.	Supply, install, calibrate, and maintain all espresso machines, grinders, ovens, fridges.
Signage & Branding	Approve design locations on building directory & entrance facade.	Fabricate and install illuminated logo signage, menu boards, point-of-sale branding.

5. Bidder Eligibility & Proposal Submission Requirements

5.1 Minimum Eligibility Criteria (Pass/Fail Gateway)

To be considered for evaluation, bidders must meet the following baseline requirements:

- Entity Type:** Registered commercial F&B operator, specialty coffee brand, or café management company (established entities only; startups without track records are ineligible).
- Financial Capacity:** Must provide 2 years of audited financial statements or a bank credit reference confirming available capital.
- Operating Capability:** Must commit to operating the minimum required schedule (Mon–Fri, 7:00 AM – 10:00 PM + Weekends).
- Currency:** Must agree to quote and pay rent in Fresh USD.

Proposals failing to meet all baseline eligibility criteria will be disqualified prior to technical and financial scoring.

5.2 Proposal Structure:

Bidders must structure their formal proposals into five (5) distinct, clearly tabbed sections as detailed below. Failure to provide all required documents may result in immediate proposal disqualification.

Section A: Brand Profile & Operating Track Record

- Corporate background, ownership structure, brand history, and mission statement.
- Portfolio of existing and past operating cafe/restaurant locations (include photos, store addresses, and annual turnover metrics where available).

- Professional biographies and resumes of the management team, operational head, and master barista/head chef.
- Contact details for at least two commercial landlord or property management references.

Section B: Concept Proposal & Architectural Fit-Out Plan

- Detailed narrative describing the proposed cafe concept, ambiance, guest journey, and visual identity.
- Scaled 2D floor plan layout detailing customer seating, counter ergonomics, POS locations, prep area, and storage.
- 3D architectural renderings, mood boards, sample material swatches, and lighting strategy.
- Proposed exterior and lobby signage design, including dimensions, materials, and illumination specs.

Section C: Menu, Pricing & Speed-of-Service Strategy

- Full draft menu covering specialty coffee, non-coffee espresso beverages, teas, cold-pressed juices, pastries, grab-and-go items, and hot food.
- Complete itemized retail pricing schedule.
- Dietary inclusivity strategy (e.g., oat/almond milk options, vegan, gluten-free, keto, halal choices).
- Peak morning rush protocol (7:30 AM – 9:30 AM) outlining double-barista line management, mobile order pickup, and target order-to-handout times (< 3 minutes).

Section D: Financial Offer

- Formal Lease Offer: Proposed Profit Share % (Years 1–3) & Minimum Guaranteed Base Rent \$/month (Years 4–5)
- Proof of Financial Capacity: Audited financial statements for the past 2 years OR a formal bank credit reference letter confirming available capital.
- Payment Currency: all offers and rent payments must be in Fresh USD.

Section E: Operational Plan, Sustainability & Maintenance

- Proposed weekly operating schedule (Mandatory minimum: Mon–Fri, 7:00 AM – 10:00 PM; optional weekend hours).
- Staffing schedule per shift, training standards, and customer service protocols.
- Waste management, recycling program, and professional pest control schedule.
- Delivery and dock logistics plan for coffee bean and fresh food replenishment.

6. Bid Evaluation Criteria & Scoring Rubric

The Landlord's Tender Evaluation Committee will assess all eligible proposals using a 100-point weighted rubric. Selection will not be based solely on the highest financial offer, but on the overall value proposition and brand synergy.

Evaluation Category	Weight	Key Assessment Focus Areas
1. Financial Rent Offer & Stability (50 Pts)	50%	• Proposed Profit Share % (Years 1–3): 20 pts (Evaluated relative to highest offer) • Minimum Guaranteed Base Rent (Years 4–5): 20 pts (Evaluated relative to highest offer) • Financial Solvency & Capital Proof: 10 pts (Audited statements or bank reference)

2. Track Record & Operational Capability (25 Pts)	25%	• Brand Portfolio & High-Traffic Venue Experience: 10 pts • Landlord References & Key Team Qualifications: 8 pts • Operational Control, Staffing & POS Audit Integration: 7 pts
3. Menu Breadth, Quality & Pricing Fit (20 Pts)	20%	• Menu Variety, Quality & Demographic Pricing Fit: 8 pts • Speed of Service & Morning Rush Protocol (< 3 min): 6 pts • Store Concept, 3D Renderings & Fit-Out Ergonomics: 6 pts
4. Sustainability & Community Value (5 Pts)	5%	• Sustainable & Eco-Friendly Operations: 3 pts (Packaging, waste management, sourcing) • Tenant Engagement & OEA Member Perks: 2 pts (Loyalty discounts, catering synergy)

Itemized Sub-Criteria Breakdown Table:

- Financial (50 Pts): Profit Share % (20 pts), Minimum Base Rent \$ (20 pts), Financial Solvency (10 pts).
- Track Record (25 Pts): Brand & High-Traffic Venue Experience (10 pts), Landlord References & Team (8 pts), Operational Control & POS Integration (7 pts).
- Concept, Menu & Speed (20 Pts): Menu Variety & Demographic Pricing (8 pts), Morning Rush Protocol (< 3 min) (6 pts), Store Design & Renderings (6 pts).
- Sustainability (5 Pts): Sustainable Operations & Packaging (3 pts), OEA Member Perks & Loyalty (2 pts).

Explicit Financial Scoring Formula:

Bidder Score = Bidder's Proposed Offer \ Highest Proposed Offer Across All Bidders \ Max Points

Shortlisting Threshold / Passing Mark:

Bidders must achieve a minimum composite score of 75/100 points to qualify for shortlisted operator presentations/tasting sessions and final lease negotiations.

7. Tender Schedule & Procurement Process

The tentative timeline for the selection and leasing process is established as follows:

Official RFP Issuance Date	Monday 12 October 2026 11:30am
Mandatory On-Site Walkthrough & Inspection	Friday 16 October 2026 10:00am
Deadline for Written Inquiries & Clarifications	Tuesday 20 October 2026 10:00am
Final Proposal Submission Deadline	Monday 26 October 2026 12:00pm
Submission Instructions and Location:	Submissions must be delivered in a sealed envelopes marked "RFP-2026-CAFE001 - Confidential Proposal for Ground-Floor Cafe" to the OEA Procurement Unit (1st Floor) at the OEA T Building, next to Wafaa Mosque, Dam w Farz, Tripoli. Please provide one (1) original hard copy and one (1) digital USB copy. Late submissions or incomplete proposals will not be evaluated.
Public Bid Opening	Monday 26 October 1:30pm
Shortlisted Operator Tasting & Presentations	To be decided
Notification of Selected Preferred Bidder	02 November 2026
Lease Agreement Execution & Handover Date	09 November 2026 (Date to be Confirmed)

8. Landlord's Reservation of Rights & Legal Disclaimers

8.1 Reservation of Rights

The Order of Engineers and Architects – Tripoli (OEA-T / Landlord) reserves the right, in its sole and absolute discretion, to:

- **Accept or Reject Proposals:** Accept or reject any or all proposals, in whole or in part, received in response to this RFP, without assigning any reason thereof.
- **Waive Irregularities:** Waive any non-conformities, informalities, technicalities, or minor errors in any proposal received.
- **Negotiate Directly:** Negotiate key commercial, operational, or design terms with one or more shortlisted bidders, or request best-and-final offers (BAFO), without obligation to open discussions with all participating bidders.
- **Cancel or Modify Tender:** Cancel, suspend, amend, or re-issue this RFP process in whole or in part at any time prior to the execution of a final, legally binding lease agreement.
- **Non-Selection of Highest Offer:** Select a proposal based on overall value proposition and brand synergy rather than solely on the highest financial rent offer.

8.2 Non-Binding Process & Limitation of Liability

- **No Contractual Offer:** This RFP does not constitute a legal offer to lease, a contract, or a binding commitment by OEA-T to execute an agreement with any bidder.
- **Bidder Costs:** OEA-T shall not be held liable under any circumstances for any costs, expenses, design fees, or financial losses incurred by any bidder or third party in connection with preparing, submitting, presenting, or negotiating a proposal in response to this Request for Proposal.
- **Ownership of Submissions:** All written proposals, architectural designs, menu samples, and supporting materials submitted in response to this RFP shall become the property of OEA-T upon receipt.

Appendix A: Proposal Submission Summary Form & Checklist

This form must be completed, signed by an authorized corporate signatory, and attached as the Cover Page of your final RFP submission package.

Legal Business Entity Name:

Trade Name / Brand Name:

Company Registration No. / Tax ID:

Primary Corporate Address:

Authorized Representative Name & Title:

Direct Telephone Number & Email Address:

Proposed Profit Share Offer (%): _____ % of Net Profit per month (years 1 to 3)

Proposed Monthly Base Rent Offer (\$): \$ _____ / month (years 4 and 5)

Proposed Target Store Opening Date: _____

AUTHORIZATION & DECLARATION:

I hereby certify that I am an authorized representative of the company named above, with full power and authority to submit this proposal and negotiate commercial terms. The information contained herein is complete, accurate, and binding for a period of ninety (90) days from the submission deadline.

- Authorized Signature: _____
- Printed Name: _____
- Title: _____
- Date: _____
- Company Seal: (if applicable)