

REQUEST FOR PROPOSALS (RFP)

PROPERTY ACQUISITION FOR PARADIGM INITIATIVE HEADQUARTERS & REGIONAL HUB

Issued by: Paradigm Initiative

Location: Lagos Mainland (Yaba axis preferred)

RFP Reference: PI/HQ/PROP/2026/01

Issue Date: 19th February, 2026

Submission Deadline: 27th March, 2026

1. BACKGROUND

Paradigm Initiative (PIN) is a pan-African non-profit organisation working at the intersection of digital rights, inclusion, technology policy, and innovation. The organisation seeks to acquire a permanent Headquarters and West/Central Africa Regional Hub in Lagos, Nigeria.

Paradigm Initiative intends to **purchase either a piece of land for development or an existing property** for retrofit/redesign to serve as a functional, secure, and credible institutional headquarters capable of supporting its operational, convening, and strategic functions over the long term

2. OBJECTIVE OF THIS RFP

The objective of this RFP is to:

- Identify suitable land or existing properties available for outright purchase
- Ensure properties meet legal, technical, and operational, and institutional requirements
- Enable Paradigm Initiative to shortlist, inspect, and conduct due diligence efficiently
- Mitigate legal, structural, environmental, and regulatory risks
- Ensure prudent and sustainable use of organisational resources

3. TARGET LOCATION

Primary Preference

- Yaba and immediate environs, including but not limited to:
 - Sabo
 - Alagomeji
 - Adekunle
 - Fadeyi (select streets only)
 - Maryland / Anthony

Secondary Consideration

- Mainland locations with similar accessibility, infrastructure quality, and security profile, subject to approval

Properties in flood-prone areas or locations with poor accessibility, structural risk, or environmental instability will not be considered.

4. PROPERTY REQUIREMENTS

4.1 Site & Size

- Minimum Plot Size: 350 sqm
- Preferred Gross Floor Area (GFA): 600 – 900 sqm
- Building Height: Minimum 2 floors preferred
- Adequate space for:
 - Office workspaces
 - Boardroom and at least two (2) meeting rooms
 - Training and convening space
 - Dedicated IT/server room
 - Wellness space
 - Kitchen facilities
 - Generator and inverter systems
 - On-site or adjacent parking

4.2 Building Condition

The property may be:

- Residential, commercial, or mixed-use, suitable for office conversion
- Fully built, partially completed, or modestly outdated

However:

- Structural integrity must be sound
- Property must be economically viable for retrofit and institutional use
- Major structural defects, foundation failure, or unsafe structures will be disqualified

- Properties with a history of flooding or structural instability will be disqualified

5. LEGAL & TITLE REQUIREMENTS (MANDATORY)

Submissions **must** include clear and verifiable evidence of:

- Valid title (Certificate of Occupancy, Deed of assignment, Governor's Consent, or registered conveyance)
- Clear ownership and authority to sell
- Survey plan
- Zoning and planning compliance within Lagos State planning regulations, or documented pathway to lawful office-use approval.
- Approved building plans, where available

- Confirmation of no encumbrances, disputes, liens, or pending litigation

- Evidence of property tax compliance or clearance, where applicable

Paradigm Initiative will conduct independent legal and regulatory verification.

Properties without clean, verifiable and transferable title will be disqualified.

6. TECHNICAL & OPERATIONAL REQUIREMENTS

The property must reasonably support:

- Electrical rewiring and ICT cabling
- Installation of HVAC systems
- Installation of generator, inverter, and battery systems
- Installation of security systems (including CCTV and access control)
- Fire safety and life-safety upgrades

- Future solar installation capability (subject to roof condition and structural viability)

Properties must be structurally capable of supporting long-term institutional use.

7. BUDGET PARAMETERS

- Indicative property purchase range: NGN 200,000,000 – 380,000,000
- Submissions must reflect realistic, market-aligned pricing

Paradigm Initiative reserves the right to reject properties that:

- Present disproportionate financial, legal, or operational risk
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8. REQUIRED SUBMISSION CONTENT

Each proposal **must include** the following:

A. Property Overview

- Full address and neighborhood
- Property type (land, residential, commercial, or mixed-use)
- Plot size and gross floor area
- Number of floors
- Year built (if known)

B. Financial Information

- Asking price (NGN)
- Any additional feed, commissions, or transaction costs
- Flexibility on pricing (if applicable)

C. Legal Documentation

- Copies of title documents
- Evidence of ownership or authority to sell
- Survey plan
- Planning approvals, where available

D. Visual Documentation

- Recent photographs (interior & exterior)

- Floor plans (if available)

E. Technical Notes

- Summary of current structural and physical condition
- Disclosure of known defects, limitations, or risks
- Retrofit feasibility considerations

F. Contact Information

- Name of agent or owner
 - Phone number
 - Email address
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9. EVALUATION CRITERIA

Proposals will be evaluated based on:

Criterion	Weight
Location and accessibility	High
Title clarity and legal compliance	Critical
Purchase price relative to value	High
Retrofit feasibility and structural suitability	High
Flood and environmental risk	Critical
Alignment with PIN operational needs	High

Paradigm Initiative is **not obligated to accept the lowest-priced proposal.**

10. SITE INSPECTIONS & DUE DILIGENCE

Shortlisted properties will undergo:

- Physical inspection
- Structural and technical assessment
- Legal and title verification
- Financial validation

Paradigm Initiative reserves the right to withdraw at any stage if unacceptable risk is identified.

11. CONFIDENTIALITY

All information provided will be treated as confidential and used solely for evaluation and due diligence purposes.

12. DISCLAIMER

Issuance of this RFP does not constitute a commitment to purchase.

Paradigm Initiative reserves the right to:

- Reject any or all submissions
 - Request additional documentation or clarification
 - Modify or cancel this RFP at any time
 - Withdraw from negotiations without obligation
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13. SUBMISSION DETAILS

Proposals should be submitted electronically to:
admin@paradigmhq.org and rfp@paradigmhq.org

Subject line:

Property Acquisition RFP – Paradigm Initiative HQ

14. CONTACT FOR CLARIFICATIONS

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