

REQUEST FOR EXPRESSION OF INTEREST FOR THE PROVISION OF ARCHITECTURAL CONSULTANCY SERVICES

ARCHITECTURAL CONSULTANCY SERVICES FOR DESIGNING MANAGING PRAZ HEADOFFICE BUILDING PROJECT.

Reference number; **PRAZ/EOI/04/2021**

The **Authority** invites eligible & experienced consulting firms (“Consultants”) to indicate their interest in providing architectural services as lead consultant for the design and construction of an office building. The lead consultant shall come with a team of all specialist services required to provide the relevant design and construction supervision services required to provide relevant design and construction services required to complete the building to specification and standard. The building shall be at least three storeys.

The role of the Architect and team of Consultants will be: -

- i. Assist the Client in shaping and developing the building concept to meet the Client’s vision;
- ii. Bring together a team of competent Technical Consultants and relevant specialist service providers for the complete development of the designs into construction drawings and tender documents;
- iii. Ensure there is a complete representation of all specialist consultants for the successful design of the building to meet the specified brief and associated amenities;
- iv. Design and produce detailed working drawings in accordance with the selected concept;
- v. Ensure the production of detailed BOQ and budget estimates. The budget estimate and bill of quantities shall be exhaustive and thorough to ensure accurate preparatory budget as well as eliminate scope creep during construction;
- vi. Coordination of all design and cost elements by appointed sub consultants and specialist service providers;
- vii. Conduct all necessary tests and investigation that ensures the design and construction meet the site conditions and construction requirements;
- viii. Work with the Client’s Projects Team and conduct the tendering process in accordance to the Public Procurement and Disposal of Public Assets (PPDPA) Act [Cap 22:23] requirements;
- ix. Supervise the construction works up to the successful completion and handover of the project;
- x. Ensure all stages of the construction meet Zimbabwean and relevant international standards where local standards are not sufficient;
- xi. Ensure all materials and workmanship is of respective kinds described on the Architect’s drawings and comply with the standard building regulations of Zimbabwe and respective international standards deemed relevant by the Client’s Project Team;
- xii. Ensure approvals by the relevant specialists and regulatory authorities and ensure the building meets Zimbabwe and relevant international standards;

- xiii. Ensure all compliance requirements are satisfied at the appropriate stages of the construction;
- xiv. Supervise the selected contractor to complete the construction in accordance with the design and standards;
- xv. Prepare reports to update on the project (inception report, progress report, interim reports, final report, etc).

SELECTION CONSIDERATIONS

The selection criteria will consider the following:

Litigation History: the client shall; consider the Consultants' litigation history. Any projects or contracts that were concluded through litigation will be thoroughly investigated and may lead to disqualification or reduction of points. Bidders shall disclose all projects and contracts concluded (including pending cases) through litigation or arbitration. Failure to disclose any such cases shall lead to disqualification at the time of discovery of the non-disclosure. Preference will be given to consultants with more projects completed without litigation/arbitration.

Qualifications: All proposed Consultant's team members in the outlined critical professional disciplines shall have at least a first degree in the respective discipline.

Registration with professional bodies: All proposed Consultants' team members in the outlined professional disciplines shall be registered with the relevant professional bodies. Preference will be given to Consultant registered with Zimbabwean Bodies i.e., Architect must be registered with ACZ.

Post qualification period: Preference will be given to team members who completed their first degrees in relevant disciplines in 5 years or more.

Past Performance and Experience: Each of the proposed Consultant's team member shall have experience in conducting design and construction supervision for similar works. Members with more recent projects will be given higher preference. Members shall have completed at least two similar projects within the last fifteen years. Members with pending projects may be considered if their construction stages are at least 75% complete and there is positive recommendation from the clients. Projects whose designs was completed but construction has not progressed to 75% shall not be considered as relevant experience. Design only or construction supervision only shall not be considered as relevant experience. Member's participation in the cited projects shall be at the level of principal. Participation at any level shall not be considered. **For the purposes of this evaluation, similar works will mean design and construction supervision of at least office or public buildings with at least three storeys/levels. More recent projects will be given higher preference.**

- Members with experience in managing similar projects in public sector shall have an added advantage.
- Bidders shall ensure that they submit exhaustive information through their CVs and reference letters. As a minimum, the CVs and reference letters shall clearly highlight the Consultant's team members' capacity in terms of project cost, quality and time control. Bidders are advised to refine their reference

letters and CVs to ensure full disclosure of the requested information. Failure to disclose detailed information to cover the outlined requirements may result in the bids being rejected.

Reference Checks: The Client shall conduct reference checks validate to validate the Consultants' submissions about previous works. Bids shall be rejected for unfavourable recommendations from previous clients or for inconsistencies between the information submitted by the Bidders and their previous Clients.

Record on acquiring regulatory certifications: Consultants with a record of securing regulatory approvals and certifications at the relevant stages of the project will have higher preferences.

Capacity to accomplish the work: The evaluation shall consider the Consultants' capacity to and proficiency in handling the project in terms of the Consultant's present workload, commitments, and the availability of qualified personnel. The Consultant shall disclose all their current projects and their status. This should also include the major reasons for projects that have surpassed their delivery timelines. Review of the Consultant's team members' availability shall be based on the member's countries of practice in the last (10) ten years.

Project approach/Methodology: Prospective Consultants should submit detailed methodology on how they will provide the required services from the point of award letter to the point of handing over the completed building and signing off the project. Among other things, the methodology should outline the critical standards and regulatory requirements to be complied with at each stage of the project, the time projections for key activities, the expected limitations/risks and their mitigations and expected key project decision/hold points. The methodology should give clarity on the roles of each of the proposed critical members at the various decision/hold points.

Interested and eligible consultants should provide information demonstrating that they have the required qualifications, relevant experience, and the capacity to perform the services. Submitted information should exhaustively demonstrate the consultant's capacity to provide the required services. As a minimum, the information should address the areas listed as criteria for shortlisting and evaluation. The Client may conclude the shortlisting, evaluation and appointment based on the information submitted or may request for additional clarifying details from the consultants, their professional bodies or the clients and contractors for their past projects.

The following documents should be submitted:

1. Company profile and proof of company registration.
2. Detailed Curriculum Vitae of key personnel showing proof of relevant qualifications, experience and valid professional board membership.
3. Valid Tax Clearance.
4. Current registration with PRAZ.
5. Trade reference letters for similar work done in the past 10 years.
6. Proof payment of non-refundable SPOC administration fees of **ZWL 8,000.00**.

The Company or Professional Firm will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and Part IV of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018).

This opportunity is open to all consultants who meet the criteria for eligibility as stated in Section 28 of the Act and who have the nationality of an eligible country as defined in Clause 1.10 of the General Conditions of Contract for Consultancy Services. The Consultant and its sub-contractors must provide personnel who are citizens of eligible countries.

Participation is open to Zimbabwean companies only. The method of selection will be Quality and Cost Based Selection.

Shortlisted Companies or Professional Firms will be invited to submit their proposals on a separate document based on the Standard Request for Proposals for the Selection of Consultancy Services and the Consultant submitting the successful proposal will be engaged on the contractual terms set out in that document and in the General Conditions of Contract for Consultancy Services.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder before 6 August 2021 and should be sent to *The Procurement Management Unit at PRAZ in writing or email to pmu@praz.rog.zw*.

Bids in sealed envelopes must be endorsed “**INVITATION FOR EXPRESSION OF INTEREST**” and deposited in the tender box to the address below:

The Procurement Management Unit
Procurement Regulatory Authority of Zimbabwe
9th Floor, Pearl House Building
61 Samora Machel Avenue
HARARE

On or before 12 August 2021

Results of the evaluation will be communicated to every potential bidder who would have expressed interest.

Letter for submission of expression of interest

To: *{Insert name of Procuring Entity}*

With reference to your invitation for expressions of interest for *{insert subject and proposal reference number}*, we express our interest in bidding for a contract to provide these services.

We provide the following information in relation to the short-listing criteria:

1. Qualifications and experience of the firm: *{Insert relevant information}*.
2. Availability of appropriate skills among staff: *{Insert relevant information}*.
3. Other short-listing criteria: *{Insert relevant information}*.

We submit the following documents in support of this information *{list any documents that were requested in the invitation for expressions of interest; if no documents were requested, delete this paragraph}*.

{Delete whichever of the following statements do not apply:}

1. This firm will be the sole provider of the requested consultancy services. **or**
2. We propose to provide the requested consultancy services as part of a joint venture with *{provide the name of the joint venture partner and details of the contribution the partner would make to the required consultancy services}*. **Or**
3. We propose to engage as sub-contractors *{provide the name of the sub-contractor and details of the contribution the sub-contractor would make to the required consultancy services}*.

{In the case of 2 or 3 above} We confirm that the firm mentioned above has agreed to be associated with this expression of interest.

{Name and postal and physical address of firm submitting the expression of interest, together with name of contact person and contact details, including telephone number and e-mail address. The firm's website address should be provided, if available.}