

# REQUEST FOR PROPOSALS

## DESIGN BUILD CONSTRUCTION PROJECT FOR AFRICAN GUARANTEE FUND - FOR SMALL AND MEDIUM-SIZED ENTERPRISES

AGF/PROJECTS/2022/PR002

## INTRODUCTION

The African Guarantee Fund - for Small and Medium-Sized Enterprises Ltd (AGF) is a Pan-African non-bank financial institution founded by the Danish International Development Agency (DANIDA), Spanish Agency for International Development Cooperation (AECID) and the African Development Bank (AFDB). AGF has since been joined by the French Development Agency (AFD), Nordic Development Fund (NDF), Investment Fund for Developing Countries (IFU) and KFW Development Bank.

AGF's primary mandate is to assist financial institutions (FIs) in Africa to scale up their SME financing through the provision of partial loan guarantees and capacity development assistance. It seeks to bridge the financing gap between financial institutions and SMEs across the continent. AGF products and services provide FIs with the means, which they can leverage in bringing their African SME financing interventions to the required scale.

AGF operates according to market principles and is a commercially viable venture with operations in 40 countries in Africa and is gradually expanding to other countries to cover the whole of Africa.

**AGF is rated 'AA-' by globally renowned Fitch Ratings Agency.**

## **OBJECTIVES AND SCOPE OF THE SERVICES**

African Guarantee Fund currently occupies Ground Floor, 3rd, 4th and 5th floors of Africa House, Lavington, Muthangari road. AGF has acquired additional space at First floor in the same building. The current state of the space is shell and core with no partitions. Area of the space is 1,300 sq. ft of office space.

The purpose of this Request for Proposal (RFP) is to solicit proposals for a competent construction firm with the experience and competency of technical personnel to design, cost the fit out works, manage project, construct and supervise the office partitioning and furnishing of AGF offices on First floor of Africa House.

The design should include office partitioning, ceiling works, floor finishes, reception, meeting room, enclosed office, open layout office and storage.

In addition, appropriate interior design shall be carried out to display the corporate brand and image of the client.

### **Specific Objectives**

African Guarantee Fund intends to appoint a construction firm whose functions will be to design & build office partitioning including all associated electrical, mechanical and interior designs, project management/administration and supervision of the construction contract.

The detailed tasks to be carried out shall include and not necessarily be limited to:

1. Design the First floor to accommodate additional offices AGF's approval. Come up with an appropriate space design in consultation with AGF management and develop the architectural drawings, electrical and mechanical drawings as required, including plumbing works and network cabling plans. The first floor is Office space 1,300 Sq. Ft.

### **Scope of Work**

The architect will assist with the application for the following permits and/or licenses.

- County Government
- NEMA approvals (Summary Report)

- National Construction Authority (NCA) Registration

The project will consist of the design and fit-out construction of African Guarantee Fund office spaces.

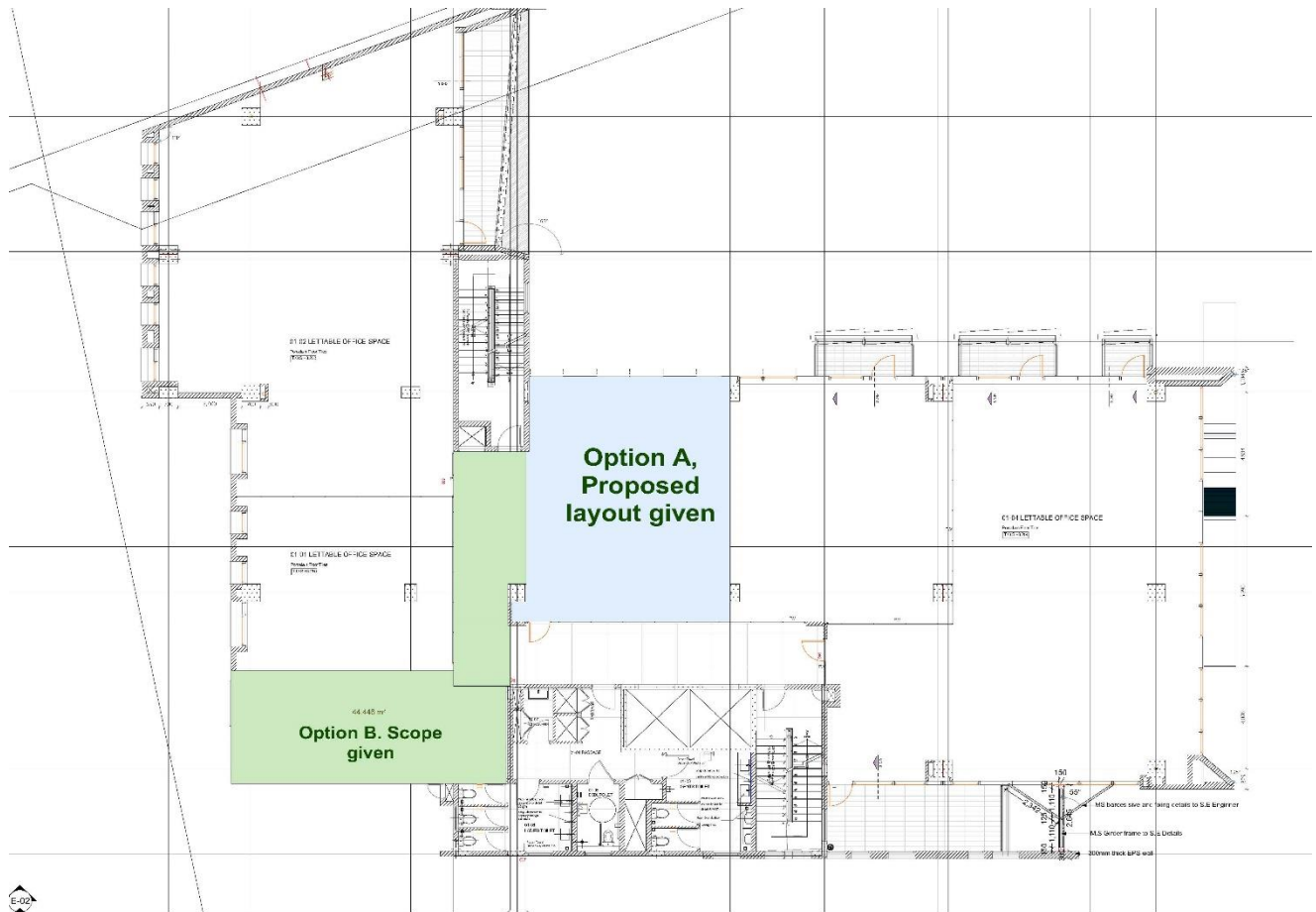
Size – 1,300 sq. ft on the first floor

**The project will include, but not be limited to the following:**

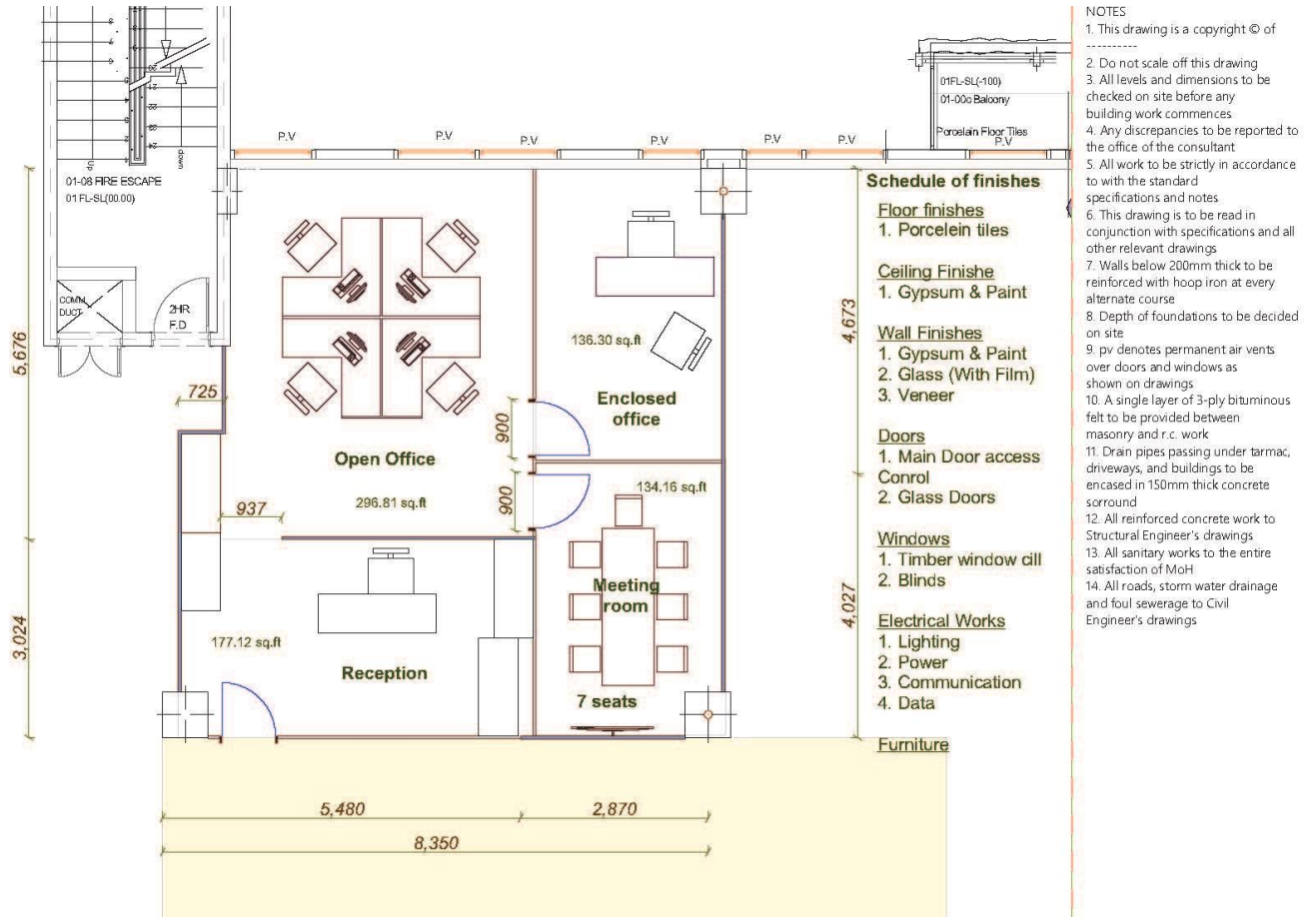
1. Partitioning of reception/waiting room, office space and meeting room.
2. Electrical work and structured cabling
3. Data & WIFI
4. AV conferencing
5. Fire alarm installations in existing building system
6. Access control
7. Cabinets installation
8. Plumbing
9. Ceiling and Flooring
10. Furniture installations provided by client

See below requirements

| REQUIRED SPACE              | ESTIMATED POPULATION   |
|-----------------------------|------------------------|
| Open Layout offices         | 8 pax                  |
| 1 Enclosed office           | 1 pax & 1 visitor each |
| Reception                   | 1 pax                  |
| Meeting room                | 7 pax                  |
| Printing hub at open office | 1 printer              |
| Server storage              |                        |
| Printer Station             |                        |



See below proposed layout for space highlighted above in blue.



**Proposed layout for option A. ID to give detail drawings and render for client appreciation and approval.**

## Deliverables

1. **Proposed timeline:** A Chronogram of the proposed services to be submitted.
2. **Design Concept:** Submit design approvals and cost estimation of services
3. **Proposed Methodology:** methodology to carry out the required services is to be submitted. The Consultant's proposed method statement should demonstrate the Consultant's understanding of the required services and capacity to provide the services in a professional and properly staged manner.
4. **Project Organization structure:** Highlight how the project will be managed
5. **Key Personnel:** demonstrate the capacity of the Consultant's core team to provide the Services and should include all essential roles filled with people of the required experience.
6. **Budget:** Cost estimates as per proposed services and exact premises sizes to be submitted.

**The closing date for submission of proposals is Friday, 14<sup>th</sup> October 2022, 02:00pm EAT**

## Consultant Qualifications

The selected architectural firms assigned project staff must:

1. Be experienced in all phases of the planning, design and construction of similar facilities.
2. Have extensive knowledge of the regulations governing the design, and construction.
3. Have a proven capability to effectively and efficiently produce a facility consistent with; and meeting the needs and goals of African Guarantee Fund.

## Submission of Requirements

### 1. **Mandatory Evidence Firm Requirements**

- a) Certificate of Incorporation/ Business Registration Certificate (attach copy)
- b) Verified Business PIN (Taxpayer Registration Certificate)
- c) Copy of Current Valid Tax Compliance Certificate
- d) NCA registration
- e) Other Business Registration Certificates (OSHA, EPRA license, CA license etc.)
- f) Evidence of having a Registered office – either copies of lease agreements together with copies of receipts for payment of rent for the last 3 months OR copy of ownership document of the property indicated as the registered offices
- g) Copy of Current Valid County business permit
- h) Company CR12(last 12 months)
- i) Statement of Non-Performance
- j) Statement of litigation

The above documents must be submitted together with the proposals. Companies are strongly advised that only bids meeting the above requirements will be evaluated.



| Item                         | A. GENERAL PROVISIONS  |
|------------------------------|--|
| 1.                           | <p>The name of the Procuring entity: <b>AFRICAN GUARANTEE FUND - FOR SMALL AND MEDIUM SIZED ENTERPRISES</b></p> <p>The method of selection: <b>QUALITY AND COST BASED SELECTION (QCBS)</b></p>   |
| 2.                           | <p>Financial proposal to be submitted together with technical proposal in separate envelopes: <b>Yes</b></p>   |
| 3.                           | <p>Name of assignment: <b>DESIGN AND BUILD OF FIT-OUT WORKS AT AFRICA HOUSE FOR AFRICAN GUARANTEE FUND- FOR SMALL AND MEDIUM-SIZED ENTERPRISES.</b></p>  |
| 4.                           | <p>A pre-proposal conference will be held: <b>NO.</b></p>  |
| 5.                           | <p>The Client will provide the following inputs:</p> <ol style="list-style-type: none"> <li>1. The client will be available to clarify any matters that may arise.</li> <li>2. Provide information, documentation and records required for the assignment within reasonable time of request</li> <li>3. Provide timely comments to documents prepared by the Consultant for the assignment.</li> <li>4. Provide working space to the Consultant while working in Africa House</li> </ol> |
| B. PREPARATIONS OF PROPOSALS |  |
| 6.                           | <p>The proposals shall comprise the following:</p> <p><b>1st Inner envelope with Technical Proposal;</b></p> <p><b>TECH 1:</b></p> <ul style="list-style-type: none"> <li>• Mandatory evidence</li> <li>• Consultant organization experience</li> <li>• Concept design</li> <li>• Description of Approach, Methodology and Work plan</li> <li>• Work schedule and planning deliverables</li> <li>• Team composition, Assignment and Key experts' inputs</li> </ul>                       |

|  |   |
|--|---|
|  | <p><b>2nd Inner Envelope with Financial Proposal;</b></p> <p><b>FIN 1:</b></p> <ul style="list-style-type: none"> <li>• Summary of Cost estimate &amp; Breakdown of Costs</li> </ul>  |
| 7.   | Participation of sub-Contractors and key experts in more than one proposal is permissible: <b>No</b>  |
| 8.   | The proposal must remain valid for 90 days after the proposal submission deadline   |
| 9.   | The contract shall not be sub-contracted  |
| 10.  | <p>Clarification may be requested not later than 7 days prior to the proposal submission deadline</p> <p>The contact for requesting information on clarification is:</p> <p><b>Jean-Marc Egnifi,</b><br/><b>Treasurer, Finance.</b><br/><b>African Guarantee Fund for Small and Medium-Sized Enterprises,</b><br/><b>P.O Box 57795-00200, Nairobi</b><br/><b>Tel 1: 0780 427 568 or Tel 2: 0725 436 922</b><br/><b>Email: <a href="mailto:jean.egnifi@africanguaranteefund.com">jean.egnifi@africanguaranteefund.com</a> &amp; <a href="mailto:anutey@gmail.com">anutey@gmail.com</a></b></p> |
| 11.  | Estimated input of Key Experts time-input: 20 weeks   |
| 12.  | Key experts shall not appear in more than one proposal  |
| 13.  | There shall be no price adjustment during the contract period   |
| 14.  | The Financial proposal should be stated in: Kenya Shillings   |
| <b>C. SUBMISSION, OPENING AND EVALUATION</b> |   |
| 15.  | The Consultant <b>shall not have</b> the option of submitting their proposals electronically  |
| 16.  | <p>The Consultant must submit:</p> <ul style="list-style-type: none"> <li>a) Technical Proposal: One (1) original</li> <li>b) Financial Proposal: One (1) original</li> </ul>   |

| 17.  | <p>The proposals must be submitted not later than:</p> <p><b>Date: Friday, 14-October 2022</b></p> <p><b>Time: 1400hrs</b></p> <p>Proposal submission address is:</p> <p>African Guarantee Fund Offices,<br/>4<sup>th</sup> Floor, Africa House,<br/>Lavington, Nairobi, Kenya.</p> <p>Information on the outer envelope should also include:</p> <p><b>TENDER NO AGF/PROJECTS/2022/PR PROCUREMENT OF DESIGN AND BUILD OF FIT-OUT WORKS AT AFRICA HOUSE FOR AFRICAN GUARANTEE FUND- FOR SMALL AND MEDIUM-SIZED ENTERPRISES.</b></p> <p><b>DO NOT OPEN, EXCEPT IN THE PRESENCE OF THE TENDER OPENING COMMITTEE</b></p>  |            |             |         |    |   |    |    |   |    |    |  |    |  |              |            |
|------|--|------------|-------------|---------|----|---|----|----|---|----|----|--|----|--|--------------|------------|
|      | <p>An online option of submitting tenders is offered: <b>NO</b></p>  |            |             |         |    |   |    |    |   |    |    |  |    |  |              |            |
|      | <p>The criteria, sub-criteria and point system for evaluation of technical proposal is as below:</p> <p>The broad evaluation criteria will be as below:</p> <table border="1" data-bbox="329 1077 1430 1457"> <thead> <tr> <th>Item</th> <th>Description</th> <th>Points%</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td><i>General and Specific experience of the construction firm related to the assignment</i></td> <td>30</td> </tr> <tr> <td>2.</td> <td><i>Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</i></td> <td>35</td> </tr> <tr> <td>3.</td> <td><i>Qualifications and competence of the key staff for the assignment</i></td> <td>35</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td><b>100</b></td> </tr> </tbody> </table> <p><i>The minimum technical score required to pass in the technical evaluation is at least 70% out of the 100%. Firms that score at least 70% will proceed for the next stage of financial evaluation while firms that score below 70% will be rejected at this stage and their financial proposals will be returned to them unopened after the end of the procurement process</i></p> | Item       | Description | Points% | 1. | <i>General and Specific experience of the construction firm related to the assignment</i> | 30 | 2. | <i>Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</i> | 35 | 3. | <i>Qualifications and competence of the key staff for the assignment</i> | 35 |  | <b>Total</b> | <b>100</b> |
| Item | Description  | Points%    |             |         |    |   |    |    |   |    |    |  |    |  |              |            |
| 1.   | <i>General and Specific experience of the construction firm related to the assignment</i>  | 30         |             |         |    |   |    |    |   |    |    |  |    |  |              |            |
| 2.   | <i>Adequacy of the proposed work plan and methodology in responding to the Terms of Reference</i>  | 35         |             |         |    |   |    |    |   |    |    |  |    |  |              |            |
| 3.   | <i>Qualifications and competence of the key staff for the assignment</i>   | 35         |             |         |    |   |    |    |   |    |    |  |    |  |              |            |
|      | <b>Total</b>   | <b>100</b> |             |         |    |   |    |    |   |    |    |  |    |  |              |            |
|      | <p><b>Criteria 1: General and Specific experience of the construction firm related to the assignment - 30 mks</b></p> <p>1) Firms' organization and establishment - 7 mks</p>  |            |             |         |    |   |    |    |   |    |    |  |    |  |              |            |

- a. Age of Firm - 2 mks (5 yrs and above - 2 mks, below 5 to 3 yrs – 1 mk, below 3 to 1 – 0.5 mks, below 3 yrs – 0 mks)
  - b. Office facilities and/or architectural design software relevant to the assignment- 2 mk
  - c. Staff complement for the firm - 1 mk (5 staff and above -1 mk, below 5 to 3 – 0.5 mks, below 3 – 0 mks)
  - d. License from local county - 1 mk,
  - e. Firm's turnover average for the last two years 2019 & 2020
  - f. (KES 25 million and above – 1 mk, below 25 to 15 million – 0.5 mks, below 15 mill - 0 mks.). (Provide Audited Accounts for the years indicated)
- 2) General and specific experience of the firm to the assignment (23 mks)
- a. General experience - Bidders to provide the Firm profile with a list of at least Eight (8) projects that they have been engaged in construction contract over the last five (5) years. **The Firms’ profile should include renders/architectural images of actual work done and is not limited to design and project management/ supervision of office partitioning works** - 8 mks (Each project will earn 1 mks).
  - b. Specific Experience - Bidders to provide the Firm profile with at least 5 (five) signed letters of recommendation from references that they have been engaged in similar assignment over the last five (5) years. The Firms’ profile should include images of actual work done - 15 mks (each project will earn 3 mks).

**Criteria 2: Adequacy of the proposed work plan and methodology in responding to the Terms of Reference – 35 mks**

- a) Comments on TOR and Client’s facilities - 2 mks
- b) Detailed Methodology and Work plan - 15 mks
- c) The proposed basic concept or layout of the office space, in line with client requirements– 10 mks
- d) Activity Time Schedule– 5 mks
- e) Staff Time Schedule – 3 mks

**Criteria 3: Qualifications and competence of the key staff for the assignment – 35 mks**  
**Project Manager - 10 mks**

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Bachelor’s degree in built environment or related from a recognized institution - 5 mks</li> <li>• Be a registered construction manager (Association of construction managers in Kenya-ACMK) - 2 mks</li> <li>• with post registration experience of at least 5 (five) years – 5 mks</li> <li>• Specific experience of at least 3 (three) years in design and supervision of similar office partitioning or related works – 3 mks</li> </ul> <p><b>Interior Designer - 10 mks</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Architecture or Bachelor’s in Interior Design or Diploma in Interior Design or related from a recognized institution – 3 mks</li> <li>• Be a registered architect (Board of Registration of Architects and Quantity Surveyors – BORAQS) or registered in the Interior Designers Association of Kenya, or any other relevant registration body - 1 mks</li> <li>• with post registration experience of at least 3 (three) years – 2 mks</li> <li>• Specific experience of at least 3 (three) years in design and supervision of similar office partitioning or related works – 3 mks</li> </ul> <p><b>Quantity Survey - 4 mks</b></p> <ul style="list-style-type: none"> <li>• Bachelor’s Degree in Quantity Survey or related area - 1 mks</li> <li>• Be a registered architect (Board of Registration of Architects and Quantity Surveyors – BORAQS)- 1 mks</li> <li>• with post registration experience of at least 3 (three) years – 1 mks</li> <li>• Specific experience of at least 3 (three) years in developing bills of qualities or related works - 1 mks</li> </ul> <p><b>Other technical staff – 10 mks</b></p> <p>Mention of other technical staff who will be engaged in the assignment (Mechanical engineer, Structural Engineer, Electrical Engineer, Plumbing specialist, amongst others)</p> <p>Please note that any CV not signed by staff member or authorized representative of the firm and without copies of certificates attached shall not be evaluated</p> |
|  | <p>The weights given to the Technical and Financial Proposals are:</p> <p><b>Technical Proposal-(0.70)</b></p> <p><b>Financial Proposal - (0.30)</b></p> <p>The formulae for determining the Financial Score (Sf) shall, be as follows: -</p>  |

|  |  |
|--|--|
|  | <p><b>Sf = 100 X FM/F</b></p> <p>Where:</p> <p><b>Sf</b> is the financial score;</p> <p><b>Fm</b> is the lowest priced financial proposal</p> <p><b>F</b> is the price of the proposal under consideration.</p> <p>Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal: P = the weight given to the Financial Proposal; T + p = 1) indicated in the Appendix.</p> <p>The combined technical and financial score, S, is calculated as follows: -</p> <p><b>S = St x T % + Sf x P %</b>. The firm achieving the highest combined technical and financial score will be invited for negotiations.</p> |
|  | <p>The stand still period is 14 days</p>   |