

TECHNICAL AND FINANCIAL PROPOSAL FOR PROVISION OF DESIGN & CONSTRUCTION CONSULTANCY SERVICES FOR THE REMODELING WHO/UGANDA OFFICES

1.0 Background

The World Health Organization Uganda office would like to remodel the office set up from the current closed partitioning to an open set up. The new office layout should be characterized by open floor with provisions for small and big meeting rooms. A focus on ventilation for Infection Prevention & Control (IPC) and maximum office occupancy is expected.

2.0 Assignment Location and Duration

The existing building to be remodeled is located at Plot 60 Prince Charles Drive Kololo. It is anticipated that the assignment will be for a duration of Two Weeks.

3.0 Scope of the Assignment

The scope of the work under this consultancy involves:

- a) Carrying out structural assessment and evaluation of the existing building. The building comprises 3 floors (Ground floor, First and Second Floor), each about 500 SQM (totalling 1,500 sqm).
- b) Preparation and submission of structural investigation report with recommendations to guide further action.
- c) Preparation of at least 3 alternative options for review and selection by the WHO Contracts Committee. Once WHO has confirmed its preferred option, the consultant will produce detailed designs including estimated costs (3-architectural and 3-structural drawings). The consultant should conduct himself/ herself with complete professionalism and assist SNV in identifying all requirements for this work.
- d) Compile Bills of quantities (BOQs) and all the necessary documents to facilitate competitive bidding to procure a contractor/service provider to execute the works.
- e) Assist the client in the assessment and evaluation of the submitted bids.

4.0 Requirements

Interested firms are required to prepare and submit both financial and technical proposals for submission in two separate envelopes clearly marked Technical Proposal and Financial proposal.

Technical proposal should be able to capture the following information in detail with evidenced:

- Documented evidence of similar works executed over the last five years.
- List of Technical Staff comprising of a registered structural engineer, a registered architect and a registered quantity surveyor that will be deployed along with their qualifications, the role each one will play in the assignment, and signed Curriculum Vitae (CV) with photographs, their membership status with professional bodies in Uganda.
- Detailed description of methodology for carrying out technical assessment of the existing structure.

In preparing the financial proposal, the interested firm will follow the format below (Bills of Quantities).

Item	Description	Unit	Quantity	Rate	Amount UGX	Deliverable
1	Technical assessment of structural.	Item	1			Technical Assessment Report
2	Preparation and submission of at least 3 options for review and selection. Preparation of detailed designs.	Item	1			3 Prints of Architectural structural drawings after approval by WHO
4	Preparation and submission of Bills of Quantities (BOQs) – in soft copy.	Item	1			→ Priced BOQ → Unpriced BOQ
5	Preparation and submission of bid/tender document (soft copy).	Item	1			2 files: one in word and the second in pdf format. The complete bid document must include all information to enable smooth tendering.
7	Evaluation of Bids and preparation of evaluation	Days	3			Evaluation report

report					
Sub-Total 1					
Add 18% VAT to Sub-Total 1					
GRAND TOTAL					

5.0 Selection/Evaluation Methodology

The evaluation process shall follow three stages: Preliminary stage, technical evaluation, financial evaluation, and Combined Score/Ranking/ award decision. The process that will be followed in each stage is described below:

5.1 Preliminary/Compliance Evaluation. (10%)

This will be done based on Pass/Fail Criteria.

The administrative criteria to be considered will include the following:

- i. Certificate of Registration or Incorporation
- ii. Memorandum and Articles of Association,
- iii. Power of Attorney (if required)
- iv. Valid trading licence for 2021,
- v. Income Tax Clearance Certificate addressed to World Health Organization.
- vi. PPDA Registration Certificate,
- vii. VAT Registrations Certificate (only for VAT registered companies)
- viii. Dully signed Bid Submission letter- the letter must be signed by the person who has the power of Attorney.
- ix. Registration/Membership of any relevant Association in the field of Civil Engineering (for example Uganda Association of Building and Civil Engineers- UNABCEC, etc is *an added advantage*).
- x. Bank statement for the last three months.

5.2 Technical Evaluation (60%)

The maximum score under this criterion is 60%. Technical score will be based review of following: evidence of previous work, proposed staffing and their qualifications, local presence, membership with a building association or professional body in Uganda, detailed methodology for conducting technical assessment/structural investigation of the existing building proposed to be remodeled,

5.3 Financial Evaluation (30%)

The maximum score under this criterion is 30%.

6.0 Payment Terms

Payment to the selected firm shall be in 100% upon completion of works.

7.0 Bid Submission

All interested suppliers are to submit hardcopy proposals (Technical and Financial Proposals) by

03rd December 2021 at World Health Organization, Plot 60 Prince Charles Drive, Kololo – Kampala

Sealed bids clearly marked “of **Provision of WHO Country Office Remodelling services**” should be addressed to:

**The Chairperson, Contracts Committee
World Health Organization
Plot 60, Prince Charles Drive
Kololo - Kampala**

Labelling of Envelope

Please note that Technical Proposal and Financial Proposal shall be enclosed in **TWO SEPERATE** envelopes clearly labelled with the details of the bidder indicated with physical address/location.

The two envelopes bearing the financial and technical proposals shall both be enclosed in one big envelope and well-sealed. The outer envelope shall **NOT** bear any details which can reveal the identity of the bidder.

However, it should be labelled as follows:

**To: The Chairperson, Local Contracts Committee
World Health Organization
Plot 60, Prince Charles Drive
Kololo - Kampala**