

CENTRAL DEPOSITORY AND SETTLEMENT CORPORATION

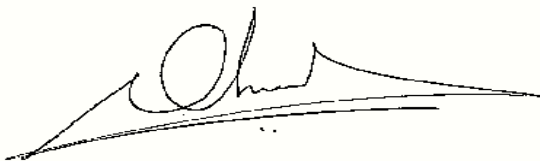
REQUEST FOR PROPOSAL FOR PROVISION OF CONSULTANCY SERVICES FOR OFFICE PARTITION, DESIGN AND FIT OUT TO FACILITATE PARTITIONING OF PROPOSED CDSC OFFICES AT EUROPA TOWERS – WESTLANDS - RFP/006/2021

JULY 2021

Release Date : 19th July 2021
Last Date for Submission of responses : 28th July 2021 Time 2.00pm.

CDSC invites you to submit your proposals for provision of consultancy services for office partition, design and fit out to facilitate partitioning works for CDSC offices. The bids shall consist of one soft copy (PDF) sent on email rfp@cdskenya.com and another soft copy may be delivered at CDSC on Compact Disc (CD) or USB in case of email issues/challenges.

Yours Faithfully



Nkoregamba Mwebesa
CHIEF EXECUTIVE OFFICER



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1. Introduction

The Central Depository & Settlement Corporation Limited (CDSC) is a limited liability Company approved by the Capital Markets Authority to provide automated clearing, delivery and settlement facilities in respect of transactions carried out at Nairobi Securities Exchange as well as holding of listed and non-listed securities including other documents of title on behalf of investors.

Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals for a competent firm with the experience and competent consortium of technical personnel to come up with an office partitions design, fit outs plan, interior design, the Bill of Quantities to facilitate for partitioning works of CDSC offices at Europa towers. Further, the Consultant will advise on the recommended measurements for office space and manage the Fit Outs process including all ancillary installations

1.0 General Submission Requirements/Instructions to Bidders

1.1 Completion and Submission of the RFP

- a) From the information and details on the following pages, a proposal document should be prepared, as the RFP response consisting of soft copy (PDF) sent on email rfp@cdskenya.com. A soft copy may be delivered to CDSC on Compact Disc (CD) or USB in case of email issues/challenges.
- b) The bids should be submitted on email and a Compact Disc (CD) / USB labeled “**CONSULTANCY SERVICES FOR OFFICE PARTITION, DESIGN AND FIT OUT TO FACILITATE PARTITIONING OF PROPOSED CDSC OFFICES AT EUROPA TOWERS - WESTLANDS**” to the CEO by **28th July 2021** before 5:00 pm.
- c) **Tender Validity:** the proposal and quote should have a validity of **90 days**
- d) The following proposals are required and should be appropriately labeled as: -
 - 1) **The Administrative requirements** - the Overview and profile of the company including a brief description of the firm and an outline of recent experience on assignments of a similar nature, the management structure, KRA tax compliance certificate, company registration certificates, CR 12 certificate, business permit and confirmation letter of availability of proposed staff throughout the project, a valid National Construction Authority Certificate. (NCA)
 - 2) **The Technical Proposal** – The bidder’s proposal seeking to demonstrate relevant competency and expertise to cover the items as per our terms of reference in response to our request for proposal for the consultancy services.
 - 3) **The Commercial proposal** – Indicating all the details of pricing.

2 Requirements

2.1 Requirement Brief

The RFP response should include:

Administrative requirements

- a) This RFP document duly signed
- b) A brief Introduction – This is a summary of your company history, accomplishments, philosophy and experience on similar assignments in a large public/private sector.-
- c) Overview of the management of the company submitting the RFP bid.
- d) A copy of Tax Compliance certificate
- e) A business registration or Incorporation certificate
- f) Confidential Business Questionnaire
- g) Commitment letter that the proposed team will be available throughout the project.
- h) A valid National Construction Authority Certificate. (NCA)
- i) Site Visit certificate issued by CDSC representative.

Technical Proposal: The proposal on how the consulting firm will meet our requirements, covered in the terms of reference for consultancy services

- a) Demonstrated understanding of our requirements with regards to Office Partitions Design, Fit Outs plan, interior design, the Bill of Quantities to facilitate for partitioning and fit out works, supervising the project to completion as per our terms of reference, providing add-ons and recommendations. Proposed methodology work plan, execution in undertaking the assignment.
- b) The experience of the firm on provision of similar services. The consultant expertise and skills in undertaking a consultancy of similar nature by providing evidence of similar projects undertaken in a large public/private sector in the last five (5) years Evidenced by submissions as requested, Completion certificate/letters, Contracts/LPO/Actual signed letters (scanned and appended or otherwise) or recommendations from the various clients for similar projects evidenced by filled and stamped reference form; **Appendix 2** by the past client.
- c) The personnel to be involved and their qualifications for each area in scope provided. This should include the proposed team lead and the team that will provide the services. Copies of certificates for the personnel that will be involved **MUST** be attached.

Financial proposal

The single currency for price conversions is **Kenya Shillings**

The source of official selling rates is **Central Bank of Kenya.**

The date of exchange rates is **Last Date for Submission of responses**

3 Evaluation Criteria

3.1 Method of Award

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and organization.

Preliminary Evaluation

Your proposal will be assessed based on the following evaluation criteria:-

Mandatory Requirements

	A. PRELIMINARY EVALUATION	MANDATORY
1.	Certificate of Incorporation/ Business registration	YES
2.	Valid business permit	YES
3.	Filled Confidential Business Questionnaire (Appendix 1 -KYC)	YES
4.	Valid Tax compliance certificate	YES
5.	CR 12 certificate to show directors of the company	YES
6.	Commitment letter that proposed team will be available throughout the contract period	YES
7.	A valid National Construction Authority Certificate. (NCA)	YES
8.	Site Visit certificate issued by CDSC representative	YES

Technical Evaluation

Evaluation Criteria: Technical Evaluation

N0.	TECHNICAL SCORE	Scores	Score awarded
1	Completeness of the proposal in regards to satisfying CDSC requirements. (30 Marks) The bidder should demonstrate the understanding of our requirements for provision of consultancy Services for the office design, fit out, interior design and project management services to completion of the project. The firm should include their methodology, work plan, project schedule, gantt charts or bar charts and how to ensure a successful project completion within agreed time frames	30	

2	<p>Specific Firm Experience in office design, partitioning and fit out consultancy Services or similar projects. (40 Marks)</p> <p>The experience of the firm on provision of similar services. The consultant expertise and skills in undertaking a consultancy of similar nature by providing evidence of 4 (Four) similar projects undertaken in the large public/private sector in the last five (5) years</p> <p>NB</p> <p>For each project mentioned above attach any one or more of the following: Completion certificates/letters, letters of recommendations, LPO/LSO/ Invoice/ projects completion certificate etc. We also recommend firms to use the attached Appendix 2 below and have it stamped and signed by the referring Past firm/ Client they worked with in the past</p>	40	
3	<p>General qualifications of the Project lead and key staff to be involved in consultancy and project management (30 Marks) (Each member of the team shall ensure his/her availability during the duration of the assignment)</p> <p>Project Lead to undertake the assignment – Details of academic and professional qualification of key consultant to be involved in the project. The Project Lead should have a minimum of</p> <p>a) Project Lead: Should be a competent and qualified individual possessing knowledge and at least 5 years’ experience in dealing with similar consultancy, (5 Marks) minimum academic/technical qualification of university degree in architecture, project management or similar discipline (5Marks), the team leader is a member of the relevant professional body (5 marks)</p> <p>b) Quantity surveyor: Should be a competent and qualified individual possessing knowledge, with a minimum Diploma in quantity survey or similar qualification (5 Marks) and at least 3 years’ experience in quantity surveying or similar profession (5 Marks)</p> <p>c) Other key staff: Individual that has a Diploma in architecture, engineering, interior design works or similar qualifications (2.5 Marks) with at least 2 years’ experience in similar consultancy services. (2.5 Marks). The firm may propose experts with skills relevant to assignment.</p> <p>Bidders MUST Provide evidence of qualification and experience by attaching CVs and or copies of academic and professional certificates for the key personnel to be assigned to the project)</p>	30	
	Maximum Technical Score	100	
	Minimum Pass Score	80	

- **Firms that do not attain the 80% pass score will not be progressed to the next evaluation stage.**

3.1.1 Additional evaluation details

- a) The technical evaluation will constitute a score of 80 marks and will include the analysis of the technical responses based on the write up and documents submitted.
- b) To ensure full marks for consultants, **certificates of academic and professional certificates MUST** be attached to support the CVs.
- c) Bidders are encouraged to use the **Template appendix 2** to provide proof of past experience. The bidder shall fill in the details and submit the same to the referring firm (**Past client**) to be stamped and signed **by the authorized signatory of the past client**

Financial evaluation

Financial evaluation will be done independently and the least cost bidder who attains the 80 marks threshold having met all our technical requirements will be awarded.

Detailed Cost Schedules:

Provide detailed, itemized unit and total costs for each component and service proposed, indicating as appropriate optional and required components and services.

Financial Proposal

ITEM	Cost in KES (incl. all relevant taxes)
Provision of consultancy services for office partition, design and fit out to facilitate partitioning works for CDSC offices and project management services to completion of the project	
Any other cost	
TOTAL (INCLUSIVE OF RELEVANT TAXES)	

NB

Bidders are required to indicate the terms of payment. The financial proposal must comply with the law governing the profession of the consultant.

4.0 Terms of Reference for the consultancy services

I. Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals of competent firm with the experience and competent consortium of technical personnel to come up with an office partitions design, fit outs plan, interior design, the Bill of Quantities to facilitate for partitioning of CDSC offices at Europa towers and all ancillary works including but not limited to electrical installations, structural cabling, PABX, CCTV and drainages among others as require. Further, the Consultant will advise on the recommended measurements for office space and manage the fit outs process.

II. Objective

CDSC has acquired a new office space in Europa towers located in Westlands, Nairobi. It is in this regard that to ensure conducive work environment which plays a key role in enhancing the operational efficiency in service delivery and the achievement of the strategic objectives. CDSC therefore intends to undertake an office design works and office fit out partitioning works and interior design works to meet this requirement.

Office design, fit out and partition Consultancy services

The successful bidder will be required but not limited to;-

- a) Come up with an appropriate space design in consultation with CDSC management and develop the architectural drawings as required and to include preparations of the bills of quantities (BOQs) for the office fit out including ancillary installations to enable the contractors bid for the works.
- b) Provide guidance in the tendering process and development of the Terms of Reference for the main works (Office fit out, partitioning and interior design works).
- c) Preparing and advising CDSC on the contract requirements.
- d) Submitting the contractors work plan to CDSC for approval.
- e) Arranging for the successful contractor to take possession of site.
- f) Supervision of the contract implementation to ensure that work proceeds in accordance with the project design, specifications and timelines.
- g) Ensuring that defects are remedied by the contractor without delay.
- h) Preparing weekly performance reports.
- i) Monitoring compliance with environmental health and work safety standards.
- j) Monitoring quality management systems.
- k) Clarifying service requirements with CDSC.
- l) Ensuring no unnecessary delays.
- m) Dealing with the consequences of delays or changes.
- n) Maintaining contingency plans.
- o) Managing fluctuations and variations.

- p) Obtain consents, approvals, Licenses, Certificates and Permits from relevant Government Agencies
- q) Determining when each project stage has been completed and issuance of completion certificates.
- r) Dealing with payments in accordance with the contractor's contract terms.
- s) Resolving disputes and maintaining a good relationship with the selected contractor.
- t) Managing any alterations of the design.
- u) Managing the defects liability period.
- v) Advise and ensure that the OSHA requirements are incorporated in the fit out and an OSHA audit is done on the plan before fit-out and prior to handing over of the project.
- w) Handing over the project to CDSC upon successful completion

Deliverables

- (a) Detailed designs and documentation.
- (b) General concept
- (c) Architectural drawings
- (d) Bill of Quantities
- (e) Terms of Reference for the main works (partitioning).
- (f) Weekly performance reports.
- (g) Implementation plan - road map
- (h) Completion and occupation certificates

Resources

The Consultant will be required to involve CDSC designated members of staff where applicable to ensure expectations are captured.

Timelines

- The Consultant shall perform the services of supervision of the interior Fit Outs of CDSC offices to completion period of the project and as per approved designs.
- The consultant will be required to have all the approved appropriate space design and develop the architectural drawings as required and to include preparations of the bills of quantities to enable the contractors bid for the works within 14 days from signing of contract/LPO issuance.

Pre Proposal Conference

The Pre-proposal conference will be held on **23rd July 2021 at 2:00pm at Europa Towers, Westlands**. This is a mandatory exercise to enable bidders seek clarity and confirm the scope of works and measurements. A site Visit Certificate (Mandatory requirement) will be issued.

APPENDIX 1 - KYC

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business. NB. Registration/Tax /PIN certificates, Trade Licenses SHALL be attached with form when submitting quotation.

Part 1 - General:

Business Name

Location of Business Premises

Plot No. Street/Road

Postal Address Tel. No.

Nature of Business

Current Trade Licence (from a Local Authority) No. Expiring Date

V.A.T No..... ETR

No.....

Tax Compliance Certificate No..... Expiring Date.....

Maximum value of business which you can handle at any one time:
Kshs.....

Name of your bankers Branch

Part 2 (a) Sole Proprietor:

Your name in full Age

.....

Nationality Country of origin

.....

Citizenship details

Part 2 (b) Partnership

Give details of partners as follows:

	Name	Nationality	Citizenship Details	Shares
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1.....

2.....

3.....



Part 2 (c) Registered Company:

Private or public

State the nominal and issued capital of the company:-

Nominal Kshs

Issued Kshs

Give details of all Directors as follows:-

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.



APPENDIX 2

a) Firm's References Template

Relevant Services Carried Out in the past that Best Illustrate Your Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:	Country	
Location within Country:	No of Professional Staff provided by Your Firm/Entity(profiles):	
Name of Client:	Clients contact person for the assignment.	
Address:	No of Staff-Months; Duration of Assignment:	
Start Date (Month/Year):	Completion Date	Approx. Value of Services (Kshs) (Month/Year):
Name of Associated Consultants. If any:	No of Months of Professional Staff provided by Associated Consultants:	
Name of Senior Staff (Project Director/Coordinator, Performed:	Team Leader) Involved and Functions	
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

PAST REFEREE OFFICIAL USE ONLY

The details below should be completed, signed and stamped by the **Past Client** mentioned above

Firm's Name: _____

Name and title of Authorized signatory; _____

Signature; _____

Stamp of the Firm _____