**Terms of Reference for provision of design consulting services for remodeling of the white house building at SNV Uganda Head Office.**

**About SNV**

SNV is a not-for-profit international development organization that applies practical know-how to make a lasting difference in the lives of people living in poverty. We use our extensive and long-term in-country presence to apply and adapt our top-notch expertise in agriculture, energy and WASH to local contexts. SNV has an annual turnover of €130 million, over 1,250 staff in more than 25 countries in Asia, Africa, and Latin America. We are proud to be a not-for-profit organization that uses project financing to implement our mission. This requires us to work efficiently and to invest in operational excellence.

1. **Background to the Consultancy**

It has become necessary to increase the amount of office space available and a floor in one of the existing blocks has been identified for remodelling with a view to producing more office space to accommodate at least 8 members of staff.

It is against this background that SNV now seeks the services of a professional design consultancy firm to provide professional design and supervision of the works.

1. **Assignment Location and Duration**

The works/existing building to be remodelled is located at SNV Head Office at Plot 36, Luthuli Rise, Bugolobi (Kampala). It is anticipated that the assignment will be for a duration of four months covering the preliminary design work, legal compliance required, and supervision of the construction works.

1. **Scope of the Assignment**

The scope of the work under this consultancy involves:

1. Carrying out structural assessment and evaluation on the existing building to ascertain if it can carry the additional load from the proposed remodelling of top floor into office space.
2. Preparation and submission of structural investigation report with recommendations to guide further action.
3. Preparation of at least 3 alternative options for review and selection by SNV. Once SNV has confirmed its preferred option, the consultant will produce four sets of detailed designs including estimate costs (4-architectural and 4-structural drawings). The detailed drawings must be ready for submission to KCCA for approval and for subsequent construction
4. The consultant should conduct himself/ herself with complete professionalism and assist SNV in identifying all requirements for this work.
5. Manage the submission of the designs to KCCA for approval on behalf of SNV. Payment of 75% of the design fees will only be made upon the approval by KCCA and granting of a permit to carry out the works. Consultant should endeavour to process approvals within 1 month from date of approval of designs by SNV.
6. Compile Bills of quantities (BOQs) and all the necessary documents to facilitate competitive bidding to procure a contractor to execute the works
7. On behalf of SNV, manage compliance activities by the contractor in regard to environmental pollution and management of waste, Occupational Health, Safety and Welfare (OSHW) and compliance with Covid-19 Standard Operation Procedures (SOPs) at construction sites.
8. Assist the client in the assessment and evaluation of the submitted bids.
9. Carry out supervision works, including organising and chairing of site meetings.
10. Issue site instructions, when necessary, on behalf of the client during the execution of the works.
11. The Consultant will be the Project Manager and will supervise the works and ensure that the contactor complies with all insurance and other legal requirements.
12. Assess progress and issue interim payment certificates at agreed intervals. Construction work is not expected to exceed 3 months.
13. Upon practical completion the consultant will be required to snag the works and issue a Practical Completion Certificate.
14. Carry out final inspection at the end of the defect’s liability period, notifying the contractor of any defects that need to be corrected and issuance of the Final Completion Certificate.
15. The consultant will be paid the final 25% of the fees after successful completion of the works.
16. The consultant shall prepare, provide and issue documents, and assist in making application for obtaining a building permit, and any other permits or approvals normally required for projects similar to this building in size, scope and complexity. Upon application for such permits, Architect shall reply to all inquiries from different agencies, shall make any necessary or appropriate changes to the Contract Documents approved by SNV, and assist SNV in expediting the issuance of all such permits or approvals. Architect shall keep SNV advised of all developments related to issuance of the permits, promptly provide SNV with copies of permit or approval related documents and shall monitor the review schedule for consistency with the time schedule established for the assignment.

The consultant shall utilize Target Value Design throughout the design process to ensure design decisions are made within the context of cost and value to SNV.

1. **Requirements**

Interested firms are required to prepare and submit both financial and technical proposals for submission in 2 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. Please note that contract award letter is not evidence of performance.
* 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 (structural investigation) of the existing building and its ability to carry additional loads.

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 integrity of the existing building and its ability to carry additional load. | Item | 1 |  |  | Technical Assessment Report |
| 2 | Preparation and submission of at least 3 options for review and selection. Preparation of detailed designs. | Item | 1 |  |  | 4 Prints of Architectural structural drawings after approval by SNV |
| 3 | Allow a provisional/ estimate sum to cover the costs of submission and approval of drawings by KCCA and permission for the proposed work.  | Sum |  |  |  | * Approved drawings.
* Permission letter from KCCA.
 |
| 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. |
| 6 | Conducting site visitManage the one-day site visit by prospective bidders, responding to all queries and preparation of site visit minutes to be signed off by all bidders that attend |  |  |  |  | Site Visit report dully signed |
| 7 | Evaluation of Bids and preparation of evaluation report  | Days | 3 |  |  | Evaluation report |
| 8 | Supervision of Work, including organising site meetings and preparation of reports (progress reports and minutes of site meetings), issuing of stage completion certificates to be presented for payment | Days | 20 |  |  | Progress ReportsMinutes of site meetings, issuance of payment certificates |
| Sub-Total 1 |  |  |
| Add 18% VAT to Sub-Total 1 |  |  |
| GRAND TOTAL |  |  |

1. **Selection/Evaluation Methodology**

The proposals submitted will be evaluated by a team of at least three. independent evaluations.

Quality and Cost Based Selection (QCBS) method will be used. 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 (Administrative) Evaluation.

This will be done based on Pass/Fail Criteria. Any firm that fails in one criterion is dropped and will not be considered in the next evaluation stage

The administrative criteria to be considered will include the following:

1. Certificate of Registration or Incorporation
2. Memorandum and Articles of Association,
3. Power of Attorney
4. Valid trading licence for 2021,
5. Income Tax Clearance Certificate, addressed to SNV Netherlands Development Organisation
6. PPDA Registration Certificate,
7. VAT Registrations Certificate (only for VAT registered companies)
8. Dully signed Bid Submission letter- the letter must be signed by the person who has the power of Attorney.
9. SNV Due Diligence Form signed.
10. Registration/Membership of any relevant Association in the field of Civil Engineering (for example Uganda Association of Building and Civil Engineers- UNABCEC, etc
11. Bank statement for the last three months.

5.2 Technical Evaluation (70%)

The maximum score under this criterion is 70%. 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 remodelled,

5.3 Financial Evaluation (30%)

The maximum score under this criterion is 30%. The formula below will be used to determine the financial score

 , $Fs =\left(\frac{Lowest quoted Price after compairing quotation from all bidders}{Price Quoted by the bider under consideration}\right)x30\%$

**5.4 Total Combined Score & Ranking**

The total combined score is obtained by adding the Technical Score (Ts) to Financial Score (Fs)

Total Score obtained by a bidder, **T = Ts +Fs**

The firm that obtains the highest combined score (**T**) is ranked No 1, hence the best evaluated bidder which is then recommended for contract award.

**6.0 Payment Terms**

Payment to the consultant shall be in four instalments as indicated below:

1. 1st instalment- 25% upon presentation and approval of designs by SNV.
2. 2nd instalment- 50% upon preparation of final selected design drawings, submission and approval by KCCA, preparation of bid documents and evaluation of bids
3. 3rd Instalment – 25% upon issuance of the final completion certificate.
4. **Bid Submission**

All interested parties are to submit hardcopy proposals (Technical and Financial Proposals) by 14th September 2021 12pm at SNV Head Office, situated at Plot 36, Luthuli rise Bugolobi (Kampala).

Standard terms: Any bidder who attempts to use influence or corrupt means to win will be automatically disqualified and blacklisted.

The Submission shall be addressed to:

The Procurement department

SNV Netherlands Development Organisation

P.O Box 8339 Kampala

Plot 36, Luthuli rise Bugolobi (Kampala).

**Labelling of Envelop**

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 Procurement department

SNV Netherlands Development Organisation

Plot 36, Luthuli rise Bugolobi (Kampala).

SUBJECT: TECHNICAL AND FINANCIAL PROPOSAL FOR PROVISION OF DESIGN CONSULTANCY SERVICES FOR THE REMODELING OF THE TOP FLOOR OF THE WHITE HOUSE BUILDING AT SNV HEAD OFFICE.