

INTER-UNIVERSITY COUNCIL FOR EAST AFRICA

REQUEST FOR EXPRESSIONS OF INTEREST (EOI)

CONSULTANCY SERVICES FOR DESIGN AND CONSTRUCTION SUPERVISION OF IUCEA HEADQUARTERS PHASE II

Procurement reference Number IUCEA/SVS/2020-21/002

1. BACKGROUND TO THE ASSIGNMENT

Inter-University Council for East Africa (IUCEA) is a strategic institution of the East African Community (EAC) responsible for coordinating development of human resource and research in the region. IUCEA is located in Kampala, Uganda. IUCEA current membership is composed of 133 university institutions both private and public, located in the EAC Partner States of Burundi, Kenya, Rwanda, Tanzania, South Sudan and Uganda. After its revitalization in 2000, IUCEA embarked on a number of activities in the areas of academic and research engagement in the EAC Partner States and member universities. IUCEA operations are guided by the Inter-University Council for East Africa Act 2009.

IUCEA received funds from the EAC Partner States and seeks to use part of the funds towards construction of a Phase II of its headquarters.

The Inter University Council for East Africa now invites eligible consulting firms (“Consultants”) to express their interest in providing the Consultancy Services. Interested Consultants should provide information (in English ONLY) demonstrating that they have the required qualifications and relevant experience to perform the Services.

2. OBJECTIVES OF THE CONSULTANCY

The objective of the consultancy is to enable IUCEA to develop the facilities that will support attainment of strategic objectives of a conducive operational, corporate and diplomatic environment for attainment of the outputs of the goals of its mission. The process for development of the facilities will entail consultancy services for design and construction supervision.

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3. SCOPE OF WORKS

The consultancy services are for design and construction supervision for a multi-purpose building with the following facilities among others: conference facilities, training and capacity building, work station offices, as well as information resources centre, archives and cafeterias. The building should be of at least 5 levels with a basement for parking and other services. The site is located at Kyambogo Area, at Kigobe Road Plot M833.

The consultancy services for the works will involve:

- a) Development of detailed architectural and engineering design
- b) Land and Environment surveys of the proposed site for the works and any laboratory tests that may be required in pre-design stage
- c) Development of different detailed Architectural and Engineering designs as well as Bills of Quantities and related schedules as will be detailed in the ToRs.
- d) Supervision and certification of construction works for the contractor that will be procured by IUCEA/Client.
- e) Obtaining relevant approvals and construction permits prior to start of construction ie MoWT, NEMA, KCCA etc

The detailed Terms of Reference (TOR) for the assignment shall be found in the bidding documents to be issued to only shortlisted candidates after evaluation of the Expression of Interests.

4. ELIGIBILITY REQUIREMENTS

Eligibility criteria, establishment of the shortlist and selection procedure shall be in accordance with IUCEA Procurement Policies and Procedures Manual, June 2014. Some good practices may be adopted from the Government of Uganda's PPDA Act, 2003 as amended, the PPDA (Procurement of Consultancy services) Regulations, 2014 and the procedures;

The shortlisting criteria will include;

- a) Legal Capacity. The consultancy firm shall be legally registered in at least one of the EAC Partner States (Burundi, Kenya, Rwanda, Tanzania, Uganda and South Sudan). All registration documents should be provided including articles and memorandum of association, incorporation certificates etc.

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- b) The firm is not insolvent, in receivership, bankrupt or being wound up;
- c) The business activities of the firm are not suspended by relevant authorities for resident firms or any other laws governing such services in EAC Partner States (Burundi, Kenya, Rwanda, Tanzania, Uganda and South Sudan).
- d) The firm fulfilled the obligations to pay taxes;
- e) The firm does not have a conflict of interest in relation to the subject of the EOI
- f) Key staff should be registered with professional bodies and must have valid practicing licenses
- g) Firm should have valid powers of attorney
- h) Firm should have valid trading licenses for current period 2021

5. REQUIRED DOCUMENTS:

Interested applicants must provide information and documents as follows to indicate that they are eligible and qualified to perform the services;

- a. Eligibility documents:
 - i. Cover letter stating the full name of the applicant as indicated in the Certificate of Incorporation/Registration. The applicant shall clearly indicate in the cover letter all parties forming the applicant, the kind of association and the lead applicant where applicable.
 - ii. Copy of valid practice certificate/license for key staff in the EAC
 - iii. Copy of valid professional registration certificates for key staff
 - iv. Copy of memorandum and articles of association
 - v. Copy of registration and incorporation certificate
 - vi. A copy of the Trading Licence for the current period (2021) or its equivalent or a statement by a competent Authority affirming that the document is not available in the country of the applicant.
 - vii. Valid Annual tax clearance certificate addressed to IUCEA

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- viii. Powers of Attorney registered with the Registrar of documents for Companies in Uganda or Notarised powers of Attorney for Companies registered outside Uganda. If outside Uganda, it should be in accordance with the Memorandum and Articles of Association. The Powers of Attorney should be in favour of the signatory of the EOI.
- ix. Signed statement that applicant has no conflict of interest
- x. Signed statement that the applicant is not insolvent, in receivership, bankrupt or being wound up

Note: Where the consultant is not registered in Uganda, they may submit alternative/equivalent documents from their country.

- b. Qualification (Capacity) documents:
 - i. Profile or brochures
 - ii. Description of similar assignments
 - iii. Degree certificates or transcripts
 - iv. Completion certificates
 - v. Signed contracts
 - vi. Experience in similar conditions
 - vii. Availability of appropriate skills among staff

6. CAPACITY OF THE FIRM TO PERFORM THE ASSIGNMENT;

In determining the capacity of the applicant to perform the assignment successfully, the following will be considered;

- (a) Specific experience of at least 5 similar buildings with minimum 5 levels and 1 basement designed and supervised in the last 5 years. Each project should be worth at least USD 7million and Consultancy fees of USD 300,000 (Evidence to be provided includes copies of completion certificates and signed contracts indicating the contract values). The similarity of the assignment shall consider the scope, nature, value and the total gross area shouldn't be less than 7,500sqm.

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- (b) The applicant shall demonstrate ability to mobilise at least the following suitably qualified and experienced specialists who will be evaluated as key staff;
- (c) Presence of the skills of the applicant’s staff that are relevant to the provision of the assignment.

No	Position	General qualifications		
		Working experience in years, relevant to assignment	Relevant education: minimum academic qualification	Minimum professional qualification
1	Project Manager/Team Leader (PM/TL)	15	Bachelors degree in Architecture; Postgraduate qualifications in any of the fields of physical infrastructure development, or urban planning, Project Management	Professional registration and valid practicing licence for 2021 from a recognized professional body
2	Architect	15	Bachelors degree in Architecture; Postgraduate qualifications in Architecture or any field of specialty in the built environment	Professional registration and valid practicing licence for 2021 from a recognized professional body
3	Civil/Structural Engineer	15	Bachelor’s degree in Civil/ Structural Engineering or equivalent; Postgraduate qualification in	Professional registration and valid practicing licence for 2021 from a recognized professional body

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No	Position	General qualifications		
		Working experience in years, relevant to assignment	Relevant education: minimum academic qualification	Minimum professional qualification
			Structural Engineering	
4	Quantity Surveyor	15	Bachelor's degree in Quantity surveying, Building Economic or its equivalent	Professional registration and valid practicing license for 2021 from a recognized professional body
5	Land Surveyor	10	A bachelor's degree qualification or equivalent in Land Surveying.	Professional registration and valid practicing license for 2021 from a recognized professional body
7	Building Services Engineer (Electrical)	15	Bachelor's degree in electrical engineering	Professional registration and valid practicing license for 2021 from a recognized professional body

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No	Position	General qualifications		
		Working experience in years, relevant to assignment	Relevant education: minimum academic qualification	Minimum professional qualification
8	Building Services Engineer (Mechanical)	15	Bachelor's degree in Mechanical engineering	Professional registration and valid practicing license for 2021 from a recognized professional body
9	ICT Specialist (Telecom and IT networks)	10	Bachelor's degree in any relevant foundation degree such as Electrical Engineering	Professional registration and valid practicing licence for 2021 from a recognized professional body
10	Environment Specialist	10	Bachelor's degree in a field of Environmental science. Postgraduate qualifications in Environmental Sciences,	Professional registration and valid practicing certificate or licence for 2021 from a recognized professional body

7. CONSULTANT'S ORGANIZATION AND FACILITIES FOR THE ASSIGNMENT

Consultant must demonstrate the tools and equipment available for the assignment.

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8. ASSOCIATIONS AND JOINT VENTURES

- a) The type of association whether joint venture or a sub consultancy must be clearly indicated in the Expression of Interest.
- b) Firms may associate with other firms in the form of a joint venture or a sub- consultancy to enhance their qualifications. The form of association where applicable and the lead firm, should be indicated in the Expression of Interest. Foreign firms must associate with local firms.
- c) For a joint Venture/ Association/Consortium the following documents shall be required for each member.
 - i. Copy of memorandum and articles of association
 - ii. Copy of registration and incorporation certificate
 - iii. A copy of the Trading Licence for the current period (2021) or its equivalent or a statement by a competent Authority affirming that the document is not available in the country of the applicant.
 - iv. Valid Annual tax clearance certificate addressed to IUCEA

9. SHORTLISTING

Short listing shall be based on the eligibility and qualifications (capacity) of the applicant. The shortlist shall be made of the best ranked 3-6 applicants who are eligible and with more experience.

- a. Eligibility of applicants (on a pass/fail basis)
 - i. Legal capacity to enter into a contract with IUCEA
 - ii. Applicant is not insolvent, in receivership, bankrupt or being wound up;
 - iii. Business activities of applicant are not suspended
 - iv. Valid powers of attorney
 - v. Applicant is not under legal proceedings for any of (ii) above
 - vi. Has fulfilled obligations to pay taxes and social security contributions
 - vii. Applicant does not have a conflict of interest
 - viii. Applicant is not suspended by relevant procurement authority.

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- b. Qualifications (Capacity) of applicant
 - i. Specific experience of firm in similar assignment
 - ii. Consultant's organization and facilities for the assignment
 - iii. Consultant's key staff relevant to the assignment

10. SUBMISSION OF THE EOI

Interested eligible consultants may obtain further information at the address given below from 8:30 a.m. to 4:30 p.m. on working days.

Sealed and bound Expressions of Interest and other relevant documents must be delivered to the address below at or before [14th May 2021 at 10:00am].

Inter-University Council for East Africa (IUCEA) Reception

Attention. Procurement Office

Plot M833 Kigobe Road-Kyambogo

P.O. Box 7110 Kampala, Uganda

Tel: +256414256251/2

11. SELECTION OF THE CONSULTANCY FIRM

- i. A Consultant will be selected among the shortlisted firms, in accordance with the Quality and Cost Based Selection method set out in the IUCEA Procurement Policies and Procedures Manual, June 2014 through a process that will involve the Request for Proposals (RFP). However, IUCEA being based in Uganda, may consider borrowing some of the best practices in the host country.
- ii. The Terms of Reference (ToR) and further information for the assignment may be obtained from the address below and the Applicant is not under legal proceedings website

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The Planned Procurement schedule (subject to changes) is as follows:

No	Activity	Date
a	Publication Date	29 th April 2021
b	Closing Date for submission of EOI	14 th May 2021
c	Evaluation of EoI and Approvals	21 st May 2021
d	Issue of RFP/bidding document	25 th May 2021
e	Closing Date for submission of proposals and Opening of Technical proposal	15 th June 2021
f	Evaluation of Technical and Financial Proposals	28 th June 2021
g	Approvals, Negotiations and Contracting	5 th July 2021

Note: “Any form of canvassing or lobbying for this procurement shall lead to automatic disqualification”.

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