

## REQUEST FOR EXPRESSIONS OF INTEREST FOR PROVISION OF CONSULTING SERVICES (Firms Selection)

<b>Subject</b>	Expression of Interest for Engagement of a Consulting Firm to undertake Architectural Consultancy Services
<b>Brief Description</b>	Expression of Interest for Engagement of a Consulting Firm to undertake Architectural Consultancy Services at Kanyemba Lodges at the Banks of Zambezi River, Mbire District, Mashonaland Central.
<b>Proposal Reference Number</b>	IDBZ 12(b) of 2021

### Section I

#### 1. Background and Rationale

Kanyemba, situated 439 kilometres North of Harare on the banks of Zambezi River, is a focal point for fishing and hunting activities in the nearby Dande Safari Area. It is also the endpoint for long-haul canoe safaris along the Zambezi River starting from Chirundu or Mana Pools. It has been described as Zimbabwe's newest town under construction, as the Government sets out to develop Kanyemba into a place of history, commerce, industry, and trade. These plans have seen the inclusion of Kanyemba in the Government's National Irrigation Plan which targets the establishment of 350,000ha under irrigation across the country. In this plan, a total of 10,000ha of land will be cleared for irrigation in Kanyemba setting the pace for the development of Kanyemba as an agriculture hub as well as the already existing tourism activities. In line with this grand plan to develop Kanyemba, the Bank has set aside a budget to develop Kanyemba Lodges and Conference Centre on the current lodges site as well as on the additional land acquired. The Bank has a 36% shareholding in Kanyemba Zambezi Lodges with Mr. Garry Dalkin owning 64%.

The lodges at Kanyemba were gutted by fire in 2011 with four (4) of the lodges reduced to shells. The lodges consist of a double storey main building, six (6) chalets which can be renovated, four (4) burnt chalets, a burnt generator house, staff quarters and a fuel station.

#### 2. Objectives of the Study

The primary objective of this consultancy assignment is to provide architectural consultancy services for the refurbishment of Kanyemba Lodges in Mbire District, Mashonaland Central.

#### 3. Scope of Services

The scope of work of the Consultancy services shall include, but not be limited to, the following activities over a period of 14 days:

- Site assessment.
- The are no designs for the burnt structures at site. In this regard, the Consultant shall review existing as built designs from site observations and develop and recommend new alternative designs to the Client as follows.
  - Prepare preliminary architectural working drawings, which shall show the general layout and the design of the lodges.
  - Submit for Client's approval.
  - Obtain design approvals from the relevant local authority.
  - Prepare Bills of Quantities and cost estimates for the construction of the lodges.

### Section II

The IDBZ now invites eligible Zimbabwe Consulting Firms to indicate their interest by way of an Expression of Interest (EOI) in accordance with requirements stated herein in providing the services as specified in this document. Interested Consultants Firms should provide information demonstrating that they have the required experience, competences, skills, and qualifications relevant for performance of the services whether as individual firms, joint ventures or as consortia. The Consultant shall submit Company profiles, Company registration documents, Curriculum Vitae of key personnel and professional staff, brochures, description of similar assignments previously undertaken, experience under similar environment or conditions. The Consulting Firm must demonstrate that they have fully established business offices. Prospective Consulting Firms may constitute joint ventures where necessary to enhance their capacity to undertake the assignment.

#### A. Eligibility Criteria

- The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
- Proof of Registration by the Institute of Architects Zimbabwe (IAZ)
- Consulting Firms must be duly registered Zimbabwean Firms.

#### B. Evaluation/Qualification Criteria

- The consulting firm shall have a minimum of five (5) years of experience in undertaking architectural design services.
- The consulting firm shall demonstrate experience in similar assignments implemented successfully in the past five (5) years i.e., proven track record of consultancy for at least three (3) projects of a similar nature.
- 3 Reference Letters for similar assignments performed in the past 5 years.

**Please Note: The Start and End Date for each previous assignment must be clearly indicated.**

The evaluation of Expressions of Interest documents shall be ascertained on compliance-based method.

Minimum Qualifying Criteria	Means of verification	Reference in Documents (Put page numbers from the proposal document)
Duly signed letter of Expression of Interest, which must be in the format of the template in Appendix A of Section III below		
The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).	Copy of excerpt for Government Gazette for 2021/Proof of Payment of Annual Registration/Certificate from PRAZ	
The Consulting firms must be registered with the Institute of Architects Zimbabwe (IAZ)	Copy of proof of registration with IAZ	
Zimbabwe consulting firms must have valid tax clearance certificates	Copies of valid tax clearance certificates i.e., expiring on 31 December 2021	
The consulting firm shall have a minimum of five (5) years of relevant experience in Architectural Designs.	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
The consulting firm shall demonstrate experience in similar assignments implemented fully and successfully i.e., proven track record of consultancy for at least three (3) similar assignments in the past five (5) years.	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
The Consulting firms should have qualified personnel with expertise in undertaking Architectural and Engineering Designs. The list of key personnel should include: i) Lead Architect ii) Architect / CAD Draughtsperson iii) Architectural Technician	CVs with copies of educational documents and certifications	

#### A. Document Submission

The following documents should be submitted:

- Duly signed letter of Expression of Interest, which must be in the format of the template in **Appendix A** of Section III below.
- Detailed company profile or brochures containing:
  - Legal status i.e., sole proprietorship / partnership /public or private limited company / consortium with name and addresses of proprietor / partner(s)/director(s).
  - Experience of the company together with verifiable details of previous / current corporate clientele.
  - Summary of curriculum vitae of key personnel and professional staff for assessment of capacities related to the assignment.
  - Tax Clearance Certificates.
  - Affidavit to the effect that the government / quasi-government or any autonomous body has never blacklisted the consulting firm.
  - Contact person for all matters related to this EOI including the designation of such person in the firm.
  - Affidavit on history of litigation if any.
  - All other documents which are considered relevant to assess the capability of the consulting firm.

#### Section III: Instructions to Consultants

A Consulting Firm will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [Chapter22:23] ("the Act") and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018) ("the Regulations"). This opportunity is open to all Consultants who meet the criteria for eligibility as stated in Section 28 of the Act and who have the nationality of an eligible country as defined in Clause 1.10 of the General Conditions of Contract for Consultancy Services. Short-listed Consultants will be invited to submit detailed technical and financial proposals, as described in Part 1 of the Request for Proposals Procedures in the Standard Request for Proposals for the Selection of Consultancy Services. The Consultant submitting the successful proposal will be engaged on the contractual terms set out in that document and in the General Conditions of Contract for Consultancy Services. Copies of the Act and Regulations and the standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe; URL <http://www.praz.gov.zw/index.php?lang=en>. Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Prospective Consultants are not required to pay an administration fee to the Procurement Regulatory Authority of Zimbabwe for this tender outlined in Section 54 of the Act as set out in Part IV of the Fifth Schedule to the Public Procurement and Disposal of Public Assets Regulations (SI 5 of 2018) as amended by Statutory Instrument 219 of 2020.

The method of selection will be the Least Cost Selection Method in line with section 62 of the Public Procurement and Disposal of Public Assets Act [Chapter22:23].

The IDBZ will reject an Expression of Interest if it establishes that the Consultant has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act. An expression of interest shall be rejected in this procurement process if a Consultant Firm engages in anti-competitive practices.

Interested Consulting Firms shall submit only one Expression of Interest document, either individually or as a partner in a joint venture / consortium. In case of joint venture / consortium, total similar projects will be counted as sum of Lead firm and partners / associates.

The Expression of Interest must be submitted electronically to [procurement@idbz.co.zw](mailto:procurement@idbz.co.zw) by **22 July 2021 by 10:00hrs** local time and clearly captioned "**Expression of Interest for Engagement of a Consulting Firm to undertake Architectural Consultancy Services (IDBZ 12(b) of 2021)**".

Late expressions of interest will be rejected in line with the procedure set out in the PPDA Act.

#### Procurement Management Unit

**Attn: Kenneth Geyi, Head - Procurement Management Unit**

**IDBZ House**

**99 Gamal Abdel Nasser Road, Harare, Zimbabwe**

**PO Box 1720**

**Harare, Zimbabwe**

**Tel: +263-4-750171/8**

**Email: [procurement@idbz.co.zw](mailto:procurement@idbz.co.zw)**

**Website: [www.idbz.co.zw](http://www.idbz.co.zw)**

#### Appendix A

##### Letter for submission of expression of interest (To be submitted with the application, signed and unaltered)

To: **{Insert name of Procuring Entity}**

With reference to your invitation for expressions of interest for {insert subject and proposal reference number}, we express our interest in bidding for a contract to provide these services.

We provide the following information in relation to the short-listing criteria:

- Qualifications and experience of the firm: **{Insert relevant information}**.
- Availability of appropriate skills among staff: **{Insert relevant information}**.
- Other short-listing criteria: **{Insert relevant information}**.

We submit the following documents in support of this information **{list any documents that were requested in the invitation for expressions of interest; if no documents were requested, delete this paragraph}**.

**{Delete whichever of the following statements do not apply:}**

- This firm will be the sole provider of the requested consultancy services. **or**
- We propose to provide the requested consultancy services as part of a joint venture with **{provide the name of the joint venture partner and details of the contribution the partner would make to the required consultancy services}**. **Or**
- We propose to engage as sub-contractors **{provide the name of the sub-contractor and details of the contribution the sub-contractor would make to the required consultancy services}**.

**{In the case of 2 or 3 above}** We confirm that the firm mentioned above has agreed to be associated with this expression of interest.

**{Name and postal and physical address of firm submitting the expression of interest, together with name of contact person and contact details, including telephone number and e-mail address. The firm's website address should be provided, if available.}**

#### Expression of Interest Letter Authorised By:

Signed .....	Name: .....
In capacity of: .....	Date: ..... (DD/MM/YY)
Duly authorised for and on behalf of:	
Firm: .....	
Address: .....	
Corporate Seal (where appropriate)	

