

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

<b>Subject</b>	EPC+F Partners for the Development of Cluster Housing Developments in Harare and Kadoma
<b>Brief Description</b>	Engagement of EPC+F Partners for the Development of Cluster Housing Developments in Harare and Kadoma
<b>Proposal Reference Number</b>	IDBZ 207 of 2021

### Section I

#### 1. Background and Rationale

The Infrastructure Development Bank of Zimbabwe ("IDBZ"/"the Bank") intends to develop cluster houses at Bank owned properties and properties owned by third parties. The project entails the engineering, procurement, construction and financing (EPC + F) of cluster homes on the properties shown in Table 1 below.

Table 1: Site for Cluster Housing Development through EPC+F

S/N	Site	Land Size (Ha)	Architectural and Engineering Designs available? [Yes/No]
	14 Hornister Drive, Borrowdale, Harare	2.419	No
	17 Kirkman Road, Tynwald, Harare	4.00	No
	12 Athlone Drive, Greendale, Harare	0.7945	No
	Remaining Extent of Stand 644 Marimba Park Township, Harare	0.7629	No
	Lot 14 of Mornington of Farm 1 of Railway Farm 1, Kadoma	1.6187	No

The Bank seeks to partner with construction companies that have experience and capacity to deliver a turnkey solution encompassing inter alia:

- Project preparation (including preparation of architectural and engineering designs,
- Environmental and Social Impact Assessment (ESIA) studies, and procurement of regulatory permits),
- Project financing, and
- Design and construction of cluster houses.

The Contractor shall mobilise a team of relevant experts, including architects, quantity surveyors, engineers, and environmental specialists to prepare the Project Concept ("the Concept") for cluster homes on selected properties from the list in table 1 above. On approval of the Concept by the Bank, the Contractor will proceed to prepare the necessary project designs, undertake ESIA studies, procure all the mandatory regulatory approvals/permits, complete all relevant processes, and then proceed with the construction of the cluster homes with IDBZ supervising the construction works.

The project is in line with the Bank's Housing Sector Policy, which focuses on effective partnerships in the development, financing, and implementation of housing projects. The project will contribute towards the delivery of affordable and quality settlements as envisaged under the National Development Strategy 1 (2021-2025).

The proposed project also contributes to the achievement of the following United Nations Agenda 2030 Sustainable Development Goals (SDGs):

SDG 11: Sustainable cities and communities - *make cities and human settlements inclusive, safe, resilient, and sustainable.*

SDG 6: Sustainable management of water and sanitation services - *ensure availability and sustainable management of water and sanitation for all.*

SDG 5: Gender equality - *achieve gender equality and empower all girls and women.*

#### 2. Objectives of the Partnership Engagement

The main objective of the partnership is to create technical and financial capacity in the planning, design, preparation, and construction of the cluster houses at the identified properties. The development must be undertaken in full compliance with Government of Zimbabwe's legal and regulatory requirements as well as adherence to international best practices and applicable local building and construction industry standards. This objective is further elaborated into four (4) components, namely:

- Project Financing
- Architectural and Engineering Design Services
- ESIA studies
- Construction Services
- Sales and Marketing

#### 3. Scope

The scope of work by the selected Partner shall include, but not limited to the following activities per each of the 5 sites.

- Project Financing
- Town Planning services;
- Architectural and Engineering designs and Project Approvals;
- ESIA studies and certification;
- Management of design delivery and information control;
- Procurement and Construction;
- Quality assurance and control;
- Value engineering;
- Change management and control;
- Reporting and attendance at and/or chairing as appropriate project meetings;
- Master planning and time management;
- Selection and recommendation for appointment of sub-contractors;
- Cost control;
- Cash flow monitoring;
- Marketing and sales;
- Building management and commissioning and maintenance management.

### Section II

The IDBZ now invites eligible Zimbabwean and Foreign Contractors 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 Construction Firms should provide information demonstrating that they have the required experience and capacity relevant for performance of the services whether as individual firms, joint ventures or as consortia. The prospective Bidder 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 Construction Firm must demonstrate that they have fully established business offices and may constitute joint ventures where necessary to enhance their capacity to undertake the assignment.

Construction Firms must clearly state the proposed sites for partnership arrangements.

#### A. Eligibility Criteria

- The Construction firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
- Duly signed letters of funding support from reputable Banks or Financial Institution (s) where applicable
- Audited Financial Statements for the last 3 years where the Firm is directly financing the project(s)
- Any other authentic proof of credible source of financing proposed for the project
- Construction Firms must be duly registered with a relevant professional body in Zimbabwean, or undertake to register with a relevant

- professional body before contract signing.
- Local and international firms may participate in this EOI.

#### B. Evaluation/Qualification Criteria

The evaluation of Expressions of Interest documents shall be ascertained on compliance-based method using the minimum qualifying criteria below.

Minimum Qualifying Criteria	Means of verification	Reference in Documents (Put page numbers from the proposal document)
A duly signed and unaltered Expression of Interest in the Form and Format in Appendix A below.	A letter in the form and format in Appendix signed by: <ol style="list-style-type: none"> <li>the person indicated in the Power of Attorney for a Joint Venture/Consortium, or</li> <li>an Authorised Representative of the Firm</li> </ol>	
The Consulting firms or Contractor 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 or Contractors must be registered with the Environmental Management Agency (EMA) or the ESIA Consultant they engage to carry out this assignment must be registered with EMA.	Copy of proof of registration with EMA	
<ol style="list-style-type: none"> <li>Power of Attorney for Joint Venture / Consortium, or</li> <li>Letter of authorisation to sign for Firm's Representative</li> </ol>	Duly signed Power of Attorney or letter for Authorised Representative	
Zimbabwe construction firms must have valid tax clearance certificates	Copies of valid tax clearance certificates	
The consulting firm shall have a minimum of five (5) years of relevant experience in construction.	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
A table with summary of work experiences in land development and the construction of cluster housing or housing units in the last 10 years	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
<ol style="list-style-type: none"> <li>Duly signed letters of funding support from reputable Banks or Financial Institution (s) where applicable</li> <li>Audited Financial Statements for the last 3 years where the Firm is directly financing the project(s)</li> <li>Any other authentic proof of credible source of financing</li> </ol>	Submission of any of the following documents: Signed letter from a Bank / Audited Financial Statement for last 3 years / Any other acceptable proof of sources of financing	
Three traceable trade reference letters from previous partners / clients in past five years	Duly signed letters from previous Clients	
Availability of suitably qualified and experienced personnel in every key area of scope namely: <ol style="list-style-type: none"> <li>Project Financing</li> <li>Project preparation activities (engineering designs and ESIA)</li> <li>Construction and Supervision</li> <li>Marketing</li> </ol>	Detailed Curriculum Vitae (CVs) which must be signed by: <ol style="list-style-type: none"> <li>the Firm's Authorised Representative / Person with Power of Attorney</li> <li>The Key Personnel who is the owner of the CV</li> </ol>	

#### 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.
  - Power of Attorney for a Joint Venture / Consortium
  - Letter of authorization for Firm's representative
  - Letter of undertaking to employ locals for at least for 90% of the labour requirements
  - Duly signed letters of funding support from reputable Banks or Financial Institution (s) where applicable
  - 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 persons 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

The EPC+F Contractor 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 Contractors who meet the criteria for eligibility as stated in Section 28 of the Act and who have the nationality of an eligible country. Short-listed Contractors will be invited to submit detailed technical and financial proposals described in the Request for Proposal document for the EPC+F issued by IDBZ. The Contractor submitting the successful proposal will be engaged on the contractual terms set out in that document and in its General Conditions of Contract. 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>. Contractors may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.

Shortlisted Firms shall 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 Contractor 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 24 September 2021 by 10:00hrs local time and clearly captioned "Expression of Interest for EPC+F for Cluster Housing Development REOI No. IDBZ 207 of 2021". Late expressions of interest will be rejected in line with the PPDA Act.

Procurement Management Unit  
 Attn: Kenneth Geyi, Head – Procurement Management Unit  
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 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)			

#### Tentative Term Sheet

The Firm may provide a Tentative Term Sheet, but this is not a compulsory requirement. The Template for a Term Sheet is shown below.

S/N	Item	Tentative Terms
1	Project Cost (USD)	TBA by partnering Firm after submission of Architectural and Engineering Designs
2	Project Duration	TBA by partnering Firm after submission of Architectural and Engineering Designs
3	Proposed Deal Structure	EPC / EPC + F
4	Financing Offered	Debt / Equity / Both
5	Debt amount (%)	
6	Currency	
7	Name of Lender	
8	Interest Rate	
9	Upfront Fee (If applicable)	
10	Commitment Fee (If applicable)	
11	Advisor Costs (If applicable)	
12	Tenor	
13	Grace Period	
14	Repayment Terms	
15	Collateral/Security	
16	Head Office Address	
<b>TOTAL</b>		