

REQUEST FOR EXPRESSION OF INTEREST FOR THE TITLE SURVEY AND REGISTRATION OF TITLE DEEDS FOR CATHOLIC UNIVERSITY OF ZIMBABWE (Firms Selection)

Subject	Title Survey and Registration of Title Deeds for Catholic University of Zimbabwe
Brief Description	Engagement of a Consulting Firm to undertake a Sub-division Title Survey and Registration of Title Deeds for Catholic University of Zimbabwe on-campus student accommodation
Proposal Reference Number	IDBZ 7(a) of 2021

Section I

1. Background and Rationale

Catholic University of Zimbabwe (“CUZ”/“the University”) is working in partnership with the Infrastructure Development Bank of Zimbabwe (“IDBZ”/“the Bank”) on the development of on-campus student accommodation hostels. The planned project involves the construction of an eight (8) block accommodation complex with capacity to accommodate a total of nine hundred and ninety-two (992) male and female students at the CUZ Harare Campus located at Stand No. 18443, Harare Township, off Airport Road in Hatfield. The IDBZ is coordinating project preparation activities and will also coordinate mobilisation of capital and oversee project implementation for successful delivery. The project will be implemented through a Special Purpose Vehicle (SPV), CUZ Student Accommodation (Pvt) Ltd. CUZ has allocated a piece of land, on-campus, for the construction of the accommodation facilities for which consultancy services for Subdivision Title Survey and registration of Sectional Title Deed are hereby sought. In this vein the IDBZ would like to engage a competent consulting firm to undertake a Sub-division Title Survey and Registration of Title Deeds for Catholic University of Zimbabwe on-campus student accommodation.

2. Scope of services

The scope of the assignment is outlined below:

- i) To conduct survey works for carving out the land for the project through application of knowledge, innovation, expert judgement, and professional responsibility.
- ii) To conduct registration of Sectional Title Deed for the surveyed land.
- iii) In the course of its work, the Consultant will work in close liaison with CUZ and IDBZ who will provide data to enable the Consultant to carry out the works. The Consultant shall, however, be responsible for the analysis and interpretation of all data received, conclusions, professional opinions or judgement reached and recommendations in its reports.
- iv) More specifically, the scope of works involves the delivery of:
 - A Subdivision Title Survey for the piece of land allocated for construction of the student accommodation facilities at Stand No. 18443, Harare Township.
 - Approval of the subdivision plan with the Surveyor-General.
 - Registration of Title Deed for the surveyed land with the Surveyor-General.

3. Objectives of the assignment

The assignment has two (2) outlined objectives namely:

- i) Subdivision Title Survey of Stand No. 18443, Harare Township.
- ii) Registration of Sectional Title Deed for land carved out of Stand No. 18443, Harare Township.



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

- i. The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
- ii. Consulting Firms must be duly registered Zimbabwean Firms.

B. Evaluation/Qualification Criteria

- i. The Consulting firm shall have a minimum of seven (7) years' experience in Engineering and Land Surveying Consultancy Work.
- ii. Shall demonstrate experience in similar assignments implemented fully and successfully i.e. proven track record of consultancy for at least five (5) similar assignments in the past seven (7) years.

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)
The Consulting firms must be registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ).	Copy of excerpt for Government Gazette for 2020/ Proof of Payment of Annual Registration/Certificate from PRAZ	
Zimbabwe consulting firms must have valid tax clearance certificates	Copies of valid tax clearance certificates	
The consulting firm shall have a minimum of seven (7) years' experience in Engineering and Land Surveying Consultancy Work.	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 five (5) similar assignments in the past seven (7) years.	Copies of contracts / project sign off / completion certificates / relevant documentary proof	
The Consulting firms should have qualified personnel with expertise in undertaking a Sub-division Title Survey and Registration of Title Deeds. The key personnel should: <ol style="list-style-type: none"> i) have minimum of five (5) years' experience in Land Surveying. ii) have a relevant University Degree in Surveying at minimum. iii) be professionally registered to the satisfaction of relevant professional bodies governed by regulating Acts. 	CVs with copies of educational documents and certifications	



Minimum Qualifying Criteria	Means of verification	Reference in Documents (Put page numbers from the proposal document)
<p>The list of key personnel must include a Team Leader and at least two (2) Junior Surveyors with the following qualifications and experience:</p> <p>i) Team Leader:</p> <ul style="list-style-type: none"> • Minimum of five (5) years' experience as a Land Surveyor. • Registration with the Council of Land Surveyors of Zimbabwe a MUST (Valid Practicing Certificates to be submitted). • The Team Leader shall have completed at least 3 similar assignments in the past five (5) years. <p>ii) At least two (2) Junior Surveyors:</p> <ul style="list-style-type: none"> • Minimum of two (2) years' experience in land surveying and a degree in Land Survey from a recognised University. • The Junior Surveyors shall have completed at least 1 similar assignment in the past two (2) years. 	<p>A table with list of key personnel, their roles, and qualifications</p>	

A. Document Submission

The following documents should be submitted:

- i. Duly signed letter of Expression of Interest, which must be in the format of the template in **Appendix A** of Section III below.
- ii. 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 by **6 April 2021 by 10:00hrs local time and clearly captioned “EOI Ref 7(a) of 2020: Title Survey and Registration of Title Deeds for Catholic University of Zimbabwe.”** Late expressions of interest will be rejected in line with the PPDPA Act.

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