EXPRESSION OF INTEREST (EOI)

COMPLETE OFFICE DESIGN AND SET-UP OF THE KAKUMA OFFICE SPACE FOR THE AECF

The AECF (Africa Enterprise Challenge Fund) is a nonprofit institution supporting early and growth-stage businesses – through the provision of patient capital – to innovate, create jobs, leverage investments and markets in an effort to create resilience and sustainable incomes for rural poor and marginalised communities in Africa.

The AECF has partnered with IFC to implement the Kakuma Kalobeyei Challenge Fund (KKFC) program. KKCF will enable better economic integration and self-reliance of refugees and host communities in the Kakuma and Kalobeyei area. The target area is Kakuma Town, Kakuma Refugee camp and Kalobeyei settlement.

The AECF has therefore leased office space located in Kakuma at the KCB Bank Building, First Floor which comprises of a total area of 84 sq. metres including common areas.

The AECF is desirous to developing this space into a modern office and is therefore looking for a leading architecture/project management/Construction firm to submit proposals for complete office design and set-up. The works will include but not limited to overall office design of the AECF offices and conduct actual office partitioning, flooring, electrical cabling, Networking, air-conditioning and branding of the office premises.

Terms of Reference

The overall Terms of Reference is to oversee the successful design, construction and set up of the office space as approved by the Client summarised below:

- Design: Prepare an office design that is acceptable to the AECF culture and organisation.
- Pre-Construction: Comprehensive review of all the construction documentation, Bill of Quantities, the construction contract; developing a comprehensive Project Execution Plan and methodologies for project implementation. Managing the site set up including the installation of any temporary structures, fencing, hoarding etc.
- Construction: Contract a well-established construction firm to carry out the works. Establish full-time qualified personnel on-site to provide project management and contract administration services during the construction and the post-construction period.
- Post Construction: This stage involves the process of managing and administering the project closeout, including preparation and coordination of the necessary documentation to facilitate the effective operation of the final product.
Specific Requirement

Bidders should consider the following specific requirements when developing their proposals:

- Total number of staff at proposed office – five (5).
- Reception Area.
- Number of meeting rooms – 2 – **Bidders should consider sliding movable wall to divide between the meeting rooms if possible so that when required the room can be expanded or condensed to host a required number of meeting/conference participants.**
- Kitchenette/Break out/Lounge area for the staff.
- A Small store/IT room.
- The office design and set-up are desired to be cost-effective. Bidders may visit AECF offices in Nairobi, Kenya to take stock of existing furniture to inform their proposals development.
- Better running of air-conditioning, electrical and networking cabling is also desired.
- Lightning in offices should be sectioned to turn on at individual tables when needed to save energy. LED lights are desired for better efficiency of electricity.
- The layout of offices should consider the generous lighting intensity during the day order to reduce the use of electrical lighting for saving energy and to maximize the use of daylight during the day.
- Refurbishment of three toilets.

Anticipated Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>AECF Issues EOI</td>
<td>20-Mar-20</td>
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<tr>
<td>Bid Participation Confirmation (AECF will share pictures and sketch of the office)</td>
<td>25-Mar-20</td>
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<tr>
<td>Deadline to Respond to EOI</td>
<td>1-April-20</td>
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<tr>
<td>AECF Notifies shortlisted Design-Build Entity</td>
<td>7-April-20</td>
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<tr>
<td>Award of Contract and Site handover</td>
<td>8-April-20</td>
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<tr>
<td>Delivery of Works/Site Completion</td>
<td>20-April-20</td>
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Minimum Eligibility Criteria

Interested firms are requested to submit the following:

1. Their duly updated profiles detailing qualifications and relevant experiences.
2. Outline methodology to be applied in meeting the requirements of the Terms of Reference.
3. Outline of the costs/charges to perform the function as per the Terms of Reference inclusive of all taxes.
4. Detailed drawing of the design as per layout clearly showing the partitions and other measurements.
5. Program of works showing contractor’s proposed schedule of undertaking the contract.
6. Confirm ability and percentage of the performance bond, valid for the period of the contract if awarded the works.
7. Relevant business registration with relevant authorities’ e.g. Architects registration documents/Number, National Construction Authority, KRA VAT, PIN registered and valid Tax Compliance Certificates (Attach documentation).
8. Previous Construction Experience in Kakuma or other hardship areas.
9. Audited accounts for the last two (2) years.

Bidders are encouraged to confirm their bid participation by sending an email to procurement@aecfafrica.org by 25th March 2020 for the AECF to share the draft sketch plan of the office and photos of the area.

Interested firms are requested to submit their technical and financial proposals (Technical and Financial proposals will need to be submitted as separate documents) to procurement@aecfafrica.org by 5:00 PM E.A.T on 1st April 2020. For enquiries, please email mbillal@aecfafrica.org with a copy to procurement@aecfafrica.org.

The Proposals should be marked “PROPOSAL FOR COMPLETE OFFICE DESIGN AND SET UP-KAKUMA”.

Any proposal received after the deadline will not be opened and any amendments to the technical and/or financial proposals will not be accepted after the deadline. Proposals submitted in contrary to the instructions given above will not be accepted by the AECF.

**Criteria for Evaluation**

In deciding the final selection of qualified bidder, the technical quality of the proposal will be given a weightage of 50% based on the below criteria for evaluation. Only the financial proposal of those bidders who qualify technically will be opened. The financial proposal shall be allocated a weightage of 50% and the proposals will be ranked in terms of total points scored.
<table>
<thead>
<tr>
<th>Assessment criteria</th>
<th>Weighting (%)</th>
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<tr>
<td>Relevant, demonstrated experience and capacity of the firm including the key individuals to be involved in this project.</td>
<td>20%</td>
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<tr>
<td>Quality of proposed office plan</td>
<td>20%</td>
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<tr>
<td>Fee basis and total costs</td>
<td>50%</td>
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<tr>
<td>Completion date</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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**Disclaimers:** The AECF reserves the right to independently verify submitted documents, listed clients and projects. The AECF is not obliged to give reason for not selecting any team/persons/ firm. The AECF reserves the right to discontinue this process without reference to any entity.