



REQUEST FOR EXPRESSION OF INTEREST (ReEOI)

CONSULTANCY SERVICES FOR THE INTERIOR DESIGNING AND RELATED SCOPE OF WORK FOR THE AUDITORIUM, CONFERENCE ROOM AND CAFETERIA AT THE NEPAD OFFICE IN MIDRAND, JOHANNESBURG.

PROCUREMENT NUMBER: 007/ADM/CS/RFI/2016

BACKGRIOUND

The African Union, established as a unique Pan African continental body, is charged with spearheading Africa's rapid integration and sustainable development by promoting unity, solidarity, cohesion and cooperation among the peoples of Africa and African States as well as developing a New Partnership worldwide. Its Headquarters is located in Addis Ababa, capital city of Ethiopia.

The New Partnership for Africa's Development (NEPAD) is a programme of the African Union adopted in 2001 in Lusaka, Zambia, aimed primarily at poverty alleviation and promotion of economic growth and sustainable development in Africa. As a consequence of the integration of NEPAD into the structures and processes of the African Union, the NEPAD Planning and Coordinating Agency (NPCA) has been established by the Decision of the 14th AU Assembly of February 2010 as the technical body of the African Union, the offices of the NEPAD Agency is located at the address below.

The current interior design situation of the new premises has been reviewed and the NEPAD Agency will need to evolve towards acquiring the services of an Interior Designer to Redesign the Auditorium and Conference Rooms for its meetings of various thematic areas and its steering committee and also the Cafeteria for social cohesion among staff members. The Current Layout Plans for the three rooms with their room sizes are provided below;

The overall objective will be:

The overall objective of this assignment is to propose and establish Interior Designs supported by schematic designs/Drawings and Implementation of the designs including supervision and project management for the Auditorium, Canteen/Cafeteria + Braai Area and Conference Room.

- Interior design and fit out for an auditorium of 100-120 seats
- Interior design and fit out for a conference room of 25 + 25 seats.
- Interior design and fit out for a canteen/cafeteria + braai area of 40-50 seats.



SCOPE OF SERVICES

The consultant shall perform inter-alia the following tasks;

1. Schematic Designs

- 1.1. Coordinate with the Head of Administration in finalisation of the overall design concept, layout, functional and space requirements to fit; 100-120 seats for the Auditorium, 25+25 seats for the Conference Room and 40-50 seats and Braai Area for the Canteen/Cafeteria.
- 1.2. Prepare at least three alternative concept plans/drawings/views/animations etc with cost estimates and probable specifications for each room.
- 1.3. Prepare schematic master plans for each room with specifications and cost estimates for the proposed interior based on the final concept plans adopted by NEPAD. The Consultant shall also prepare the necessary views, presentations and detailed drawings of the adopted plans.
- 1.4. The Consultant shall prepare drawings and details for the interiors of the rooms in consideration of all necessary components such as acoustics, lightning and audio visual, storage and necessary cabling for phones, computers etc.

2. Procurement

- 2.1. Prepare technical specifications and estimates of all works, goods and furniture envisaged in the project.
- 2.2. Prepare and submit to NEPAD the Final Bidding Documents, as per the African Union Standard Bidding Documents containing the technical specifications, bill of quantities and tender drawings.
- 2.3. The Consultant shall assist NEPAD in evaluating the bids to be submitted by the various bidders.
- 2.4. Provide technical input in responses to queries and requests for clarifications from the bidders.

3. Detailed Working Drawings

- 3.1. Based on the approved design, prepare the detailed working drawings, including where necessary large scale and full size details. This will include interior design, detailed drawings for electrical, acoustics, lightning and audio visual, storage and firefighting systems, false ceilings (if any) and all miscellaneous facilities.
- 3.2. All the designs and drawings shall conform to the international standards and quality.



4. Project Management Support

- 4.1. Conduct regular inspection of the works and work sites during implementation phase to ensure that (using reasonable endeavours) that works are carried out in accordance with the specifications and consistent with good engineering practices.
- 4.2. Co-certify the completed works by the contractor.
- 4.3. Prepare interim and final payment certificates for the contractor for NEPADS approval and payment.
- 4.4. Participate in inspections and mock up approvals.
- 4.5. Coordinate with NEPAD in monitoring progress and conducting all site meetings.
- 4.6. Assist NEPAD in finalising Plans and scheduling of overall activities
- 4.7. Conduct all final acceptance tests as and when required by NEPAD.

SCHEDULE FOR THE COMPLETION OF TASKS

The project assignment is planned to be completed over a period of about 3 months (1 month for the design finalisation and 2 months for implementation). The Consultant will be expected to provide a detailed time schedule for undertaking the various activities.

PROCEDURE FOR REVIEW OF PROGRESS AND REPORTS

The Consultant shall make presentations to the committee for approval of deliverables mentioned under the sections for Scope of Services and Schedule for the Completion of Tasks and any other submittals which require project decisions and approvals. NEPAD will communicate decisions and approvals to the consultants in writing.

SUBMISSION REQUIREMENT

In view of the above, NEPAD intends to procure consultancy services for the interior designing and related scoping of works for the auditorium, conference room and cafeteria at the NEPAD Office in Midrand, Johannesburg.”



Summary of Outputs and Services to be provided by the Consultant.

1. A Demonstration /or Presentation on the possible Interior Design report that will show case different options with draft schematic designs to define the methodology for the options.
2. Submit a Report on the Inventory of existing furniture in the stated rooms
1. Submit conceptual design drawings at a scale of for the interiors of the NEPAD concerned rooms.
3. Submit 3 drawing options for internal layout as mentioned.
4. Submit drawings for additional furniture including the 3 design options for additional furniture. To include 3 options to source the necessary furnishings.
5. Submit final internal layout drawings (plans, elevations, and sections of all floors)

Resource Requirements

The African Union now invites eligible suppliers to express their interest in undertaking the **“CONSULTANCY SERVICES FOR THE INTERIOR DESIGNING AND RELATED SCOPING OF WORKS FOR THE AUDITORIUM, CONFERENCE ROOM AND CAFETERIA AT THE NEPAD OFFICE IN MIDRAND, JOHANNESBURG.”**

Firms may associate with other strategic firms in order to enhance their capacity and capability.

Interested firms must have been in existence for the last eight (08) years and undertaken similar assignments.

The following documents must accompany the application:

- a. COVER LETTER
- b. TECHNICAL PROPOSAL CONTAINING :**
- c. Detailed Company profile and Company Registration
- d. Names of authorized representatives of the firm or Directors/Owners.
- e. Details of similar assignments previously undertaken;
- f. Tax Clearance Certificate; and
- g. **At least 5 years record of experience of the Firms in handling similar assignments.**

Others Qualities of selection

- The ability of the Tenderer to provide a best value solution
- The existence of relevant reference sites will be favorably considered



- Where such reference sites exist, details of the services, including reference contact details, should be included with the response
- **Briefing session and site visit for the Tenderer in order to assist the Tenderer in completion of their Tender shall take place on the 29th September, 2016.**
- It is the responsibility of the service provider to comply with Environmental standards, Occupational Health and Safety regulations.

Interested consultancy firms may obtain further information from the NEPAD website: <http://www.nepad.org/tenders> or from Vincent Moola, Head of Procurement Division, NEPAD Planning and Coordination Agency, Email: VincentM@nepad.org or procurement@nepad.org

The Expression of Interests should be sent clearly marked “**Consultancy Services for the Interior Designing and Related Scoping Works for the Auditorium, Conference Room and Cafeteria at NEPAD Office in Midrand, Johannesburg, Procurement Number: 007ADM/CS/RFI/2016.**” and deposited in the Tender Box before 7th October, 2016 at 14:30hours local time and Clearly Addressed to:

The Chairperson,
Tender Board,
NEPAD Planning and Coordination Agency,
230, 15th Road, P. O. Box 218 Midrand, 1685
Johannesburg, South Africa

In Attention of: The Head of Procurement Division