

REQUEST FOR PROPOSAL

FOR PROVISION OF CONSULTANCY SERVICES FOR CONSTRUCTION WORKS FOR GOOD NEIGHBORS TANZANIA MWANZA AREA OFFICE.

**GOOD NEIGHBORS TANZANIA,
P.O. BOX 367,
MWANZA**

24th March 2023

REQUEST FOR PROPOSAL FOR PROVISION OF CONSULTANCY SERVICES FOR CONSTRUCTION WORKS FOR GOOD NEIGHBORS TANZANIA MWANZA AREA OFFICE

A. BACKGROUND

Good Neighbors is an international humanitarian development NGO, founded in Korea in 1991 and currently operates in 40 countries around the world to promote and protect child rights, strengthen global partnerships, and advocate the rights of the most vulnerable in a respectful and effective way. Good Neighbors Tanzania (GNTZ) has been present in Tanzania since 2005 and has been complimenting the government efforts in the areas of Health and WASH, Education, Livelihood Enhancement, Sponsorship Service and Child Protection.

This consultancy assignment is in regards to the provision of services to Good Neighbors Mwanza Area Office in the context of;

- i. Construction of Kitchen room in one (1) primary school located in Kome Island, Buchosa district council.
- ii. Construction of toilets for females in three (3) primary schools located in Kome Island, Buchosa district council.

B. SCOPE OF CONSULTANCY SERVICE

The provision of consultancy foreseen in the context of these assignments comprises primarily the services in three categories namely.

- i. Preparation of tender documents (Modifying the existing design and drawings including their approval, revising tender document including specifications and Bill of Quantities (BOQ) required for procurement of “construction works”).
- ii. Overseeing tender process for selecting contractors (Tender Opening, Evaluation of bids, Contracts drafting).
- iii. Monitoring and supervision services of construction works.

SECTION I – LETTER OF INVITATION

Dear Sir/ Madam,

RE: CONSULTANCY SERVICES FOR CONSTRUCTION WORKS FOR GOOD NEIGHBORS TANZANIA MWANZA AREA OFFICE.

Good neighbors Tanzania invites proposal for consultancy services construction works for Good Neighbors Tanzania. Request for proposal (RFP) includes the following documents:

Section I - Letter of invitation

Section II - Information to consultants

Section III - Technical proposal

Section IV - Financial proposal

Section V - Terms of reference

To be eligible for consideration for this proposal, a tenderer should provide in its proposal the documents specified in “Information to Consultants” including the following;

- a) Company profile
- b) Certified copy of valid Business License
- c) Certified copy of a Certificate Registration and Incorporation
- d) Valid and recently Tax Compliance Certificate
- e) Names and Contacts of at least five (5) Reference Clients
- f) Bank Statement for six months, stamped by Bank
- g) Audited Accounts for two years (2021 and 2022)
- h) Certified copy of proof of Legal Joint Venture (where necessary)
- i) Detailed Brela Search Document
- j) Specimen of EFD receipt with QR code

Interested consultants may obtain further information from Good Neighbors Tanzania – Mwanza Area Office Administration Department during normal working hours **08:00 – 16:00hrs** excluding public holidays.

Completed requests for proposal (RFP) is to be enclosed in a plain sealed envelope marked ‘**CONSULTANCY SERVICES FOR CONSTRUCTION WORKS FOR GOOD NEIGHBORS TANZANIA MWANZA AREA OFFICE.**’ To be addressed to,

Project Manager
Good Neighbors Tanzania – Mwanza Area Office
P.O BOX 367
Mwanza.
To be received on or before 17th April 2023 at 10:00hrs

Proposals will be open immediately thereafter in the presence of consultancy who choose to attend at Good Neighbors Mwanza Area Office on 17th April 2023 at **10:30hrs**. This advertisement can also be found at Good Neighbors website www.goodneighbors.or.tz

SECTION II – INFORMATION TO CONSULTANTS (ITC)

2.1 Introduction

2.1.1 Good Neighbors Tanzania will select a firm from among the firms shortlisted to submit a proposal in accordance with the method of selection detailed in this request for proposal (RFP).

2.1.2 The firms are invited to submit a technical proposal and financial proposal as specified in this RFP document.

2.1.3 Good Neighbors Tanzania will provide inputs specified in this RFP.

2.2 Clarification and Amendment of RFP Documents

2.2.1 Interested firms may request a clarification of any of the RFP documents only up to seven days before the proposal submission date. Any request for clarification must be sent in writing by paper letter, or electronic mail to such request and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all interested consultants who intend to submit proposals.

2.2.2 At any time before the submission of the proposal, Good Neighbors Tanzania may for any reason whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by email to all invited consultants and will be binding on them. Good Neighbors Tanzania – Mwanza Area Office may at her discretion extend the time of submission of proposals.

2.3 Preparation of Technical proposal

2.3.1 The technical proposal shall not include any financial information, The firm's proposal shall be written in the English language

2.3.2 In preparing the Technical Proposal, the firm is expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result the in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, firms must give particular attention to the following:

- i. If a firm considers that it does not have all the expertise for the assignment, it may obtain a full range of expertise by associating with individual consultant(s) and/ or other firms or entity in a joint venture, consortium or sub-consultancy as appropriate by attaching evidence documents. Firms shall not associate with the other firms competing for this assignment. Any firms associating in contravention of this requirement shall automatically be disqualified.
- ii. It is desirable that the majority of the key professional staff proposed be permanent employees of the firm or has an extended and stable working relationship with it.

- iii. Proposed professional staff must as a minimum, have the experience indicated in Appendix, preferably working under conditions similar to those prevailing in Tanzania.

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

- i. A brief description of the firm's organization and an outline of recent experience on assignments of the similar nature.
- ii. Any comment or suggestions on the RFP, a list of services and facilities to be provided by Good Neighbors Tanzania – Mwanza Area Office.
- iii. A description of methodology and work plan for performing the assignment.
- iv. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing.
- v. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for the firm/entity and degree of responsibility held in various assignments.
- vi. A detailed description of the proposed methodology, staffing and monitoring of construction work.
- vii. Any additional information requested in this RFP.

2.4 Submission, Receipt and Opening of Proposals

2.4.1 The original proposal (Technical Proposal and if required, Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be limited by the persons or person authorized to sign the proposals.

2.4.2 For each proposal, the firms shall prepare the number of copies indicated in Appendix "A". Each Technical Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.

2.4.3 The original and all copies of the Technical Proposal shall be placed in the sealed envelope clearly marked "**TECHNICAL PROPOSAL**" and the original and all copies of Financial Proposal in a sealed envelope clearly "**FINANCIAL PROPOSAL**" and warning: "**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**". Both envelopes shall be placed into an outer envelope sealed. This outer envelope shall bear the submission address and other information indicated in the "**ITC**" and be clearly marked, "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE**".

2.4.4 The completed Technical and Financial Proposal must be delivered at the submission address on or before the time and date stated in the "**ITC**". Any proposal received after the closing time for submission of proposal shall be returned to the respective consultant unopened.

2.4.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of Good Neighbors Mwanza Office up to the time for public opening of Financial Proposals.

2.5 General Proposal Evaluation

2.5.1 From the time the bids are opened to the time the Contract is awarded, if any bidder wishes to contract GNTZ on any matter related to his proposal, he should do so in writing at the address indicated in “ITC”. Any effort by the firm to influence Good Neighbors Mwanza in the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the firm’s proposal.

2.5.2 Evaluators of Technical Proposal shall have no access to the Financial Proposal until the technical evaluation is concluded.

2.6 Evaluation of Technical Proposal

The evaluation committee appointed by Good Neighbors Tanzania Mwanza Area Office shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows: -

Evaluation Category	Points
i. General experience of the consultant in construction works and specific relevant projects related to assignment	(40)
ii. Understanding the terms of reference, adequacy of the proposed work plan and proposed methodology in responding to the terms of reference	(20)
iii. Qualification and competencies of key personnel; and specific relevant experiences in construction works	(40)
Total Points	100

2.6.1 Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non-responsive. All the proposals found to have complied with all the requirements for submission of proposals shall be declared responsive by the evaluation committee.

2.6.2 Each responsive proposal will be given a technical score. A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference and fails to attain the **80 points**.

2.7 Public Opening and Evaluation of Financial Proposal

2.7.1 After Technical Proposal evaluation, Good Neighbors Tanzania Mwanza Area Office will notify those firms whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP, indicating that their Financial Proposal will be returned after completing the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those bidders who chose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification will be sent by electronic mail.

2.7.2 The Financial Proposals shall be opened publicly in the presence of the firms' representatives who choose to attend. The name of the firm, the technical scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened, the client shall prepare attendance sheet of the public opening.

2.7.3 The tender evaluation committee will determine whether the financial proposals are complete (i.e. whether the firm has priced all the items of the corresponding Technical Proposal and corrected any computation errors). The cost of any un-priced shall be assumed to be included in other cost in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.

2.7.4 The formula for determining the financial score (**Sf**) shall, unless an alternative formula is indicated in the **Appendix "A"**, be as follows: - $Fs = 100 * FM/F$ where **Fs** is the financial score; **Fm** is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (**St**)

2.7.5 The bid evaluation committee shall evaluate the proposals within 5 days from the date of opening the proposals.

2.7.6 Contract price variations shall not be allowed for contracts not exceeding one year (**12 months**).

2.7.7 Price variation requests shall be preceded by the procuring entity within 30 days of receiving the request.

2.8 Negotiations

2.8.1 Negotiations will be held at the same address as "address to send information to GNTZ-MAO" indicated in the Appendix "A". The aim is to reach the agreement on all points and sign a contract.

2.8.2 Negotiations will include a discussion of the Technical Proposal, the proposed methodology (work plan), staffing and any suggestions made by the firm to improve the Terms of Reference. Good Neighbors Tanzania Mwanza Area Office and the firm will then work out final Terms of reference, staffing and bar charts including activities, staff period in the field and in the head office, staff-months, logistic and reporting. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of service" and from part of

the contract. Special attention will be paid to get a firm that can offer within the available and clarify defining the inputs required from the client to ensure satisfactory implementation of the assignment.

2.8.3 Unless there are exceptional reasons, the financial negotiation will not involve the remuneration rates for staff (no breakdown of fees).

2.8.4 Having selected the firm on the basis of, among other things, an evaluation of proposed key professional staff, GOOD NEIGHBORS MWANZA AREA OFFICE expects to negotiate a contract on the basis of the experts named in the proposal. Before contract negotiations, GOOD NEIGHBORS MWANZA AREA OFFICE will require assurance that the experts will be actually available. GOOD NEIGHBORS MWANZA AREA OFFICE will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that changes are critical to meet the objectives of the assignment. If this is not the case and if it is established the key staff were offered in the proposal without confirming their availability, the firm may be disqualified.

2.9 Award and Contract

2.9.1 The contract will be awarded followings. After negotiations are completed, GOOD NEIGHBORS MWANZA AREA OFFICE will promptly notify other firms on the shortlist that they were unsuccessful.

2.9.2 The selected firm is expected to commence the assignment on the date and at the location as specified in this RFP.

2.9.3 The parties to the contract shall have it assigned within 30 days from the date of notification of the contract award unless there is an administrative review request.

2.9.4 GOOD NEIGHBORS MWANZA AREA OFFICE may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.9.5 GOOD NEIGHBORS MWANZA AREA OFFICE shall give prompt notice of the termination to the bidders on request give its reasons for termination within 14 days of receiving the request from any bidder.

2.9.6 To qualify for contract awards, the bidder shall have the following;

- a. Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- b. Legal capacity to enter into a contract for procurement
- c. Shall not be insolvent, in relationship, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d. Shall not be debarred from participating in public procurement.

2.10 Confidentiality

2.10.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the firms who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

2.11 Corrupt or fraudulent practices

2.11.1 GOOD NEIGHBORS MWANZA AREA OFFICE requires that bidding firms observe the highest standards of ethics during the selection award of the consultancy contract and also during the performance of the assignment. The bidder shall sign the declaration he has not and will not be involved in corrupt or fraudulent practices.

Appendix to Information to the Consulting Firm

The following information for procurement of consultancy services and selection of consultants shall complement or amend the provisions of the information to consultants, wherever there is a complete between the provisions of the information and to consultants and the provision of the appendix, the provisions of the appendix herein shall prevail over those of the information to consultants.

Data Sheet

A. General	
Name of the Client	GOOD NEIGHBORS TANZANIA MWANZA AREA OFFICE
Financial proposal to be submitted together with technical proposal:	NO
The name of the assignment is:	Consultancy services for detailed design, preparation of bidding documents and supervision of the construction works for Good Neighbors Tanzania Mwanza Area Office.
A pre-proposal conference will be held:	NO
The client will provide the consultants with the following documents:	<ul style="list-style-type: none">• Terms of reference as part of this RFP
B. Preparation of Proposal	
This RFP has been issued in the following language	English language Proposal shall be submitted in English language All correspondence exchange shall be in English language
Participation of Sub-consultants and Non-key Experts in more than one proposal is permissible:	NO

Proposal must remain valid for 120 calendar days after the proposal submission deadline.	YES
Clarifications may be requested not later than 7 days prior to the submission deadline.	The contract for requesting clarification is: Project Manager Good Neighbors Tanzania Mwanza Area Office P.O. BOX 367 Mwanza gntzmwanza@goodneighbors.or.tz
C. Submission, Opening and Evaluation	
The consultants shall have the option of submitting their Proposals electronically.	No
The Proposal must be submitted not later than:	Date: 17th April 2023 Time: 10:00am
The opening of the Proposal	shall take place at the GNTZ-MAO office on 13 th April 2023 at 10:30 hrs
D: Negotiations and Awards	
Expected date for contract Negotiation:	Date: To be notified Expected date of commencement of service: To be notified

S/N	EGIBILITY CRITERIA	YES	NO
1	Company profile	√	
2	Certified copy of valid Business License	√	
3	Certified copy of a Certificate Registration and Incorporation	√	
4	Valid and recent Tax Compliance Certificate	√	
5	Names and Contacts of at least five (5) Reference Clients	√	
6	Audited Accounts for two years (2021 and 2022)	√	
7	Bank Statement for six months, stamped by Bank	√	
8	Certified copy of proof of Legal Joint Venture (where necessary)	√	
9	Detailed Brela Search Document	√	
10	Specimen of EFD receipt with QR code	√	

NOTE: All documents should be up to date and related to the field applied. The firms failed to submit any of the above document will be disqualified from continue with other stages.

Technical Evaluation

Technical evaluation for firms that qualify at the mandatory evaluation stage shall be done out of 100%. The pass mark will be 80 out of 100. The firms shall be evaluated on a scoring matrix as shown below: -

S/N	Criteria	Subtotals Max	Max Score
1	<p>Firm's specific experience relevant to the assignment: (Firm to include construction/refurbishment projects with letters of reference from Clients stating the nature and value of works, giving the telephone and e-mail contacts.)</p> <p>Sub-criteria</p> <p>i) Evidence of at least five (4) relevant projects in building construction (40 marks)</p>	<p>0 – 1 year (5 mark) 2 – 3 years (10 marks) 4– 5 years (20 marks) 6– 8 years (30 marks) 9 years and more (40 marks).</p>	40
2	<p>Adequacy and quality of proposed methodology, and work plan in responding to the RFP:</p> <p>Sub-criteria</p> <p>i) Understanding the Request for proposal (5 marks)</p> <p>ii) Adequacy of the Technical Proposal and Methodology (8 marks)</p> <p>iii) Work plan (7 marks)</p>		20
3	<p>Qualifications and competence of key personnel for the assignment</p> <p>Architect- Team leader:</p> <p>i) Must have at least a degree in Architecture or above (10 marks)</p> <p>ii) Member of the professional body where applicable and active registration (5 marks)</p> <p>iii) At least 4 years' experience in similar works (5 marks)</p> <p>Profile and Relevant Qualifications of the team.</p> <p>i) Must have a at least relevant degree in the relevant field. (10 marks)</p> <p>ii) Member of the professional body where applicable and active registration. (5 marks)</p> <p>iii) At least 4 years' experience in similar works (5 marks)</p>	<p>Qualification and Experience of Team Leader- (20 marks)</p> <p>Qualification and Experience of the Team- (20 marks)</p>	40

NB: The firm that scores the pass mark of 80 and above out of 100 in the technical evaluation shall be invited for opening of financial proposal immediately. You are therefore requested to prepare early for the same.

SECTION III – TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

3.1 In preparing the Technical Proposals the consultant is expected to examine all terms and information included in the RFP. Failure to provide all the requested information shall be at the consultants' own risk and may result in rejection of the consultant's proposal.

3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this section.

3.3 The technical proposal shall not include financial information unless it is allowed in the Appendix to inform the consultants or the Special Conditions of the Contract.

TECHNICAL PROPOSAL STANDARD FORMS

The technical proposal shall be prepared and submitted by the consultants.

It shall contain the following: -

- 1. Technical proposal submission form**
- 2. Comments and suggestions of consultants on the requested for proposal.**
- 3. Description of the methodology and work plan for performing the assignment.**
- 4. Team composition and task assignment**
- 5. Format of curriculum (CV) for proposed professional staff with relevant support documents**
- 6. Time schedule for professional personnel**
- 7. Activity (work schedule)**

1. TECHNICAL PROPOSAL SUBMISSION FORM

.....Date

To:

.....

.....

(Name and address of the client)

Dear Sir/Madam

We, the undersigned, offer to provide the consulting service for (Title of consulting service) in accordance with your Request for Proposal dated..... (Date) and our proposal, we hereby submitting our proposal which includes this Technical Proposal, (and a financial proposal sealed under a separate envelop-were possible).

We understand you are not bound to accept and Proposal that you receive.

We remain,

Yours sincerely,

..... (Authorized Signature)

..... (Name and Title of Signatory)

..... (Name of firm)

..... (Address)

2. FIRM'S REFERENCES

Relevant Services Carried Out in the Last Five Years

That Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your firm either individually, as a corporate entity or in association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff provided by your Firm/Entity (profiles)
Name of Client:		Clients contact person for the assignment:
Address:		No of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date:	Approximate Value of Services (Tshs):
Name of Associated Consultants. If any:		No of Month of Professional Staff provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions		
Performed:		
Narrative Description of project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

Name and title of signatory; _____

(May be amended as necessary)

3. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT.

On the Request for proposal:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services and facilities to be provided by the Client

- 1.
- 2.
- 3.
- 4.
- 5.

4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

- (Please write here)

5. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff

Name	Position	Task

2. Support Staff

Name	Position	Task

6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position:

.....

Name of Firm:

.....

Name of Staff:

.....

Profession:

.....

Date of Birth:

.....

Years with Firm:Nationality:

.....

Membership in Professional Societies:

.....

Detailed Task Assigned:

.....
.....
.....
.....
.....
.....

Key Qualification:

(Give an outline of staff member’s experienced and training most pertinent to task on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations)

Education:

(Summarize college/university and other specialized education of staff member, giving names of schools, dates attended and degree(s) obtained.

Employment Record:

(Starting with present position, list in reverse order every employment held. List all positions held by staff members since graduation, giving dates, names of employing organizations, titles of the position held, and locations of assignments.)

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

..... Date:
.....

(Signature of staff member)

.....Date:.....
.....


(Signature of authorized representative of the firm)

Full name of staff member:
.....

Full name of authorized representative:
.....

7. ACTIVITY (WORK) SCHEDULE

(a). Field Investigation and Study Items

	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work)												
												

(1st, 2nd, etc., are months from the start of assignment)

(b). Completion and Submission of Reports

Reports	Date
1. Inception Report	

2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

SECTION IV – FINANCIAL PROPOSAL

Note on preparation of Financial Proposal

- 4.1 The financial proposal prepared by the consultant should list the associated with the assignment. These costs normally cover remuneration for staff, subsistence, transportation, services and equipment, printing of documents, surveys etc. as may be applicable. The costs should be broken done to be clearly understood by the procuring entity.
- 4.2 The financial proposal shall be referred in Tanzania Shillings no any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.3 The financial proposal should be prepared using the standard forms provided in this part.
- 4.4 The formula for determining the financial score (**Sf**) shall, unless an alternative formula is indicated in the **Appendix “A”**, be as follows: - **Fs = 100 * FM/F** where **Fs** is the financial score; **Fm** is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (**St**) The formula for determining the financial score (**Sf**) shall, unless an alternative formula is indicated in the **Appendix “A”**, be as follows: - **Fs = 100 * FM/F** where **Fs** is the financial score; **Fm** is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (**St**)
- 4.5
The weight given to Technical and Financial Proposals are:
 - **Technical (T) = 0.90**
 - **Financial (F) = 0.10**

SECTION V – TERMS OF REFERENCE

FOR PROVISION OF CONSULTANCY SERVICES FOR CONSTRUCTION WORKS FOR GOOD NEIGHBORS TANZANIA MWANZA AREA OFFICE.

5.0 Background

Good Neighbors Tanzania Mwanza Office intends carry out construction works in Kome Island – Buchosa district, Mwanza region. The Consultants are thus expected to conduct architectural design, structural design, and service drawings, prepare documentation of the project, help in the procurement of contractors and carry out post contract management of the construction works.

5.1 Objectives

The objective of this consultancy service is the design and documentation of the project, assistance in the procurement of contractors and post contractor management for proposed construction works while upholding high standards of professionalism.

5.2 Scope of the assignment

The consultant will perform its task and specifically undertake: -

- I. Architectural design, Structural design, preparation of service drawings, preparation of the bidding documents, and construction supervision and management of the contract.
- II. Provision of detailed drawings and Bills of Quantities in the hard or soft formats for tender action. The consultants will also undertake the post contract management of the project under the supervision of the representatives of Good Neighbors Tanzania Mwanza Office.

More specifically, the Consultant specific task of the consultancy will include but not limited to:

- i. Design and documentation of the works.
- ii. Assistance in procurement of contract.
- iii. Construction supervision.
- iv. Preparation of tender documents.
- v. Preparation of final report.
- vi. Preparation of progress reports required by the client.

The Consultants shall provide the service in accordance with the relevant standards in the United Republic of Tanzania while taking cognizance of the global trends.

5.3 Duties of Consultant

Duties of the Consultant shall include design, preparation of cost estimates, and assisting in the tender process and post-contract administration. Details of the Consultant's duties shall comprise but shall not be limited to the activities described below:

PRE-CONTRACT STAGE:

The consultant during pre-contract stage will conduct the following tasks: -

- a) Pre- evaluation of the construction sites (field visits) for needs assessment
- b) Preparation of the blue print (design)
- c) Preparation of standard bidding documents and Bills of Quantity (BoQ)
- d) Preparation of bidding announcement in collaboration with the client
- e) Evaluation of Contactors and preparations of detailed Evaluation Report.
- f) Providing necessary technical guidance for selection of reliable contractors.
- g) Preparing the contract documents in collaboration with the client.

POST-CONTRACT STAGE:

The consultant during post-contract stage will carry out a number of consultancy services including:

- a) Quality control of all materials to be used in the works to ensure compliance to the laid down specifications.
- b) Close supervision of the contractor to carry out the work within timeframe.
- c) Assign the technical personnel who will be responsible for physical supervision of all critical stages of construction described by contractor in the work programme.
- d) Conduct and document regular site meetings involving contractor, client and beneficiaries (village/school/district).
- e) Evaluation of work done by contractor and preparing interim payment certificates based on the value of work that has been completed.
- f) Submission of regular progressive monitoring and final reports in a timely manner. The frequency of reporting will be determined after site visits and known the scope of work

The consultant shall assist GNTZ - MAO in the tendering process using Good Neighbors Procurement Guideline and relevant manuals; and shall undertake the following services;

- a) Prepare tender documents including drawings, bill of quantities in sufficient detail to enable contractors to prepare a tender.
- b) Prepare standard bidding documents to be used for tendering in accordance with Good Neighbors procurement procedure.
- c) In conjunction with GOOD NEIGHBORS MWANZA AREA OFFICE the final tender documents for the construction of the building and inviting tenders;
- d) Liaise with the GNTZ - MAO in drawing up detailed implementation schedules for all activates related to construction.

However, the Consultants should propose a relevant methodology to ensure proper delivery of the assignment, while clearly justifying the identified designs.

In addition, the Consultants should provide the sequencing and relevance of the activities that will be carried out to achieve the expected outcomes of the assignment and detailed implementation chart that includes a critical path.

MODE OF PAYMENT:

The payment will be made in 4 stages as the works progresses:

- a) The consultant will **claim 30% of consultancy** fee based on its total contract sum after completion of key activities mentioned below;
 - I. Modifying and completing of tender documents
 - II. Submitted Approved Evaluation Reports by the client
 - III. Completed contract signing with construction contractor
 - IV. Site hand Over for awarded contractor
- b) When the construction works reached 50% of completeness, the consultant, **will claim 20%** of its consultancy fees.
 - I. After client confirmation and valued the 50% of completeness of the work
- c) When the construction works reached 100% completeness, the consultant will claim **30%** of its consultancy fees.
 - I. After client confirmation and valued the 100% of completeness of the work.
- d) Upon issuing completion certificate to the contractor after the defect liability period, the consultant will claim **the remaining 20%** of its consultancy fees.

NOTE: The client will deduct withholding Tax of 5% of consultant's contract sum for every certificate issued. Therefore, consultant will be paid an amount after withholding 5% of total service fee in accordance with income Tax Act-Revised Edition 2008. Cap 332 Sections 53(1) and (2). The withholding tax fee certificate for deducted amount will be submitted to the consultant soon after the client has been issued from TRA for further reference. The consultancy fee payment will be VAT inclusive. The consultant MUST issue Electronic Fiscal Device (EFD) receipt to the Client in all payments made.

REQUIRED CONSULTING FIRMS

The consulting firm can consort with other firms if they do not have enough experts to ensure availability of key experts in the relevant fields on a permanent basis;

5.4 REPORTING ARRANGEMENTS

The Consultants will report to the representative of GNTZ and ultimately to PROJECT MANAGER of GNTZ as the Client and principal contact for the consultancy, and from whom all necessary approvals will be obtained.

The Consultant shall, in close consultation with client, arrangement consultative meetings with contractors at regular intervals or whenever there is need. However, the following reports are compulsory to be submitted to client;

Report	Submission date
---------------	------------------------

Site handover report	Within 1 week after the handover of the site
Progress Report 1 (50% of the construction work)	Within 1 week after the works reach 50%
Progress Report 2 (100% of the construction work)	Within 1 week after the works complete
Progress Report2 (Liability Period Report)	Within 1 week after the liability period

5.5 QUALITY ASSURANCE REVIEWS OF THE WORK

Quality Assurance of the assignment will be provided in form of regularly reporting as agreed by the parties to GNTZ and adherence to schedules and timeframes.

5.6 MONITORING PROGRESS OF ASSIGNMENT

GNTZ shall monitor and evaluate the progress of the Consultancy through the reports on the deliverables on a regular basis to be agreed upon by the parties. The reports will be submitted to GNTZ through her appointee as may be required.

5.7 PRICING

- i. A detailed cost breakdown structure must be included.
- ii. All pricing must be shown inclusive of any applicable taxes.

Note: Reimbursable expenses are not allowed.

5.8 ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE GNTZ

GNTZ shall furnish the Consultant with design brief/wish list for the project.

In addition, GNTZ - MAO shall:

- i. Be responsible for; liaison between the Consultant and monitoring of the consultancy service;
- ii. Review reports/documents submitted by the consultant and give feedback to the consultant accordingly as provided for in the RFP; and
- iii. Provide the consultants with any other relevant assistance that may be required during the execution of the contract.

5.9 DURATION OF THE ASSIGNMENT

The duration of the assignment will be one year (1) with the possibility of renewal as per work performance and fund availability.

5.10 ETHICAL CODE AND PROFESSIONALISM

The Consultant shall carry out the above assignment in accordance with the highest standard of ethical competence, integrity and professionalism, having due regard to the nature and purpose of the assignment. The Consult will at all-times and purpose, regard as strictly

confidential all knowledge and information not within the public domain which may be acquired in the course of carrying out this assignment and the information shall not be directly or indirectly disclosed to any person whatsoever, except with the written permission of the Client. The Consultants will waive all copyrights of documents, data and information prepared as part of this assignment in favor of Good Neighbors Tanzania.

6.0 CONFIDENTIALITY

The Consultant should treat all the records and information that comes into their possession as a result of the constancy assignment as confidential.

APPENDIX

FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents

1. Financial proposal submission form.
2. General description of the costs.
3. Percentage wise breakdown of costs.

1. FINANCIAL PROPOSAL SUBMISSION FORM

..... Date

To:

.....

.....

(Name and address of the client)

Dear Sir/Madam

We, the undersigned, offer to provide the consulting services for

..... *(Title of consulting services)* in accordance

With your Request for Proposal dated (.....) [Date] and our Proposal.
Our attached Financial Proposal in terms of percentage of total project cost will be

(.....) *(Amount in percentage of the total construction cost) inclusive of the taxes*

We remain

Yours sincerely,

_____ *(Authorized Signature)*

_____ *(Name and Title of Signature)*

_____ *(Name of Firm)*

_____ *(Address)*