



REQUEST FOR EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES IPEC/EOI 04/2020 - Consultancy Services for the Provision of Architectural and Construction Supervision Services

The Insurance and Pensions Commission (IPEC) invites eligible consulting firms ("Consultants") to indicate their interest by way of an Expression of Interest (EOI) in accordance with requirements herein in providing the services as specified in this document. Interested Consultants should provide information demonstrating that they have the required experience, competences, skills, and relevant qualifications to perform the services.

The Architect shall perform the following services:

1. Architectural design, production of detailed working drawings in accordance with the required brief by the Commission.
2. Be overall in charge of coordination of all design and cost elements by appointed sub consultants and specialist service providers.
3. Supervise the works and assist in handing over of the project on completion from contractor to the Commission.
4. Ensure that the Quantity Surveyor prepares budget estimates and bills of quantities.
5. Provide technical assistance when necessary during tender evaluation process for the selection of a contractor.
6. Ensure that the Quantity Surveyor carries valuation of works done for certification, issue progressive cost reports and cash flow projections, and assisting in drawing up the final account in close coordination with the contractor.
7. Ensure that the Electrical and Mechanical engineers produce electrical, air conditioning, ventilation and fire protection layout drawings
8. Ensure that the Electrical and Mechanical engineers supervise electrical and mechanical installation and are responsible for commissioning of works on completion.
9. Ensure that the Civil and Structural Engineer produces the required layout drawings, supervises works of a contractor where required and deliver as required by the Commission.
10. Supervise the selected contractor to ensure that all materials and workmanship be of respective kinds described on the Architect's drawings and comply with the standard building regulations of Zimbabwe and the respective International standards as deemed relevant by the Commission.

The short-listing criteria shall entail:

- a) Detailed company profile showing business address and previous projects undertaken by the architecture.
- b) Detailed summary showing the key architectures' qualifications and experience
- c) A minimum of five traceable references confirming having been a construction project supervisor
- d) A minimum of ten years of experience for the lead architecture
- e) Proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ)
- f) Proof of registration with Institute of Architects in Zimbabwe,
- g) Company registration documents including proof of shareholding/partnership, certificate of incorporation, valid tax clearance, etc.

A Consultant will be selected in accordance with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and Part VI of the Public Procurement and Disposal of Public Assets (General) Regulations, 2018 (Statutory Instrument 5 of 2018). 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>

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. Participation is open to *Zimbabwean bidders only*.

The method of selection will be Quality and Cost Based Selection in accordance to section 60 of the Act.

IPEC will reject an expression of interest if it determines 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 Public Procurement and Disposal of Public Assets Act [Chapter 22:23]. A Consultant may submit only one expression of interest.

Further information can be obtained at the address below during office hours from 0800 hours to 1630 hours. The expression of interest must be submitted in a clearly marked envelope and deposited in the tender box at the address below **on or before 25 June 2020 by 1000 hours (Local Harare Time) and clearly labelled "IPEC/EOI 04/2020: Consulting Services for the Provision of Architectural and Construction Supervision Services**. Late expressions of interest will be rejected. Electronic submissions to the e-mail below shall also be accepted and shall clearly be referenced as indicated above.

**Attn: The Procurement Manager
Procurement Management Unit
Insurance and Pensions Commission
160 Rhodesville Avenue, Greendale, Harare
Tel: +263 242 443422/3358/61
E-mail: tenders@ipec.co.zw
Web site: <https://ipec.co.zw/>**