



Zambia National Commercial Bank.

Request for Proposal

ZNCB/RFP/P&F/34/2023: PROVISION OF CONSULTANCY SERVICES FOR A PROPOSED NEW HEAD OFFICER BUILDING (COMPLEX) FOR THE ZAMBIA NATIONAL COMMERCIAL BANK PLC (ZANACO)

The return date for responses against this RFP is 17th November, 2023 at 15:00PM.
Delivered in the requested manner and to the address advised.
Late responses will not be considered.

Date 20th October, 2023

Dear Sir,

TITLE: ZNCB/RFP/P&F/34/2023: PROVISION OF CONSULTANCY SERVICES FOR A PROPOSED NEW HEAD OFFICER BUILDING (COMPLEX) FOR THE ZAMBIA NATIONAL COMMERCIAL BANK PLC (ZANACO)

Return by 17th November, 2023

You are invited to submit your proposal against the requirements detailed in the Request for Proposal (RFP) attached. The information contained within this invitation shall be treated as "Commercial in Confidence" and shall also be subject to the terms of any related Non-Disclosure Agreement signed by the parties.

Part 1 of the RFP gives you information about Zanaco. Part 2 is for you to answer and provide details as requested to support your proposal

Proposers are requested to provide one copy of their proposal in paper format and one copy in soft format (either Microsoft Office or PDF). Submissions to this RFP must be returned by the time stated. Late submissions may not be considered by Zanaco.

Your RFP must be valid for 120 days from the return date.

Queries

All queries should only be directed to the undersigned. We look forward to your responses soon.

Yours faithfully

Mutinta Hamwela Chibuye
Head Supply Chain Management

Part 1 ZANACO Profile

1. Introduction

1.1 Procurement Policy on Bribery and Corruption

Zambia National Commercial Bank strictly adheres to professional work ethics and emphasizes zero tolerance to Bribery and any forms of corruption. It is our policy that suppliers involved in offering bribery will be terminated and be excluded from any potential engagement opportunity.

1.2 Executive Summary of Project

This RFP is an invitation to prospective Suppliers to submit proposals for provision of Consultancy Services for a Proposed New Head Office Building (Complex) For Zanaco. The successful company should be able to manage and meet the requirements for this activity.

The purpose of this RFP is to seek information from potential Bidder's with an intention to establish an agreement between the Company and the successful Bidder. The Contract that follows this process shall bind the Company and the successful Bidder to perform in a specific way for an agreed duration to be agreed in the Contract in an event of the formation of the same.

2. Terms Governing This RFP

2.1 Recipients of this RFP are required to read all the information supplied and have a clear understanding of ZANACO's requirements. Further information can be made available by contacting nominated persons in Section 4.

2.2 It is a condition of this RFP that all mandatory requirements (indicated in the body of text by the word "must" or expressed or implied accordingly) are met in full. Responses and proposals that do not conform to mandatory requirements will be The contents of proposals must be submitted in the same order as that specified in this RFP.

2.3 Timeline to be observed for this RFP:

Milestones	Due Date
RFP issued by ZANACO	20 th October 2023
Supplier acknowledgement to bid	NA
Pre-Bid Meeting	Monday, 30 th October 2023 at 11.00hrs on the 4 th floor at Zanaco Head Office Building, Cairo road, Lusaka.
RFP questions received by ZANACO in writing	5 days before closing date
RFP questions responded by ZANACO	3 days before closing date
RFP response due	17 th November, 2023 at 15:00hours local time

2.4 As this is a Two Envelope bidding process, the Technical and Financial proposals are to be submitted separately in one submission as follows:

- Two (2) copies for Technical proposals sealed in one envelope
- Two (2) copies for Financial proposals sealed in one envelope

The bids are to be deposited in the Tender Box, on the 4th floor of Zambia National Commercial bank, Head Office Building and clearing labelled of tender name, name of bidder and should be addressed to:

The Secretary - Management Tender Committee
Zambia National Commercial Bank
Head Office Building,
Cairo Road Lusaka
Zambia

Note: At time of tender opening, only the technical proposals will be read out

- 2.5 ZANACO reserves the right, without giving reasons, not to accept the lowest or any Proposal.
- 2.6 ZANACO will not accept responsibility for any costs incurred in the formulation of proposal/s or any costs associated with, the requested proposals.
- 2.7 ZANACO shall deduct Withholding Tax from payments to suppliers to account for that tax to the local tax authorities. Any agreement with the supplier shall be subject to ZANACO being entitled to make these deductions so that ZANACO will not bear an unnecessary additional cost. Suppliers can usually claim a credit against their tax liabilities in respect of Withholding Tax deducted by ZANACO.
- 2.8 For the avoidance of doubt, this RFP does not constitute an offer by ZANACO and no contract shall be made by ZANACO pursuant to this RFP until agreement(s) between ZANACO and the successful supplier(s) is/are made in

writing duly signed by both parties' authorized signatories.

3. Supplier Actions Required for this RFP

- 4.1 Read Part 2 carefully which contains the following sections and complete them fully & clearly:
 - A. Supplier Declaration
 - B. Supplier Information Questionnaire
 - C. ZANACO Statement of Requirements & Supplier Response
- 4.2 Sign declaration (A) above indicating your compliance and acceptance of the terms of this RFP
- 4.3 Provide your responses to (B) and (C) under the headings in this RFP. They must be precise and concise without unnecessary marketing/advertising materials. If there is any other information which, it is felt should be included because of its relevance to the proposal please feel free to do so but this must be separate from the required structured response.
- 4.4 Addenda Notices: The Company may issue Addenda notices to the Bid Documents to advise of any changes and clarifications thereto or to respond to queries from Bidder's or for any other reason that the Company deems necessary. Addenda Notices will be numbered and the Bidder shall acknowledge their receipt via email and their inclusion in its Bid.

The Company may issue additional information for reasons that the Company deems necessary at any time for Bid submission as nominated in the Invitation to Bid or subsequent Addendum. Such information shall be included in the Contract award.

The Company shall use its sole discretion to make any changes to the date of Bid closing from that advised in the Bid schedule which may result from an addendum.
- 4.5 Any request for clarification must be sent in writing to the undersigned or emailed to: Procurement@zanaco.co.zm ZANACO reserves the right to distribute answers to questions to other suppliers who may not have asked that question but where ZANACO feels that the answer corrects a mistake, adds clarity or removes ambiguity from the original RFP.
- 4.6 Authorized representatives of the firm shall initial every page of the RFP and No further questions will be taken or meetings held with regard to this RFP until after the receipt of proposal/s, unless otherwise advised by ZANACO.
- 4.7 Prices should be submitted according to section 6-Fee Proposal.

- 4.8 Confidentiality: The subject matter of the information provided or gained in relation to this Request for Bid may contain valuable property rights of the Company. This information is to be treated in strict confidence by the Bidder and its employees and shall not be used except for the specific purpose of preparing and submitting a Bid. Upon receiving notice, unsuccessful Bidders shall return such information to the Company whose property it shall remain.
- 4.9 Submit response to ZANACO in line with the milestone dates stated in 2.3. All queries and correspondence relating to this RFP should be addressed to:

Procurement Unit
Zambia National Commercial Bank
Lusaka
Zambia
Email: Procurement@zanaco.co.zm

Part 2 Supplier Responses to this RFP

A. Supplier Declaration

To:

The Head Supply Chain Management,
Zambia National Commercial Bank
Lusaka,
Zambia.

Dear Sir,

PROJECT TITLE: ZNCB/RFP/P&F/34/2023: PROVISION OF CONSULTANCY SERVICES FOR A PROPOSED NEW HEAD OFFICER BUILDING (COMPLEX) FOR THE ZAMBIA NATIONAL COMMERCIAL BANK PLC (ZANACO)

We have read and have examined this Request for Proposal (RFP) document, Technical Requirements, Specifications, Guidance Notes issued with this Proposal. We offer completion of the works required against this RFP for the total price of:

.....
..... excluding VAT or any other similar tax (in words).

This price is further broken down into individual components as requested in this RFP.

This declaration confirms that this Proposal is tendered as a bona fide competitive offer to ZANACO, and the information provided in the Supplier Information Questionnaire and Supplier Response to ZANACO Statement of Requirements are fully correct and complete.

Signature: _____ Date: _____

Name: _____

Job Title: _____ (Must be at least Director level)

For and on behalf
of:

Address:

Email:

Tel:

B. CONFLIT OF INTEREST DECLATION

Conflict of Interest Declaration Form

Name of Tender:

Name of Company:

Telephone number:

Email Address:

Contact Person:

An actual, potential, or perceived conflict of interest has been identified within our company.

Yes ☐

No ☐

If you answered Yes, state the details of the conflict:

.....

C. Supplier Information Questionnaire

1. Organization Profile

1.1 Registration & Accreditation	Compliance Statement (Y/N)
<i>Country of Registration & Registration Number (if relevant)</i>	
<i>Business address</i>	
<i>VAT (Value Added Tax) Registration Number</i>	
<i>Submit Certificate of incorporation</i>	
Submit Valid Tax Clearance Certificate	
Physical address	
<i>Submit Pacra Print Out/ Share holder names/d Names of Directors</i>	
<i>Letter Confirming Banking Details</i>	
<i>Letter confirming email address where Purchase Orders and queries will be sent to.</i>	

3. Track Record & Reference

3.1 Industry Experience		Compliance Statement (Y/N)
<i>How many existing clients you have and what countries are involved? Name your key clients.</i>		
<i>Major deals undertaken in the past 10 years</i>		
<i>Details of any cancelled deals in the past</i>		
3.2 Client Reference (Please provide at least 3 clients for deals similar in nature to this RFP)		
<i>Names of companies which can provide reference to ZANACO</i>		
<i>Names & job titles of contact person</i>		
<i>Contact details (email address, address, office number)</i>		

D. Statement of Requirements & Supplier Response

TERMS OF REFERENCE

1. PREAMBLE

Zambia National Commercial Bank, commonly referred to by the name "Zanaco", is a commercial bank in Zambia. Zanaco request for proposal (RFP) from Architects/Architectural and Engineering firms, henceforth referred to as Consultants, for submission of Technical and Financial proposals in respect of the project involving design for construction of a modern and Head Office Building, consisting spaces for Higher management, Middle management Officers and officials. This is to be complimented with operational storage rooms, conference rooms, Innovation spaces with latest sustainable multifunctional facilities and associated Banking ancillary services on a portion of stand 2374, along Great East road, across Manda-Hill shopping mall, in Lusaka Zambia.

The following indicative activities will need to be undertaken by the selected Consultant(s):
The Site area of the Project is approximately 2 to 3-hectares.

2. AIM & OBJECTIVES

The Bank aims to select suitable reputed Architectural and Engineering Design Consultancy firms for providing architectural concepts, design and Project management services.

The design concept should be creative, workable, and meet the functional, aesthetic requirements, climate impact resilient, while considering sustainability, cost effective and energy efficiency.

The consultant will be responsible for providing design and specification recommendations and where required/necessary bidding documents and request for quotations for equipment, works and services needed to prepare the space for increased use

The Office complex is envisaged to function efficiently with the help of latest technological services, energy efficient features and ratings, security systems, heating/cooling systems, smooth circulation and integration of open and built-up spaces and functional segregation of spaces as per requirements of the Employer as well as complying with applicable Building Byelaws and practices.

Specifically, with intent to strategically achieve inter-alia the following objectives:

Office Spaces with 500 - 600 staff compliment, with consideration of:

- "Me" spaces or areas of focus and include:
 - Private offices
 - Work stations/clusters
 - Boardrooms and quiet rooms
 - 60-minute or touchdown areas
- "We" spaces foster socialization, teaming, and collaboration and may include:
 - Large and small meeting rooms
 - Kitchenettes, Cafés, lounges
 - Innovation labs and Project rooms
 - Touchdown areas and pods
 - Casual receptions/lobbies seating
 - Lecture/Training facilities' and a wide range of areas designed to inspire

- Creative interior layouts i.e. Contemporary flooring
- ablutions,
- Cafeteria/Canteen
- kitchenette's
- 60 call-center agents with equipment
- A Building management Control Centre (Wall Mounted Monitors & Phones)
- Security Command (Wall Mounted Monitors & Phones). Consultants shall provide a secure SOC (Security Operations Center) which will house security personnel responsible for monitoring all security at the complex.
- A Private and premium Banking suite (Branch)
 - 4-man Back office
 - Toilets
 - Kitchenette
 - Vault
 - Banking-hall /lounging space
 - 3-Teller Booths
 - Meeting/refreshment rooms
 - Centre Managers' Office
 - 3no. - Open service Consultants
 - 1no. Meeter/greeter
 - 1no. Digi-desk
- Storage/Warehouse facilities'
- Wellness & /or Gym Facilities
- Child minding and breastfeeding break rooms.
- Parking and Landscaped spaces,
- Green Building, LEED/EDDGE Certified.
- Tier-III Certifiable and resilient Data-center
- A Business-service-Centre for client resolutions and support
- Innovative Building Aesthetics, Cladding, Fiber cement siding which may include ENERGY STAR rated appliances and windows (if applicable)
- Responsive to low Building operational costs: achieving a low building maintenance, energy and security costs.
- Built to suit client specifications, function and design requirements.
- Train and handover of Building manuals to Client at handover and commissioning of the building by consultant, pertaining to functionality of the building systems and equipment.



Portion of stand 2374, along Great East road, across Manda-Hill shopping mall, in Lusaka Zambia.

3. ROLE OF THE ARCHITECTURAL AND ENGINEERING DESIGN CONSULTANCY TEAM

The roles and responsibilities of the selected Firm/Team or consortium is to provide Architectural and Engineering Consultancy services, from feasibility study, conceptual, through design milestone stages, to supervision and project management services, on a lumpsum contract.

The consultant shall operate under the guise of the necessary legal and practicing framework such as the, International Building codes, Zambia Institute of Architects Act, Engineering Institute of Zambia, Environmental Management Act, Occupational Health and Safety, Urban and Regional Planning Act, Public Health Act, Fire Safety in Building, Data-center tier-3 compliance and National Council for Construction Act.

The Consultant will undertake the assignment pertaining to the new ZANACO Head office complex, a facility that transcends International

- Submission of Feasibility and Inception reports
- Conceptual and visualization
- Preparation of necessary specifications, elevation & sections drawings for the Proposed building(s).
- Preparing architectural working drawings, structural calculations and structural drawings, layout drawings for water supply and drainage, electrical installations, local area networking, etc., detailed estimates and all such other particulars as may be necessary for preparation of bill of quantities.
- Submission of Feasibility Report covering the following:
 - Internal & external finishing details.
 - Fully dimensioned and all minute details required.
- Seeking necessary clearances and approval from the concerned authorities & Govt. agencies and liaising, as per guideline and getting the project approvals by such authorities.
- Preparation of tender documents, scrutiny of tenders received, and recommendations.
- Project management and supervision of design implementation during construction phase of the Project.

The selected consulting firm shall also provide Engineering Design Consultancy for all related fields including design & detailing, furnishing all drawings and details required for Building and finishes complete Interior design furnishing. etc., for all related packages connected with the Zanaco Head Office.

1.1 Project Stages

As per typical Architectural services the Scope of services has been broadly split into four stages including design services, tender management services, construction services and post-construction defect liability services

1.1.1. Surveys and Investigations (Lump-sum)

- The briefing and design stage services, which include
 - Inception/feasibility
 - Surveys
 - Preparation of design intent and design brief, concept designs, schematic design, detailed drawings, interior designs, landscape designs (soft and hard) and bidding documents for construction works (detailed designs);
 - Broad scheme of building design, exterior impact of any such exterior façade on the lighting & ventilation.
 - Application of relevant occupational health and safety, environmental mitigation measures (e.g. fire, life and safety,);
 - Space planning and analysis of the client's requirements and needs i.e. document and review the clients' User Requirement Specifications (URS).
 - Conceptualization of a green sustainable, energy efficiency (green construction); Dual ZESCO feeds.

1.1.2. Outline and Scheme Designs (Lump-Sum)

The outline of which includes conceptual architectural design Briefing as a design stage, shall include.

a. Architectural designs (Lump-sum)

- Conceptual architectural design; – Site analysis and master planning
- architectural design and Landscaping,
- Conceptual layout designs
- Preparation of value engineering and cost efficiency studies if and as required; support the client in decision making;
- Scheme Architectural designs; and all necessary details (such as, floor plans, elevations, sections, building requirement finishes, ventilation systems, door, floor and window schedules, waste inactivation and disposal and all other required necessary details);
- 3D view/model and blow -ups of critical areas/computer walk through etc. Simulation including 3D perspectives, Animation and Building Information Model
- Preparation of Interior design mocks-up i.e. equipment and furniture requirements and layout;
- Preparation of site plans with all necessary details, and Physical Models to an appropriate scale (as per the client's interest).
- Accessibility
- Safe mobility/Universal access
- Drainage and groundwater impact
- Complex lighting and noise reduction

b. Interior Design services

- A Demonstration or Presentation on the possible Interior Design report that will show case different conceptual options with draft schematic designs to define the look and feel of the spaces
- Submit a Report on the Inventory of existing and new furniture in the needed rooms concerned rooms.
- Submit 3 drawing options for internal layout as mentioned.
- Submit detail drawings for additional furniture including the 3 design options for additional furniture. To include 3 options to source the necessary furnishings.
- Procurement of Suppliers or Sub-contractors for Client.
- Submit final internal layout drawings (plans, elevations, and sections of all floors)
- Note; the conceptual architectural designs will need Clients approval from client

c. Engineering designs –

- Undertake site analysis,
- Production of Electrical/Mechanical/Structural, Civil Engineering drawings
- Civil and structural design:
- Electrical (Wind/Solar/Hydro-power) and
- Mechanical (HVAC) and Waste management design
- ICT Network Communications and Security Systems Design

d. Quantity Surveying

The consultant shall provide quantity surveying services but not limited to:

- Preparation of preliminary cost estimate during conceptual design (± 30 per cent), a refined cost estimate (schematic design; ± 20 per cent), and the Bill of Quantities (detailed design; ± 10 per cent);
- Budget development
- Preparation of Bill of Quantities and Schedules
- Cost management (Measurements, Ad-measurements and Re-measurements)
- Milestone estimation and payments
- Preparation of payment certificates
- Project Estimation
- Cash Flow management
- Risk Analysis
- Value chain Engineering and Analysis

1.1.3. Detail & Engineering design and production of information (Lump-sum)

a. Detailed architectural design

All good construction working drawings, details, technical specifications, and schedules.

- Building Simulation including 3D perspectives, Animation and Building
- Production of detailed Electrical/Mechanical/Structural, Civil Engineering drawings and specifications.
- Data Center Certification design
- Preparation of Building plans (Floor plans) Sections and Elevations. Complete Interiors & furniture, other associated structural, services drawings, Energy Conservation Building Code (ECBC) and green building compliance, documents for all stages of the project.
- Equipment/ Furniture layout
- Cost & Quantity Management services
- Bill of quantities
- Obtain and advise payable scrutiny Authority fees

b. Tender Procedure & Documentation

- Preparing tender documents
- Tender Management,
- Tender action
- Statutory/authority approvals and
- execution (risk) planning
- Tender evaluation and awards.

1.1.4. Project Implementation & Management services

a. Construction Implementation services

- Site supervision
- Project administration and documentation

- Construction management duties
 - revision of design & drawing, co-ordination between different vendors, checking of materials & quality control, measurement of works & certification of bills and any other connected job.
 - Green Building Design & Certification Services
 - Supervision of the works and work sites during implementation phase to ensure that (using reasonable endeavors) works are carried out in accordance with the specifications, quality and consistent with good practices.
 - Conduct certification of completed works by the contractor.
 - Prepare, support interim and final payment certificates for the contractors' payment.
 - Participate in inspections and mock up approvals, by coordinating with Client and all necessary stakeholders in monitoring progress and conducting all site meetings.
 - Finalizing Plans and scheduling of overall activities
 - final acceptance tests as and when required.
 - Data Center Uptime Institute Certification Services
 - Commissioning and handover
- b. Post-construction defect liability services
- Administer the terms and conditions of the building contract relating to completion and Defects.
 - Identification of snags and monitoring of the performance of the building elements and installations including the equipment;
 - Responding to any queries during the operational period of the building complex
 - Final inspection, Issuance of final completion certificate, Manuals, Warranties and preparation of As-built drawings and final accounts;
 - The consultant shall track a building's post-occupancy energy, water, and thermal comfort performance against design predictive models, highlighting discrepancies, recommending corrective actions and overseeing their implementation; and
 - Administer the Final (Sectional) Hand-Over of the complex
 - Production of End-user training and knowledge transfer
 - Life-cycle and maintenance administration.

4. QUALIFYING REQUIREMENTS, EXPERIENCE AND COMPETENCIES

Since Architectural concept and design is the prime consideration, reputed Architect / Architectural firms (combined with Engineering Consultancy) shall be the main lead for the project. Hence applications from teams / firms with major exposure to Architecture will be considered.

The assignment requires the services of a consulting team with extensive experience in all the required areas. The Consultant must be capable of assigning an experienced team in the project of its domain which is capable of interacting and

communicating effectively with both Zanaco and stakeholders. The Consultant should ideally have experience in designing and implementing modern infrastructure projects of similar nature in Zambia and/or Sub-Saharan Africa.

Thematic Experts

While the Consultant has the responsibility of proposing the team composition, the tasks in the assignment will require the involvement of at least the following key experts. The Consultant will be required to provide the experts on a need's basis and upon the written request of the Zanaco.

4.1. Key Experts Qualification Requirements

4.1.1. Principal Architect & Team Leader;

Degree in Architecture or related field with 10 years' experience in similar projects, exceeding \$2million. The Team lead should have a valid registration and practicing licenses with Zambia Institute of Architecture (ZIA), for both Lead and Firm(s).

Expert in architectural roles of Architectural Design, Project detailing, Building Information modelling (BIM), landscape, internal design, architectural production information, job running, contract administration, project or contract management and generation of as-built documentation and client/team management. Good communication and interpersonal skills including fluency in English.

4.1.2. Consulting Lead Firm - Project Architects;

Degree in Architecture or related field with 25 years of combined experience in Architecture and Project management. The Key expert should have valid registration with relevant professional bodies including consultancy practicing licenses.

4.1.3. Quantity Surveying Consultant;

Degree in Quantity Surveying, Engineering Cost Estimation, Building Science or related field with 13 years in general experience and 10 years' experience in similar projects, exceeding \$5million. The Consultants and Key experts' individuals should have valid registration with Surveyors Institute of Zambia with a valid practicing license, relevant to the Law of the Land.

Expert understanding of quantity surveying roles such as: Setting out, taking off, cost build up, estimation and budgeting, work specifications, measurements, cost valuations, financial analysis, risk mitigation and management, snagging, application of Provisional sums, contingency and P&Gs, Project management and extension of time, management of liabilities, final accounts, documentation and client/team management.

4.1.4. Civil/Structural Engineering Consultant

Degree in Civil/Structural engineering, or related field with 13 years in general experience and 10 years' experience in similar projects and complexities. The Consulting firm and Key experts' individuals should have valid registration with relevant professional bodies including consultancy practicing licenses.

Expert understanding of engineering roles such as: Civil, Water, Drainage and Structural Engineering Design analysis, Engineering detailing, production of information, snagging and preparation of as-built documentation and client/team management.

4.1.5. Mechanical Consultant

Degree in Mechanical engineering, or related field with 10 years' experience in similar projects. Both Consulting firm and Key experts' individuals should have valid registration with relevant professional bodies including consultancy practicing licenses.

Expert in Mechanical, Electro-mechanics and Power System Engineering Design analysis, Building management (automation) system, Design analysis, Engineering detailing, alternative energy sources such as Wind and Solar power; refrigeration (HVAC), lifts, motorized equipment Fire Life and Safety, and plumbing; Engineering production information, snagging; preparation of as-built documentation and client/team management.

4.1.6. Electrical Consultant:

Degree in Mechanical engineering, or related field with 10 years' experience in similar projects. Both Consultants and Key experts' individuals should have valid registration with relevant professional bodies including consultancy practicing licenses.

Expert in Electrical and Power System Engineering, Building management (automation) system, Design analysis, Engineering detailing, alternative energy sources such as Wind and Solar power; Engineering production information, snagging; preparation of as-built documentation and client/team management

4.1.7. Occupational Health and Safety Consultant

Relevant Degree in Occupation Health and Safety qualification or related field with 5 years' experience in similar Projects, with a bias in Building Construction.

Experience in Occupational Health and Safety Laws and Regulations, particularly relevant to urban planning, construction sites, community health and safety, inspection and supervision of the implementation of occupational health and safety mitigation and management plans environmental and social assessments, public consultation and preparation of as-built documentation and client/team management.

4.1.8. Green Building Energy and ESG Expert (added advantage)

The Consultant should demonstrate experience and in EDGE/LEED/ESG Certification and modeling. The consultant shall develop and incorporate green, sustainable features in the project design, by providing the Project team and client with a view of what a green building entails, complete with milestones and benchmarks to be achieved. They shall include metered and monitoring dashboards, that may function around building systems and automation, Electrical and Mechanical systems. The Consultant must have knowledge and skills necessary to incorporate environmental, social, and governance (ESG) factors and considerations into the investment decision-making process and EGDE/LEED Certification. The project should support client demand and while playing an important role in prioritizing sustainability, ethical practices, and social responsibility.

4.1.9. Interior Design and Landscaping Designing Consultant

Degree in interior and landscaping qualification or related field with 8 years' experience in similar projects.

The Consultant shall provide sufficient evidence and detail of qualifications, certification, experience, joint-ventures and availability of personnel that will be members of the project team. The Consulting Team must be available for the duration of the project and Explicit detail of any part-time team members is required in methodology, communicating time of how the Consultant shall deliver on the requirements or formulation and Supervision aspects of the contract(s).

Consultants with membership in other professional bodies should be eligible for registration with the Zambia Institute of Architects through a Joint Venture Agreement.

At the start of the assignment(s) the Consultant must avail a project team with the necessary personnel proposed at the time of bid. Where personnel are no longer available the Consultant must provide similar evidence to assure that replacement personnel are of similar or exceed the qualifications and experience of the previously submitted.

Zanaco reserves the right to accept or reject based on changes to the Consultant personnel. The Consultant shall provide evidence satisfactory to Zanaco and as outlined in the contract to indicate the following:

- Qualifications of the personnel
- CV of the personnel
- Practicing license of the personnel
- Professional registrations
- Joint Venture agreement (if applicable)
- Defined Project roles and Time input.

5. DELIVERABLES AND SCHEDULES/EXPECTED OUTPUTS

The Consulting team is expected to submit the following deliverables during the course of the assignment:

A detailed workplan for the implementation of the aforementioned works and an inception report following initial consultation rounds, highlighting the discussions held with Zanaco and counterpart stakeholders. The workplan shall consist of the following:

- A detailed Gantt chart showing milestones/major deliverables and activities and highlighting the critical path and version number as well as the duration for the assignment and expected start and completion dates;
- Project Implementation Methodology; describing the approach to project delivery
- Resource Schedule, type and context of consultations with stakeholders (for approval by ZANACO);
- Any other relevant design, drawings, sections, documents, procedures, processes, literature and references.
- Preliminary report; Upon approval of the inception report, submission of a preliminary report which shall include the following (but not limited to):
- Project Design Required Documentation Architectural, Engineering/ Bill of quantities (BoQ) for procurement and tender of Construction works;

- Cost estimates and time schedules for the three components in fee proposal;
- Tender/ bidding documents and comments on the detailed design;
- Procurement methodologies and timeline (Gantt Chart) (support to Zanaco for procurement –technical assistance for evaluation of bids);
- Authority and Risk management
- Any other relevant information and details which are pertinent.
- Technical support during bid evaluation, selection process and contracting
- Technical support to Zanaco on needs basis during the construction of the aforementioned works.

5.1 Reporting, Presentations and Language

Inception Report – summarizing overall assignment requirements, approach methodology staffing and work plan of the services, shall be submitted to Zanaco no more than seven (7) calendar days after the commencement date of the Contract. Zanaco should forward comments on the report to the Consultant within seven (7) calendar days of receipt.

Preliminary Report – including bill of quantities, cost estimates, bidding documents and procurement methodologies and timelines.

Bi-Monthly/Quarterly Progress Reports - summarizing for all Architectural and civil works under the services, inter alia physical progress meetings, technical issues, environmental and social safeguards compliance, projected workplans, contractual issues - shall be submitted to Zanaco no later than fourteen (14) days after the end of every quarter year period, in electronic version and hard copies.

All project implementation documents such as progress reports, draft project documents, templates (website, MIS), preliminary and intermediate designs, layouts, specification documents etc. shall be submitted in editable Microsoft Office Word Version and editable PDF Version, and in hard copies (4 copies) in a scale to be agreed with all stakeholders and in soft copy. The soft copy should not be secured with password(s) to allow printing or copy and paste or extract from the reports.

The language of the assignment shall be in English. All the outputs and deliverables shall be written in English language and should be presented in a format acceptable by Zanaco. All the final versions of the reports and documentation. There shall be no security restrictions on printing/editing in the deliverables.

5.2 Logistical Arrangements

Transportation and administrative costs related to the execution of the Project are to be borne by the Consultant, for logistics within a radius of 7-kilometer from the Project-site. In the case workshops/ training sessions have to be organized, all costs will be borne by Zanaco or as priced in the contractors' bids.

The Consultant shall propose their fees, complete with disbursement rates necessary to the assignment.

5.3 Client's Input and Counterpart Personnel

- a. Services, facilities and property to be made available to the Consultant by the Client: The consulting team is expected to work from their Offices and initial concept development and at construction stage, they are expected to have a site office.
- b. Professional and support counterpart personnel to be assigned by the Client to the Consultant's team: A Zanaco appointed Project Manager and principal Agent will be seconded to the Project.

6. Fee Proposal

The services are as broken down in the executional guidelines and scope of work, inclusive of taxes (hereinafter called "the contract sum/rates").

Below is a tentative schedule of stages, Consultant is advised to breakdown the sub/activities by updating the shown below. The consultant is free to adjust the scheduling or propose a more suitable scheduling and cost structure.

Item	Stage	Description of Stage	Contract Type	Duration	Proposed Fee (Breakdown)
	A. (1&2)	Design	Lumps-Sum	3-4 months	
		Detail Design & Tender Management	Lumps-Sum	3 months	
	B. (3&4)	Project Construction & Management services	Time-Based Fee expressed as a Percentage of the estimated or actual construction cost.	24-30 months	
		Post-construction defect liability services	Time-Based Fee expressed as a Percentage of the estimated or actual construction cost.	12 months	
		Total Duration (Stage A+B)		49 Months	

The price schedule shall contain full details but not limited to the following for:

C. Rates for Reimbursable Costs			
1.	Printing Drawing reports, letters a) Prints: A0 Prints Per Sheet A1 Prints Per Sheet – B & W A2 Prints Per Page A3 A4	Black & White K..... K..... K..... K..... K.....	Color K..... K..... K..... K..... K.....
2	Hourly rates (if Applicable)	K.....	
3.	Any Other Costs	K.....	
4.	Mileage Rates Per KM	K.....	
5.	Accommodation Per Night	K.....	
6.	Sub-Total		
	Total Consultancy Fees (%)	%
7.	Note : Detail or Provide rates and costs that may require Specialist Services, (i.e. Structural, Interior design services) will be charged at % of the estimated or actual construction cost, and % for supervision for this component of the works.		

❖ **Terms of Payment:**

Within 30 Days After Submitting the Fee Statement, As per Completed Milestones.

❖ **Note:** Bidders may indicate any other applicable charges and Services.

E. Evaluation Criteria

Any Contract(s) awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to the Bank and only if a bid is considered to be substantially responsive to award criteria. A bid shall be considered as substantially responsive if it conforms to all the instructions, requirements, terms and conditions of the solicitation document, does not contain any without material deviation, reservation or omission.

A material deviation, reservation or omission shall be one that –

(a) affects, in any substantial way, the scope, quality or performance of the goods, works or services specified in the solicitation document;

(b) may limit, in any substantial way, the Bank's rights or the bidder's obligations under any resulting contract or may be inconsistent with the solicitation document; or

(c) if corrected, may unfairly affect the competitive position of other bidders presenting substantially responsive and compliant bids.

(d) An evaluation committee shall reject a bid which contains a material deviation, reservation or omission, and is therefore not subsequently responsive, and that bid shall not be subsequently

made responsive by the bidder or the Bank

Preliminary evaluation Criteria

To be eligible bidders shall submit the documents below which will be considered under Preliminary Evaluation:

NO	REQUIREMENT	COMPLIANCE ATTACH PROOF	–
1	A person or persons duly authorized to bind the bidder to the price and contract has completed and signed the statement of conformity and bid submission form in the format provided. (Signed Supplier Declaration Form) under section 2 (A).		
2	A power of attorney is attached		
3	Country of Registration & Registration Number / (if relevant)		
4	Business address		
5	VAT (Value Added Tax) Registration certificate (or equivalent)		
6	Submit Certificate of incorporation/Registration		
7	Submit Valid Tax Clearance Certificate		
8	Physical address		
9	Submit Pacra Print Out (Zambian)/ Share holder Certificate, Names of Directors and Shareholder IDs		

10	Letter confirming email address where Purchase Orders and queries will be sent to.	
11	Current legal status (Letter from your lawyer confirming legal status)	
12	Evidence of registration/license with applicable regulatory body	
13	The bidder shall demonstrate ability to successfully complete previous contracts and has no pending litigation to impede its ability to perform the contract	
14	The bidder has declared any actual or potential conflict of interest as captured under part 2 (B).	
15	Signed Supplier Code of Conduct- as per appendix 1 below	
16	Latest audited financials for two years	
17	Bid Securing Declaration Form as per attached template under part 2 (D)	
Responsiveness		

Note

- For all joint ventures, all companies involved to provide the documents required above and ensure that the Supplier Declaration Form and Bid Securing declaration Form is signed by all parties involved.

Non-compliance on **ANY ONE** of the Preliminary Evaluation Criteria will result in a bid being disqualified from proceedings to the Technical Evaluation.

1. Technical and commercial evaluation:

The evaluation will be conducted as tabulated below:

CRITERIA	MAXIMUM SCORE
TECHNICAL EVALUATION	
1. EXPERIENCE OF FIRM The minimum years of experience for Team will be as follows; <ul style="list-style-type: none"> More than 10 years or more years of experience will grant the bidder 20 Points. 10 years' experience will grant the bidder 15 points Below 10 years but up to five years will grant the bidder 10 points 	20

<ul style="list-style-type: none"> • Less than 5 years is 0 points <p>The score will be applied across all members of the respondent's proposed delivery team and an aggregate score will be calculated to which official scoring will then be applied.</p> <p>Must show evidence for the provision of services in at least three (3) similar projects, which have successfully been executed within the last two (5) years with a contract cost (Provide a table of works delivered for each Team Member)</p>	
<p>2. LETTERS OF REFERENCE:</p> <p>Reference letters from satisfied clients in the provision of the required consultancy services</p> <ul style="list-style-type: none"> • More than three (3) reference letters from satisfied companies will grant the bidder 10 Points. • Three (3) reference Letters – 8 points • two (2) reference letter from satisfied companies will grant the bidder 5 Points • one (1) reference letter from satisfied companies will grant the bidder 2 points • zero (0) reference letter from satisfied companies will grant the bidder no points <p>The Bank reserves the right to validate the references provided.</p>	10
<p>3.QUALIFICATION</p> <p>This will focus on;</p> <ul style="list-style-type: none"> ·Expertise, approach and team who will be managing and delivering the ZANACO business; ·Overall cultural fit and company values etc. <p>1.Principal Architect & Team Leader:</p> <p>Degree in Architecture or related field with 10 years' experience in similar projects, exceeding \$2million. The Team lead should have a valid registration and practicing licenses with Zambia Institute of Architecture (ZIA), for both Lead and Firm(s).</p> <p>Expert in architectural roles of Architectural Design, Project detailing, Building Information modelling (BIM), landscape, internal design, architectural production information, job running, contract</p>	25

administration, project or contract management and generation of as-built documentation and client/team management. Good communication and interpersonal skills including fluency in English.

2.Consulting Lead Firm - Project Architects:

Degree in Architecture or related field with 25 years of combined experience in Architecture and Project management. The Key expert should have valid registration with relevant professional bodies including consultancy practicing licenses.

3.Quantity Surveying Consultant:

Degree in Quantity Surveying, Engineering Cost Estimation, Building Science or related field with 13 years in general experience and 10 years' experience in similar projects, exceeding \$5million. The Consultants and Key experts' individuals should have valid registration with Surveyors Institute of Zambia with a valid practicing license, relevant to the Law of the Land.

Expert understanding of quantity surveying roles such as: Setting out, taking off, cost build up, estimation and budgeting, work specifications, measurements, cost valuations, financial analysis, risk mitigation and management, snagging, application of Provisional sums, contingency and P&Gs, Project management and extension of time, management of liabilities, final accounts, documentation and client/team management.

4.Civil/Structural Engineering Consultant:

Degree in Civil/Structural engineering, or related field with 13 years in general experience and 10 years' experience in similar projects and complexities. The Consulting firm and Key experts' individuals should have valid registration with relevant professional bodies including consultancy practicing licenses.

Expert understanding of engineering roles such as: Civil, Water, Drainage and Structural Engineering Design analysis, Engineering detailing, production of information, snagging and preparation of as-built documentation and client/team management.

5.Mechanical Consultant:

Degree in Mechanical engineering, or related field with 10 years' experience in similar projects. Both Consulting firm and Key experts' individuals should have valid registration with relevant professional

bodies including consultancy practicing licenses.

Expert in Mechanical, Electro-mechanics and Power System Engineering Design analysis, Building management (automation) system, Design analysis, Engineering detailing, alternative energy sources such as Wind and Solar power; refrigeration (HVAC), lifts, motorized equipment Fire Life and Safety, and plumbing; Engineering production information, snagging; preparation of as-built documentation and client/team management.

6.Electrical Consultant:

Degree in Mechanical engineering, or related field with 10 years' experience in similar projects. Both Consultants and Key experts' individuals should have valid registration with relevant professional bodies including consultancy practicing licenses.

Expert in Electrical and Power System Engineering, Building management (automation) system, Design analysis, Engineering detailing, alternative energy sources such as Wind and Solar power; Engineering production information, snagging; preparation of as-built documentation and client/team management

7.Occupational Health and Safety Consultant:

Relevant Degree in Occupation Health and Safety qualification or related field with 5 years' experience in similar Projects, with a bias in Building Construction.

Experience in Occupational Health and Safety Laws and Regulations, particularly relevant to urban planning, construction sites, community health and safety, inspection and supervision of the implementation of occupational health and safety mitigation and management plans environmental and social assessments, public consultation and preparation of as-built documentation and client/team management.

8.Green Building Energy and ESG Expert (added advantage):

The Consultant should demonstrate experience and in EDGE/LEED/ESG Certification and modeling. The consultant shall develop and incorporate green, sustainable features in the project design, by providing the Project team and client with a view of what a green building entails, complete with milestones and benchmarks to be achieved. They shall include metered and monitoring dashboards, that may function around building systems and automation, Electrical and Mechanical systems. The Consultant must have knowledge and skills necessary to incorporate environmental, social, and governance (ESG) factors and considerations into the investment decision-making process and EGDE/LEED Certification.

<p>The project should support client demand and while playing an important role in prioritizing sustainability, ethical practices, and social responsibility.</p> <p>9. Interior Design and Landscaping Designing Consultant: Degree in interior and landscaping qualification or related field with 8 years' experience in similar projects.</p> <ul style="list-style-type: none"> - Submitted as above – 25 - 7-8 CVs compliant – 20 - 5-6 CVs compliant -15 - 4 CVs compliant -10 - Less than 4 CVs compliant- 5 - No CVs -0 	
<p>4. METHODOLOGY</p> <p>Bidders are expected to outline the proposed methodology which they will use when executing this assignment. This should be included in the bid document and anticipated timelines for each stage and deliverables must be shared.</p> <p>Critical aspects to be considered in the methodology to be provided;</p> <ul style="list-style-type: none"> ·Vendors to demonstrate how they will provide management reports throughout the project (5). ·Risk management approach and controls in place will also be assessed (5) i.e.: <ul style="list-style-type: none"> ✓ Regulatory permissions (commitment to obtain all relevant regulatory permission for the project on behalf of the Bank) ✓ Risk management approach and controls ✓ Recent breach track record ✓ Audit access and commitments ✓ Vendors to demonstrate financial capability to undertake the assignment. <p>Demonstration of how they will undertake to deliver the assignment (Implementation plan) (10)</p>	20
<p>5. Value</p> <p>Potential additional value add products/services which ZANACO may be able to use to improve its operations.</p>	5
COMMERCIAL EVALUATION	

6. Commercial	20
Sf = 100x Fm/F in which Sf is the financial score, Fm is the best price and F the price of the proposal under consideration.	
Total Commercial score will be = Sf/100*0.2	
TOTAL COMBINED SCORE – TECHNICAL AND COMMERCIAL	100

- Only Bidders that score a minimum of **64point/80%** will be considered compliant to Technical requirements

2. Commercial evaluation:

Tenders that qualified at technical stage will be subjected to final check under the Financial Evaluation as follows:

Item	Stage	Description of Stage	Contract Type	Duration	Proposed Fee (Breakdown)
	A. (1&2)	Design	Lumps-Sum	3-4 months	
		Detail Design & Tender Management	Lumps-Sum	3 months	
	B. (3&4)	Project Construction & Management services	Time-Based Fee expressed as a Percentage of the estimated or actual construction cost.	24-30 months	
		Post-construction defect liability services	Time-Based Fee expressed as a Percentage of the estimated or actual construction cost.	12 months	
		Total Duration (Stage A+B)		49 Months	

The price schedule shall contain full details but not limited to the following for:

	C. Rates for Reimbursable Costs		
1.	Printing Drawing reports, letters a) Prints: A0 Prints Per Sheet A1 Prints Per Sheet – B & W	Black & White K..... K.....	Color K..... K.....

	A2 Prints Per Page	K.....	K.....
	A3	K.....	K.....
	A4	K.....	K.....
2	Hourly rates (if Applicable)	K.....	
3.	Any Other Costs	K.....	
4.	Mileage Rates Per KM	K.....	
5.	Accommodation Per Night	K.....	
6.	Sub-Total		
	Total Consultancy Fees (%)	%
7.	Note : Detail or Provide rates and costs that may require Specialist Services, (i.e. Structural, Interior design services) will be charged at % of the estimated or actual construction cost, and % for supervision for this component of the works.		

Notes

- The cost to include all applicable costs for delivery clearly indicating where applicable all costs relating accommodation, local transportation, per diem and any reimbursables costs.
- The cost including VAT where applicable;
- Payment will be made 30 days after completion of works as per Completed Milestones; In case of Advance payment a Bank Advance payment guarantee as per template to be provided by the Bank will be required; Vendors may propose milestone-based payment which will be subject to review by the Bank before acceptance
- Vendor to submit performance security of 10% in form of a bank guarantee or insurance.
- Vendor should submit their projected timelines/ delivery period in line with the

terms of reference

- Validity period of 120 days

D. BID SECURING DECLARATION

Bid-Securing Declaration

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: *[date (as day, month and year)]*

Bid No.: *[number of bidding process]*

Alternative No.: *[identification No if this is a Bid for an alternative]*

To: *[Zambia National Commercial Bank Plc]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Procuring Entity for the period of time of *[1 year]* starting on *[the date of default]*, if we are in breach of our obligation(s) under the bid conditions, because we:

- (a) have withdrawn our Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, (i) fail or refuse to execute the Contract; or (ii) fail or refuse to furnish the Performance Security, if required, in accordance with the ITB.

We understand this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiration of our Bid.

Signed: *[signature of person whose name and capacity are shown]* In the capacity of *[legal capacity of person signing the Bid Securing Declaration]*

Name: *[complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[complete name of Bidder]*

Dated on _____ day of _____, _____ *[date of signing]*
Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

Appendix 1- Code of Conduct

Available at <https://www.zanaco.co.zm/news.php?p=265>