

EXPRESSION OF INTEREST

**PROVISION OF CONSULTANCY SERVICES FOR THE DESIGN AND
SUPERVISION OF CONSTRUCTION OF ICJ KENYA HOUSE**

DATE OF NOTICE:

21st July 2017

CLOSING DATE:

4th August 2017

**EXPRESSION OF INTEREST TO PROVIDE CONSULTANCY SERVICES FOR THE DESIGN
AND SUPERVISION OF CONSTRUCTION OF ICJ KENYA HOUSE**

NOTE: Please provide your details below for purposes of communication in case you download this tender document from ICJ Kenya website.

Name of the firm.....

Contact Person,.....

Postal Address:.....

Telephone:.....

Email address.....

Once completed please submit this form to the email below;

info@icj-kenya.org

EXPRESSION OF INTEREST (EOI).

The Kenyan Section of the International Commission of Jurists (ICJ Kenya) intends to construct its house whose approximate area is 6000sq ft.

As part of the construction of the ICJ Kenya House, ICJ Kenya invites expression of interest (EOI) from building and civil consultancy firms to provide the required services. The firms must have a wide range of experience in the fields indicated here below.

- (i) Architectural (Lead Consultant)
- (ii) Civil /Structural Engineering
- (iii) Quantity Surveying
- (iv) Civil Work Contractors
- (v) Electrical/Mechanical Engineering
- (vi) Landscape Architecture
- (vii) Interior Design

Eligible firms with relevant experience should express their interest by providing the following from each of the firms forming the Consortium:

1. Company profiles.
 - a) Registration particulars (Registrar of companies/relevant Regulatory Boards)
 - b) CVs and Certificates of key staff of the firms.
 - c) List of previous works undertaken.
 - d) Litigation history (if any).
2. Proof of at least three (3) assignments of similar nature and magnitude undertaken by the firms together with their values, references and contact details.
3. Valid Tax Compliance Certificate from Kenya Revenue Authority.

The selected firms will render services which include all activities, whether explicitly named or not, deemed relevant for the successful completion of the design, preparation of bid documents and supervision of construction of the warehouse and offices.

Interested eligible firms may obtain further information from the ICJ Kenya Secretariat;

Completed and sealed EOI should be addressed to the

The Construction Committee

ICJ Kenya

P.O. Box 59743-00200

Vihiga Road, Kileleshwa

NAIROBI

All documents should be dropped at the ICJ Kenya reception on or before 1st August 2017. ICJ Kenya will inform the bidders seven days after opening the EOI documents.

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Section 1: Introduction

ICJ Kenya is a membership, non-governmental, non-partisan and not-for-profit organization registered as a society in Kenya since 1974. ICJ Kenya is the only autonomous national section of the International Commission of Jurists based in Geneva. ICJ Kenya has been working in Kenya and around the African continent since 1959 promoting human rights, the rule of law and democracy. ICJ Kenya mission is to promote human rights, justice and democracy through the application of legal expertise and international best practices.

ICJ Kenya wishes to invite expression of interest from **firms** to provide the required consultancy services. The **firms** selected will render Services which include all activities, whether explicitly named or not, deemed relevant for the successful completion of the design, preparation of bid documents and supervision of construction of the house.

The proposed ICJ Kenya office should measure approximately 6000sq ft and shall be a single storey house.

Section 2: Scope of Assignment

The scope of works for the proposed design and supervision of construction of the ICJ Kenya House will include but not limited to:

General

The main activities include but not limited to; carry out investigations, surveys, consultations, estimates, conceptual design, detailed design, and construction drawings, preparation of specifications and tender documents, tendering, and selection of contractor, construction supervision reports and production of as-built drawings to meet the specific requirements for all separable parts of the works.

Detailed Scope

The interested firms should note that the services will be provided in two stages (Pre and Post contract services). However the detailed requirements/activities to be provided in each stage will be highlighted at the proposal stage for the consortia who will have met the Expression of Interest (EOI) requirements.

Section 3: Specific Mandatory Requirements:

No.	Mandatory Requirements	Verification (Yes/No)
1	The firms must comprise any two of the six listed technical expertise	
2	Valid Tax Compliance Certificate	
3	Signed Agreement between all the firms and witnessed by a Commissioner of Oaths where a consortium is proposed.	
4	Proof of registration with the Registrar of Companies	
5	Proof of registration with the relevant professional bodies with the exception of landscape Architect and Interior Designer	
Verdict (Pass/Fail)		

Only firms that meet all the mandatory requirements will be evaluated for technical competency.

Technical Competency of the consortium

No.	Technical Requirements	Weighting	Score
1	Technical staff	20 points	
2	Provide a list of projects undertaken	20 points	
3	Proof of qualification of technical staff	20 points	
4	Provide a list of five completed projects	20 points	
5	Provide a list of five completed projects of similar magnitude	0 points	
TOTAL		100 points	

Only firms that attain at least 80 points of the technical score will be invited to participate in Request For Proposal (RFP).

NOTES

The Consulting firm(s) shall provide a team who are registered/ accredited with a body officially recognized in Kenya. As a minimum, the team indicated above will comprise professional staff with the following qualifications and competencies:

1. **Civil/Structural Engineer:** The Civil/structural Engineer shall be required to have a recognized university degree in Civil Engineering and having post registration experience of at least 10 years. The Civil/ structural Engineer should be registered/ accredited by an official body and in good standing.
2. **Quantity Surveyor:** The Quantity Surveyor shall be required to have a recognized university degree in Building Economics/ Quantity Surveying and having post registration experience of at least 10 years. The Quantity Surveyor should be registered/ accredited by an official body and in good standing.
3. **Electrical Engineer:** The Electrical Engineer shall be required to have a recognized university degree in Electrical Engineering and having post registration experience of at least 10 years. The Electrical Engineer should be registered/ accredited by an official body and in good standing.
4. **Civil Work contractor:** The Civil Work contractor must have the relevant qualifications and experience of at least ten years. The contractor should be registered with the relevant Authorities and have active construction contracts.
5. **Mechanical Engineer:** The Mechanical Engineer shall be required to have a recognized university degree in Mechanical Engineering and having post registration experience of at least 10 years. The Mechanical Engineer should be registered/ accredited by an official body and in good standing.
6. **Landscape Architect:** The Landscape Architect shall be required to have a recognized university degree in Landscape Architecture and having proven work experience of at least 5 years. The Landscape Architect should be registered/ accredited by an official body and in good standing.
7. **Interior designer:** The Interior design shall be required to have a recognized university degree in design/Interior design and having proven work experience of at least 5 years.

Note:

Further details will be available in the RFP documents to be given to the qualified firms/consultants who meet all the criteria above, after the EOI Evaluation.

Section 4: Clarification

Any request for clarification may be sent by email or letter.