Terms of reference (ToR) for the procurement of services

giz

Contents

General information 1
Tender requirements 3
1.Qualifications of proposed staff 3
1.1.Expert (FIRM): 3
1.1.1.General qualifications 3
1.1.2.Experience in the region/knowledge of the country 3
1.1.3.Language skills: Business knowledge and fluency in English. 3

General information

a. Brief information on the project

The African Continental Free Trade Area agreement (AfCFTA) has been signed by 54 out of the 55 African Union states. As of 9th October 2022, 54 countries have signed the agreement. Out of this number, 46 African countries as of February 2023 have ratified and deposited the instruments of ratification. AfCFTA is intended to create an internal market for 1.3 billion people. AfCFTA was ratified to dismantle barriers to trade and stimulate employment-promoting economic growth at continental level. AfCFTA aims to strengthen Africa's economic integration by creating a continental market with the free movement of persons, capital, goods, and services, which are crucial for deepening economic integration, and promoting agricultural development, food security, industrialization, and structural economic transformation. The AfCFTA aims to strengthen Africa's economic integration by creating a continental market with the free movement of persons, capital, goods and services, which are crucial for deepening economic integration, and promoting agricultural development, food security, industrialization and structural economic transformation. It is expected that the AfCFTA will result in an expanded and secure market for the goods and services of State Parties through securing adequate infrastructure and the reduction or progressive elimination of tariffs and non-tariff barriers to trade and investment.

b. Context

The program plans to hire a construction/Civil engineering/Interior design firm on a service contract for work basis to install wall partitioning in office space per the existing office space design and layout plan. Details of the office space design and layout plan is provided in Annex I of this ToR.

c. **GIZ shall hire the contractor for the anticipated contract term, from 29.04.2024 to 31.05.2024.**

d. A work plan shall be proposed by Contractor and agreed by **AfCFTA.**

SCOPE & EXTENT WORK:

The contractor shall provide the following work.

- Develop a detailed bill of quantities based on the approved office space design and floor plan.
- Installation of Partition walls according to the approved office space design and floor plan.
-
- Installation of new interior doors according to the approved space design and floor plan.
- Install frosting on Glass walls where required.
- Painting of installed partitions to march the colour of exiting walls where necessary.
- Weekly construction progress update report as maybe required by AfCFTA. In addition, it is expected that regular progress meeting will be held on site with the AfCFTA team.

DELIVERABLES:

No	Deliverables	Deadlines
1	Inception, discussion & Approval of Work plan in consultation with the AfCFTA Project team	**By COB 29th April 2024**
2	Construction of structurally sound and functional partition walls and doors according to the approved space design and floor plan.	**By COB 16th May 2024**

giz

Tender requirements

1. Qualifications of proposed staff

1.1. Expert (FIRM)

Minimum Eligibility criteria for the FIRM:

- The firm must have a valid trade/business registration or license.
- The firm must have at least 5 years of experience in similar exercise
- The firm must have at least 5 assignments in office premise design & civil works.

1.1.1. General qualifications

Education: The team lead must be BSc. Engineer / Architect/ construction Engineering from a reputed university/institute.

Professional experience:

- Minimum 5 years' experience in Internal office premises design and civil/construction works.

- At least 3 years similar working experience with international organisation, Private sector, GIZ/GIZ agencies, reputed corporate offices in which Installation of drywall Partitioning, Installation of Doors, glazing, and Painting works was carried out.

1.1.2. Experience in the region/knowledge of the country.

The contractor shall demonstrate experience in handling works of similar type, size and complexity. Due to the urgency of the work, the successful bidder must be able to quickly be able to mobilise resources and expedite the completion of the work.

1.1.3. Language skills: Business knowledge and fluency in English.

GENERAL CONTRACTOR'S OBLIGATIONS:

- All works has to be done in accordance with the approved office space design and floor plan and specifications, as well as the from inputs made by the AfCFTA project.

- The contractor will have to maintain the cost of all works, material cost and labour etc, within the agreed and approved contract sum. No extra payment will be allowed outside of this sum.

- The contractor shall be responsible for making their own arrangement to facilitate the movement of labour and materials to the work site and back.

- The contractor has to repair any damages that may occur to any services/existing building elements at full cost and at full satisfaction of the building owners' resident engineering team.

- It is expected that regular progress meetings will be held on site with the successful service provider and reports will be submitted to ADM.

ANNEX 1.