

REQUEST FOR PROPOSALS (RFP)

RFP No: CMD/001/2022

Renovation, Refurbishment, and IT Structuring for Office Space.

Client: Centre For Multiparty Democracy Kenya

Centre for
Multiparty Democracy Kenya

The logo features a stylized green and grey cross-like shape with a yellow circle around it, all on a yellow stem.

Country: Kenya

Issued on: 7th December 2022

RENOVATION, REFURBISHMENT, AND IT STRUCTURING OF OFFICE SPACE

1. Background

The Centre for Multiparty Democracy (CMD-Kenya) is a political parties-based membership organization established in March 2004. The organization provides a platform for political parties, political actors, and policymakers to engage in dialogue and cooperate in strengthening multiparty democracy. CMD-Kenya works closely with political parties, political actors, strategic partners, and key stakeholders in promoting social justice, political governance best practices, respect for human rights, and fundamental freedoms.

2. Objective

The objective of the assignment is to provide overall office renovation and set up the ICT infrastructure for the office by refurbishing and providing ICT infrastructure within the office. The bidder is expected to do this by conducting the actual office partitioning, flooring, ceiling, plumbing, IT cabling and network infrastructure, and electrical cabling of the office. The assignment should be conducted in an innovative way and should be in line with future office design trends in mind.

3. Scope of work

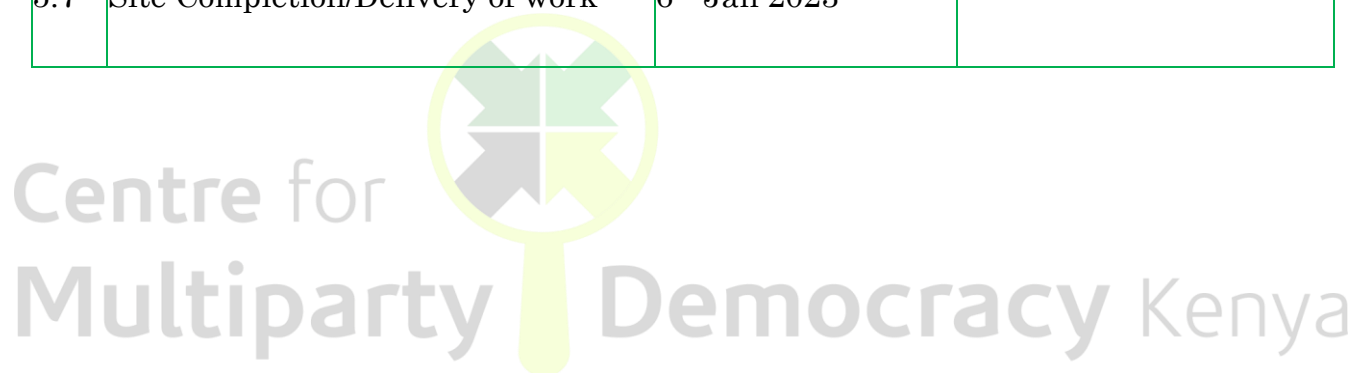
CMD Kenya intends to create both open and closed-plan office systems with all necessary accessories in line with international standards of workspaces. Below is the scope of the assignment as it relates to the renovation of the offices.

4. Specific Requirements

1. To create Innovative fit-out works and design of office plan with consideration of electronic and security systems (CCTV, access controls and emergency exits, internet cabling).
2. The partitions are expected to be Gypsum boards, solid light boards or translucent glass. They should also be easily movable around in case of expansions and office re-design.
3. Design and provide a workspace that fully utilizes spaces as per SHE (Safety, Health, and Environmental) requirements with shared utilities easily accessible. The design should also cater to support spaces such as meeting rooms, reception, stores, large sitting spaces, and ICT control room (Server room).
4. Design appropriate floor layouts to create internal and external staff/customer satisfaction and improve office room functions. The spaces should also effectively utilize natural lighting and ventilation. In creating this, the proposed design should also be in line with relevant security systems, fire detection /fighting systems, and other safety precaution facilities.
5. In the design, appropriate space schemes should be put into consideration for easy movement and proper office ergonomics.
6. Provide all architectural and electrical drawings and actual works as per CMD's requirements in line with public regulations.
7. Provide flooring & ceiling solutions with good standards of craftsmanship. These should be removable at the end of the tenancy agreement.
8. Provide electrical cabling services as per industry and standard specifications.
9. Undertake a site visit on the International House office before sending out the proposals.

5. Anticipated Schedule

5.1	Issuance of RFP	7 th Dec 2022	
5.2	Site visit – International House Mama Ngina Street Nairobi	13 th Dec 2022	At 10:00 am local time
5.3	Deadline for bidders' clarifications	13 th Dec 2022	On or before 4:00 pm local time
5.4	Submission Deadline	15 th Dec 2022	On or before 5:00 pm local time
5.5	Bid Opening	16 th Dec 2022	At 9:00 am local time
5.6	Award of Contract	20 th Dec 2022	
5.7	Site Completion/Delivery of work	6 th Jan 2023	



6. Minimum Eligibility Criteria

The vendor will be evaluated in consideration of the evaluation criteria stated below.

- a) Must be registered company incorporated in Kenya;
- b) Must be registered by the National Construction Authority for the specific category of works. Proof of registration is required;
- c) Brief description of why the consultant/firm finds itself the most suitable for the assignment, a methodology to be applied and approach to complete the assignment;
- d) Proof of similar assignments conducted in the past; three reference letters should be attached to the proposal with details of individuals/institutions to be contacted for reference check purposes;
- e) A profile of more detailed work experience for institutions with which the consultant worked;
- f) Detailed drawing of the design as per layout clearly showing the partitions and other measurements;
- g) The list of the proposed team by specialty, their positions and the tasks that would be assigned to each staff team member, and their timing as well as CVs and certifications;
- h) Proposed design layout should be included in the proposal after undertaking a site visit;
- i) Program of works showing contractor's proposed schedule of undertaking the contract.

7. Submission details

The deadline for submission of the proposal is **15th Dec 2022 by 5:00 pm**. The submission should be in two separate zip folders clearly marked technical and financial. They should be submitted to the official email: tenders@cmd-kenya.org with the subject title: **RFP CMD/001/2022 RENOVATION, REFURBISHMENT AND IT STRUCTURING FOR OFFICE SPACE.**

Any proposal received after the deadline will not be opened, and no amendments to the technical or financial proposals will be accepted after the deadline. Proposals submitted contrary to the instructions given above, will not be accepted by CMD Kenya. All inquiries relating to the TOR shall be communicated in written form to the email address info@cmd-kenya.org

8. Criteria for Evaluation

The bids will be evaluated on the weightage of the score for the two proposals as follows:

- Technical proposal 70%
- Financial proposal 30%

The evaluation of the bids will be based on the combined scoring method – where the qualifications and methodology are given 70% weightage and the financial offer will be given 30% weightage. Only bidders meeting a minimum of 70 points under technical evaluation would be considered for the financial evaluation.

9. Disclaimers

CMD Kenya reserves the right to independently verify submitted documents, listed clients, and projects. CMD Kenya reserves the right to discontinue this process without reference to any entity.



Centre for
Multiparty Democracy Kenya