



**RESERVE BANK OF MALAWI
PENSION FUND (THE FUND) COMMERCIAL BUILDING PROJECT**

REQUEST FOR PROPOSAL (RFP)

**PROJECT MANAGEMENT CONSULTACY SERVICES TO FORM
FUND'S INTERNAL DESIGN AND BUILD PROJECT TEAM**

APRIL 2019

1. INTRODUCTION AND BACKGROUND OF THE PROJECT

The Reserve Bank of Malawi Pension Fund has funds to construct a commercial building comprising of an office building and car park for the RBM Pension Fund on Plot numbers 16/10 & 16/12 in City Centre, Lilongwe. The Fund therefore intends to engage Project Management Construction Consultancy services in order to beef up its internal technical expertise in coordinating the project through a 'design-build' procurement route. The Project Management Consultancy should be a registered multidisciplinary firm with Architectural, Structural, Quantity Surveying, Mechanical and Electrical consultancy services. The firm should have a Project Team Leader / Lead Consultant who shall be responsible for communication with the RBM Pension Fund, the Project Managers and Contractor under Design & Build Team.

2. OBJECTIVE OF THE CONSULTANCY

The purpose of this Request for Proposal is to invite bids from registered and experienced construction consultancy firms. The Consultants would form part of the Internal Project Team to handle and manage the project through a 'design-build' procurement route. The required consultants as an integral part of the Project Team shall provide seamless service to the Fund as required.

The Consultants should demonstrate technical experience acquired in the industry over a period of time to be able to carry out the assignment together with the proven academic qualifications available. Most importantly, the consultants should outline the methodology in chronological order how the consultancy assignment shall be carried out. The methodology to carry out the assignment shall include ability to evaluate bids solicited under the 'design-build' procurement route and assist in selection criteria of a contractor. The

Consultants shall be required to produce a detailed analysis report with recommendations to be included in the evaluation report.

Based on information available, the assignment shall include the preparation of probable 'design-build' cost as project budget. The methodology shall also include timelines for rendering the services including a basis for negotiating payment for basic services that shall include reimbursable expenses, any sub-consultancy charges and payment during the design and construction phase.

In addition to the above, the consultants together with the Fund's Project Team shall form part of the contract negotiating team with the successful bidder and shall prepare a 'design-build' conditions of contract acceptable internationally in the construction industry.

3. SCOPE OF THE WORKS

Scope of the works for the assignment shall include the following:

- a. Outline the design-build methodology and its deliverables as to how the procedures are to be followed in order to indicate that the consultants understand the assignment. This portion is mandatory and critical.
- b. Evaluate bids solicited under the 'design-build' procurement route and assist in selection criteria of a contractor. Produce a detailed analysis report with recommendations to be included in the evaluation report.
- c. Gathering of all relevant information to formulate the Design and Build contract.
- d. Organize site and technical meetings with representative from beneficiaries, Contractor and other pertinent stakeholders.

- e. Prepare budgets, cost reports, accounts analysis, technical progress reports, budget utilization reports and all that is connected to the project preparation necessary for the execution of the works.
- f. Fully participate in design-build supervision as required by the route including enhancing the preparation of 'design-build' drawings and completion report.
- g. Carry out construction audits that shall include review of the designs against the actual construction, structural assessments of the building and budget utilization reports.
- h. Review material test results provided by Contractor.
- i. Carry out quality control.
- j. Conduct Project Monitoring & Evaluation.
- k. Manage the whole implementation of the project including the Defects Liability Period and project closure activities.

4. QUALIFICATIONS AND EXPERIENCE

The consultancy firm should have individual experts / disciplines that are sufficiently qualified to undertake the assignment. They should demonstrate the understanding of the project and should include but not limited to:

- a. In the case of the firm, should be registered with Construction Industry Councils of their operating country and is current with subscriptions.
- b. The individual Consultants should be registered with relevant international Boards and is current with subscriptions.
- c. Foreign Consultancy firms, upon being successful, should arrange temporary registration with National Construction Industry Council of Malawi (NCIC) or arrange for a joint venture with a local firm.
- d. The Lead Consultant (Team Leader) should have at least 15 years professional experience and be in possession of a Master's degree from a recognized institution.

- e. The consultancy firm should have minimum of 10 years' experience in project management (construction) with minimum of 3 contacts of clients served backed by signed reference letters.

4. CLIENT OBLIGATION

Client obligation shall include though not limited to:

- a. Provide the Fund project Team for the assignment together with its leadership;
- b. Provide all necessary information and documentation for the execution of the assignment;
- c. Organise consultative meetings with representative from beneficiaries and other pertinent stakeholders;
- d. Liaise with Pension Fund various committees to facilitate coordinated decision making process;
- e. Provide guidance on specific issues as necessary;
- f. Provide timely response comments and inputs into all products as required;
- g. Be responsible for payment of all costs.

5. DURATION

The consultancy assignment is expected to be for the entire project life up to administrative closure of the project subject to satisfactory performance.

6. CRITERIA FOR EVALUATION OF BIDS

Interested registered consultancy firms are requested to submit written proposals which shall undergo evaluation before selecting the successful bidder. The following weighted evaluation factors shall be used:

6.1. Establishment of the consultant (5%)

Bidders are required to provide the following information;

- a) The year when the assembled firms were established and or registered.
- b) Registration certificates i.e. business registration certificate and current registration certificate with relevant construction councils and bodies.
- c) Indicate previous management involvement in a similar exercise with and reference letters.

6.2. Understanding of RFP (10%)

The respondents are required to indicate their understanding of the objectives and deliverables of the assignment and will be evaluated based on comprehensiveness and completeness of response, including information such as:-

- a) Proposal submission letter.
- b) Comments and suggestions on this RFP.

6.3. Resources to be deployed (15%)

Bidders should specify:

- a) Number and composition of Professional Staff
- b) Number of additional/support staff
- c) Comprehensive CVs of Professional Staff, mainly the principal consultants in the assembled firms. Alternate consultant shall be an added advantage for full marks.

6.4. Methodology and Work Plan (50%)

- a) Bidders should provide information regarding work plan and methodology
- b) The information should include work approach i.e. how the firms will perform the proposed services identified in the RFP.

6.5. Management and Financial Details 20%

- a) Outline a detailed cost breakdown of expected/proposed professional costs for the assignment

7. GENERAL INFORMATION

Bidders should indicate location of operation of their offices / physical Address. In this case, bidders should provide information regarding location of their Head Office and Branch if any.

7.1. Right to negotiate price

The Fund reserves the right to negotiate the price after selection of the successful bidder.

7.2. Assumptions

All necessary assumptions and conditions should be clearly stated in the proposal.

7.3. Opening of bids

Deadline for receipt of proposals is 10th May, 2019 at 15:00 hours and opening of bids will commence immediately after closing time at Reserve Bank of Malawi, Head office in Lilongwe. Late bids will not be accepted.

8. SELECTION PROCESS

The RBM Pension Fund Commercial Project Team shall evaluate all the proposals based on the criteria indicated in this RFP. The Fund will not be bound to accept the highest or any bid.

9. RESERVATIONS/CONDITIONS

The RBM Pension Fund is not bound to pay for any costs incurred in preparation of the requested proposals. All interested Construction Consultancy firms will be responsible for any costs associated with preparation of the proposals in response to this RFP, answering all questions, providing the Fund with adequate information and presenting the proposals to the Fund if necessary.

Furthermore, the Fund reserves the right to accept or reject any proposal. However, a proposal may be withdrawn in writing prior to the closing date and time set for receipt of the proposals.

10. SUBMISSION

The Bids in sealed envelopes and properly marked “**PROJECT MANAGEMENT CONSULTANCY SERVICES TO FORM FUND’S INTERNAL DESIGN-BUILD PROJECT TEAM**” should be addressed to:

The Chairperson

RBM Pension Fund Trustees

Reserve Fund of Malawi

P.O. Box 30063

Capital City

LILONGWE 3

Further information or clarification regarding this Request For Proposals can be obtained from Mr Stanley Mphande, The Chairperson, RBM Pension Fund Commercial Building Project Team. Email: **pensionproject@rbm.mw**