



REQUEST FOR PROPOSAL (RFP) OFFICE DESIGN & FIT-OUT

1. Background

Trade and Development Bank (**TDB**) is a specialized African multilateral Financial Institution serving most of the Eastern and Southern Africa. The Bank's objective is to provide short, medium and long-term financing to viable Projects and Trade Finance activities in member states.

African Reinsurance Corporation (Africa Re), an organization established by an international agreement executed by 41 member states of the Organization for African Unity (now African Union). ARC mission is to develop the insurance and reinsurance industry in Africa.

2. Introduction

The Bank and Africa Re wishes to engage contractors to complete its office building on Lot 13 of the Ebene Cybercity currently 'shell and core' basis with office design layout and fit out work on the designated TDB and Africa Re floors. The contractor is expected to prepare a floor plan with office design layout, internal finishing pattern including fit-out, construction and supervision to accommodate the following facilities:

- Modern and outstanding in design to reflect the Corporate image and Brand identity;
- Original, attractive and adjustable open floor design with first class facilities using sustainable, smart and energy efficient materials;
- Easily accessible by physically challenged persons;
- Meeting high security standards, and meeting standards that ensure maximum return on investment.

3. Scope of Work

The role of the participating firm is to present design concepts and ancillary consulting and project management services for design and fitout work for seven (7) storeys – a total gross surface area of 4813-meter sq, which will be shared by TDB and Africa Re.

The following are the main areas expected for the design and fit out works:

1. Office accommodation for members of management and staff to include reception and call out rooms, toilets, etc. on each floor;
2. Boardroom, business centre training room and meeting rooms; archive and library space;
3. to accommodate photocopying machines, shredders etc.
4. Executive lounge and staff canteen and kitchenette;
5. Gymnasium, store, data centre including IT Infrastructure cabling; (and provision to cater for a security and access control system)
6. Generator house, electrical panel rooms, water & sewage treatment plant room; Creche for nursing mothers;
7. Third party staff accommodation (security, janitors and maintenance team).

The above list of space requirements is indicative only.

The architectural design and fit out work should be more accurate and proactive through the firms' own knowledge in modern office space management and discussions with TDB to assess its current and future needs.

Interested firms or individuals are requested to submit their Expression of Interest and the

accompanying financial proposals in Mauritian Rupees VAT Exclusive for the above scope of works including the following:

1. Indicating relevant experience and previous clients for all or part of the requirements above. (Providing proposed design will be an added advantage);
2. One or more architectural design proposal (s); sample of previous work;
3. Design and fit out work period and timelines and payment terms.

4. Conditions for Eligibility

Invited firms are required to submit prequalification documents detailing their company's capabilities, evidence of registration with relevant professional bodies, and proven experience in modern office building fit out design. References will be required, and TDB and Africa Re given the right to contact third parties directly.

- In addition to eligibility conditions, the participant should submit all relevant legal documents and registrations/licenses;
- Company's audited accounts for the last three years (2016-2018); evidence of having successfully carried out similar design works within the last five years;
- Comprehensive company profile and organizational structure; resumes of key Architects, Engineers and project managers to be deployed to the envisaged project;
- Evidence of availability of requisite and appropriate staff/skill for job; indication of the financial institution (bank or insurance company) which is usually used for performance or advance payment guarantees;

5. Additional Information Request

Interested firms will have the opportunity to collect information and ask Bank's officers relevant questions, including an organized site/plot visit as follows:

Enquiries and site visit for measurements: Email: Corporateservices@tdbgroup.org & baragunzwa.leonidas@afrika-re.com & bakavoko.moussa@afrika-re.com

6. Submission

Submissions will have two parts 1) Technical proposal and 2) Financial Proposal to be sent separately. Submissions are to be sent to: designandfitout@tdbgroup.org and baragunzwa.leonidas@afrika-re.com and bakavoko.moussa@afrika-re.com to reach on or before the **12.00pm on 01st March 2019**.

In addition to soft copies, we require three (3) copies in sealed envelopes with the inscription 'TDB & Africa Re Headquarters Fit out and Design Proposal' addressed to:

Head – Corporate Services
TDB Mauritius Principal office
2nd. Floor, Blue Tower, Rue de l'institut,
P.O Box 43, Reduit, Ebene, Mauritius

African Reinsurance Corporation
11th floor, Tower A, One Cybercity, Ebene 72201, Mauritius

Any submissions sent in any other means other than the above email will not be considered.

Disclaimers: TDB Group and Africa Re reserves the right to independently verify submitted documents, listed clients and similar works. TDB Group and Africa Re is not obliged to give reason for not selecting any persons/ firm. TDB Group and Africa Re reserves the right to discontinue this process without reference to any entity.