



REQUEST FOR PROPOSALS (RFP) FOR INTERIOR DESIGN FOR THE TDB HARARE REGIONAL OFFICE

Background

Established in 1985, the Eastern and Southern African Trade and Development Bank (TDB) is a multilateral, treaty-based development financial institution, with assets of close to US\$5.6 billion. The Bank's mandate is to finance and foster trade, regional economic integration and sustainable development through trade finance, project and infrastructure finance, asset management and business advisory services.

General Objectives

TDB is in the process of selecting companies that can refurbish the Reception/Front Office Area to reflect the image of the Bank as a leading financial institution at its Southern Africa Regional Office based in Harare.

The Bank therefore invites suitable companies specialized in Interior Design to submit their proposals.

The scope of work and for the request for the proposal is included below:

Objective

The purpose of this Request for Proposals (RFP) is to find a company that can provide a new feel and look for the Reception Area and the Entertainment/ waiting room that reflects TDB at the Bank's regional office in Harare, Zimbabwe. The successful company shall provide a total "turnkey" solution including all necessary design, furniture, materials and services for the successful refurbishment of the mentioned areas.

Proposed location for the work

The proposed location for the Reception Area/Front Office of the Bank's regional office located at 70 Old Enterprise Road, Newlands, Harare, Zimbabwe. The GPS coordinates of the location are: -17.805027,31.082264

BUJUMBURA PRINCIPAL OFFICE

TDB Bujumbura,
Chaussée Prince Louis, Rwagasore,
P. O. Box 1750, Bujumbura, Burundi
Tel :+257 22 224966/224975
Fax :+257 22 224983

NAIROBI REGIONAL OFFICE

TDB Nairobi,
197 Lenana Place, 1st floor & 5th floor,
Lenana Road,
P.O Box 48596 - 00100, Nairobi, Kenya
Tel :+254 732 192 000
Fax:+254 20 2711510

HARARE REGIONAL OFFICE

TDB Harare,
70 Old Enterprise Road Newlands,
Harare, Zimbabwe
Tel: +263 4 788330-3/788336-9/78817
Fax:+254 20 2711510
FCT Line (Mobile): +263 782 784 955

MAURITIUS REGIONAL OFFICE

TDB Ebene,
Blue Tower, 2nd Floor, Rue de L'Institut,
P.O Box 43, Reduit, Ebene, Mauritius
Tel :+230 4676016/4676021
Fax:+230 4675971

Minimum qualifications

The following criteria shall be applied by the Bank to determine whether Proposers meet minimum qualifications. Failure to meet any one of the below criteria may render a Proposal non-responsive:

Criteria

1. Successful examples of work of similar size/style within the last three (3) years;
2. Proposer has been in business under the present company or business name and license number for a minimum of three years.

Format of the proposal

Cover page

Each proposal must include a cover page that states “[Organization’s Name] Interior Design RFP Proposal”, and includes business name, primary address, contact person, contact information, and table of contents using the section numbers shown below.

Section 1: Company Background and Qualifications

Respondent should provide a summary of no more than ten (10) pages of background information about its company in this section. RFP responses shall include:

- Description of Proposer’s capabilities;
- Organizational background and experience in delivering interior design projects of this type.
- Bios of the key team members who would work on the project;
- Identify the Proposer’s project manager;
- Three (3) references (together with contact information) relating to examples of similar projects;

Section 2.0: Design Proposal and Scope of Work

- Computer Aided Design Drawings of Proposal
- Design, specification, supply, delivery
- Other design considerations

Section 3: Timeline

Project timeline for completion

Section 4: Post Installation Services

Services and support provided by the supplier after installation

Section 5: Cost Proposal

The Cost Proposal is to be presented in a separate envelope. It will detail cost of design, furniture, fitting and any other expenses in United States Dollars. It will also outline payment terms.

Proposal evaluation scoring matrix

Criteria	Percent of Score
Quality of Design Proposal	20
Examples of Similar Work	15
Experience of the team	20
Project Timeline	10
Technical Score	65
Cost Proposal	35
Total	100

Submission of Proposals

Before submission of proposals interested service providers are required to visit the location to conduct a survey of the property. These will be scheduled for an hour, one in the morning and one in the afternoon of a working day. Please indicate your interest in attending site visit by emailing saro@tdbgroup.org and cc: procurement@tdbgroup.org no later than Wednesday, November 13 2019.

Three (3) hard copy submissions are to be delivered in two sealed envelopes (one containing the Design Proposal, the other the Cost Proposal) at TDB's reception at **70 OLD ENTERPRISE ROAD, NEWLANDS, HARARE** (for the avoidance of doubt, 6 envelopes are expected to be delivered). **An electronic copy** will also be sent via email to procurement@tdbgroup.org clearly labeled as **REQUEST FOR PROPOSALS (RFP) FOR INTERIOR DESIGN**. **All forms of the Proposal must** reach TDB on or before 5 pm Central Africa Time on **Friday, November 29, 2019**.

Additional Information

The information contained in this Request for Proposal document (“RFP”) or subsequently provided to Proposers, whether verbally or in documentary or any other form by or on behalf of the Bank or any of their employees or advisers, is provided to Proposers on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

This RFP is not an agreement and is neither an offer nor invitation by the Bank to the prospective Proposers or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP. **The assumptions, assessments, statements and information contained in this RFP, may not be complete, accurate, adequate or correct. Each Proposer should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in this RFP and obtain independent advice from appropriate sources.**

The Bank also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Proposer upon the statements contained in this RFP.

The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the Bank is bound to select a Proposer or to appoint the Selected Proposer. The Bank reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.

The Proposer shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Bank or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Proposer and the Bank shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Proposer in preparation or submission of the Proposal, regardless of the conduct or outcome of the outcome of the Selection process.