RFP: Consultancy Services for relocation of selected dfcu Bank branches - 2019

dfcu Bank Limited
2nd Floor dfcu Towers, Plot 26 Kyadondo Road
P.O.BOX 70, Kampala.
Attention: Head of Procurement
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SECTION 1 - PURPOSE AND SCOPE OF THIS REQUEST FOR PROPOSAL

1.1 INTRODUCTION

dfcu Bank Limited ("the Bank") invites your firm to respond to the Request for Proposal to provide architectural and project management consultancy services to support relocation of twenty two (22) selected business locations across the country.

1.2 GENERAL INFORMATION

dfcu is one of the top tier commercial banks in Uganda. The Bank is committed to providing innovative products and superior customer service as we satisfy our customer needs.

As such, due to current trends in design setup, wear and tear overtime and other unavoidable business conditions, dfcu Bank would like to relocate twenty two (22) business locations across the country to new premises within the same localities. To execute this task, architectural and project management services shall be required to setup new premises, relocate the existing premises, decommission the vacated premises and support vacant handover of the vacated premises to the respective property owners.

1.3 STATEMENT OF PURPOSE

The purpose of this document is to source for a competent vendor to offer architectural and project management consultancy services to support relocation of twenty two (22) selected business locations across the country.

SECTION 2 - FORMAT OF RFP RESPONSE AND OTHER INFORMATION FOR BIDDERS

2.1 BID SUBMISSION

Hard copy proposals should be submitted as per timeline and marked RFP for “Consultancy services for branch relocations - 2019.”

a) A cover letter/statement of interest indicating the vendor’s interest in offering these services and highlighting its qualifications to perform this project;
b) A description of vendor’s experience in requested service areas
c) A minimum of three (3) recommendation letters relating to the services being requested with full name, title, address, phone and email addresses or fax numbers
d) Contact person’s details of email and telephone.
e) Proposal as per the attached Business Requirements Document
f) Memorandum & Articles of Association
g) Audited books of accounts for the last three years
h) Tax clearance certificate

Firms or suppliers are requested to hold their proposals valid for 60 days from the closing date for the submission. The Bank will make its best efforts to arrive at a decision within this period.

All costs pertaining to the preparation of a proposal and negotiations of a contract shall be borne by the firms submitting proposals.

Assuming that the contract can be satisfactorily concluded the successful bidder shall be expected to commence the delivery immediately after the issuance of LPO or Contract.

Hard copy submissions must be received in a sealed envelope, marked and delivered by hand into the bid box at the address below;
Head of Procurement  
dfcu Bank Limited,  
2nd Floor, dfcu Towers,  
Plot 26, Kyadondo Road,  
P.O. Box 70,  
Kampala.

Not later than Friday, 3rd October 2019 at 15:00hrs East African time.

Please note that late bids shall be disqualified.

2.2 BID OPENING

Opening of bids responding to this proposal document shall be carried out on 5th Floor, dfcu Towers, Plot 26, Kyadondo Road on Friday, 3rd October 2019 at 15:30hrs.

2.3 CONSIDERATION OF PROPOSALS

i. The Bank reserves the right to accept or to reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to any Bidder or any obligation to inform the Bidder of the grounds for its action.

ii. The Bank’s decision/s regarding the acceptance or non-acceptance of a proposal shall be final and the Bank is not obliged to furnish any reason for such decision.

2.4 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of its bid, as well as cost of attending the bid opening. The Bank will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

2.5 CLARIFICATION OF BIDDING DOCUMENT

All correspondence related to the proposal shall be made in English. Any clarification sought by the bidder in respect of the request shall be addressed at least 5 days before the deadline for submission of bids, in writing or email to the persons whose emails have been indicated below.

The queries and replies thereto shall then be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum, which shall be acknowledged by email or in writing by the prospective bidders.

Enquiries for clarifications should be sent by e-mail to all the five persons at ago;  
SKabuyaga@dfcugroup.com; Gmugisha@dfcugroup.com; Impanga@dfcugroup.com;

2.6 AMENDMENT OF BIDDING DOCUMENT

At any time prior to the deadline for submission of bids, the Bank, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.

All prospective Bidders that have received the bidding documents will be notified of the amendment in writing or email, and it will be binding on them. It is therefore important
that bidders give the correct details in the format given on page 1 at the time of collecting/receiving the bid document.

To allow prospective Bidders reasonable time to take any amendments into account in preparing their bids, the Bank may at its sole discretion extend the deadline for the submission of bids based on the nature of the amendments.

2.7 DEADLINE FOR SUBMISSION OF BIDS

Bids should be addressed to Head of Procurement and delivered on or before the closing date.

Bids received after the above-specified date and time shall not be considered. Where practicable the Bid will be returned unopened to the Sender, accompanied by an explanation.

Any bid received by the Bank after this deadline will be disqualified.

2.8 COST STRUCTURE AND NON-ESCALATION

The bidder shall, in their proposal, detail the full cost inclusive of all applicable taxes and incidental costs.

2.9 TAXES AND INCIDENTAL COSTS

The prices and rates in the financial offer will be deemed to be inclusive of all TAXES where applicable and any other incidental costs. The prices should be for material landed at dfcu Head office.

2.10 RESPONSIVENESS OF PROPOSALS

The responsiveness of the proposals to the requirements of this RFP will be determined. A responsive proposal is deemed to contain all documents or information specifically called for in this RFP document. A bid determined not responsive will be rejected by the Bank and may not subsequently be made responsive by the Bidder by correction of the non-conforming item(s).

2.11 CURRENCY FOR PRICING OF TENDER

All bids in response to this RFP should be expressed in Uganda Shillings only.

2.12 CORRECTION OF ERRORS.

Bids determined to be substantially responsive will be checked by the Bank for any arithmetical errors. Errors will be corrected by the Bank as below:

i. where there is a discrepancy between the amounts in figures and in words, the amount in words will govern, and

ii. Where there is a discrepancy between the unit rate and the line total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.

The price amount stated in the Bid will be adjusted by the Bank in accordance with the above procedure for the correction of errors.

The information contained in the bidding document will be held in confidence by the Bank and used for purposes of determining your suitability for meeting our general requirements for the provision of the services/ goods/ works.
SECTION 3 - BUSINESS REQUIREMENT

3.1 SCOPE OF WORK

Below is a summary of the expected support from the consultant regarding the premises listed in Annexure - A attached:

1) Prepare architectural designs of the respective bank branches in line with the respective Branch staffing and technological requirements.

2) Provide internal and external artistic impressions of the Branches and ATMs.

3) Provide electrical - mechanical designs highlighting the following services:
   i. Power reticulation designs of both UPS and Raw power and provision of standby power from Bank owned diesel-powered generators.
   ii. ICT cabling and equipment required to support both the branch and Business centre.
   iii. Advise energy efficient functional and decorative lighting for both the branch and business centre.
   iv. Air conditioning and ventilations requirements with efficient power consumption.
   v. All security surveillance services namely:
      a. Intruder alarms
      b. Fire detections systems
      c. CCTV surveillance systems
      d. Biometric access control systems

4) Prepare detailed bid documents comprising working technical drawings with details and bills of quantities with specifications for Civil, electrical and mechanical works.

5) To support installation of all digital interactive display equipment that will be installed.

6) Supervise all construction and installation works to match the specifications provided till handover with detailed handover report.

7) Support with relocation of the branch premises from the current premises to the new premises. (This will include assessment of the restoration costs of vacated premises)

8) Support the bank in ensuring acceptable vacant possession of the vacated premises to the respective property owners.

NOTE:
Location of some sites are not yet determined and therefore require indicative figures for purposes of quoting.

3.2 DECISION PROCESS AND CRITERIA

The decision will be based on submitted proposals. The successful service provider will be selected based on the following criteria:

- Quality of proposal content
- Financial proposal
- Relevant experience
- Technical capabilities
- Service delivery standards
- The supplier to confirm ability to provide local technical support
SECTION 4- QUALITY ASSURANCE AND DECLARATION

4.1 QUALITY ASSURANCE

Please provide details of any quality accreditations for which you have applied. If no accreditation held, please provide a description of your quality system e.g. ISO 9000 certification

4.2 DECLARATION

i. The Company submitting this bid does have the necessary financial and logistical arrangements in place to perform in accordance with their bids.

ii. The information supplied in this document is correct and complete to the best of my knowledge and accurately reflects the capability of;

Company Name: ____________________________________________

Signature ___________________________ Date __________

Name ____________________________

This BID is signed in my capacity as: ____________________________
## ANNEXURE A: List of dfcu branch locations to be relocated

<table>
<thead>
<tr>
<th>No.</th>
<th>Meera Branches</th>
<th>Region</th>
<th>Current Address</th>
<th>Proposed address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jinja Town</td>
<td>Central</td>
<td>Jinja Plot 55 Main Street</td>
<td>Plot 10 Scindia rd, Jinja</td>
</tr>
<tr>
<td>2</td>
<td>Soroti</td>
<td>Eastern</td>
<td>Plot 4, Kennedy Square, SM C Soroti</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>3</td>
<td>Iganga</td>
<td>Eastern</td>
<td>Plot No. 80 &amp; 82, main St. Iganga</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>4</td>
<td>Entebbe Town</td>
<td>Central</td>
<td>Plot 22, Kampala Road, Entebbe Town</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>5</td>
<td>Abayita Ababiri</td>
<td>Central</td>
<td>Plot 688 &amp; 893, mango, Busiro, Abaita</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>6</td>
<td>Mukono</td>
<td>Central</td>
<td>Plot No. 20A, Kyaggwe Block Mukono</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>7</td>
<td>Kireka</td>
<td>Central</td>
<td>Plot 106, Block 232, Kireka</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>8</td>
<td>Kyengera</td>
<td>Central</td>
<td>Plot 61, Block 333, West Buganda, Nabingo</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>9</td>
<td>Arua</td>
<td>Northern</td>
<td>Plot No. 1, Adumi Road, Arua</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>10</td>
<td>Mbarara</td>
<td>Western</td>
<td>Plot 73 High street, Mbarara</td>
<td>Plot 53 High Street - Mbarara</td>
</tr>
<tr>
<td>11</td>
<td>Kabale</td>
<td>Western</td>
<td>Plot 143 &amp; 145, kabale</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>12</td>
<td>Lyantonde</td>
<td>Western</td>
<td>Plot 5, block 76, kabula, Masaka</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>13</td>
<td>Hoima</td>
<td>Western</td>
<td>Plot 40, main Street, hoima</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>14</td>
<td>Ibanda</td>
<td>Western</td>
<td>Plot 44 &amp; 46, kamwengye Road, ibanda</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td></td>
<td><strong>CMS Branches</strong></td>
<td><strong>Region</strong></td>
<td><strong>Current Address</strong></td>
<td><strong>Proposed address</strong></td>
</tr>
<tr>
<td>15</td>
<td>Kampala RD</td>
<td>Central</td>
<td>Plot 38 Kampala Road, Crane Chambers</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>16</td>
<td>Banda</td>
<td>Central</td>
<td>Plot 48/50 Mukabya Road, Total Area</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>17</td>
<td>6th Street</td>
<td>Central</td>
<td>Plot 155/165 6th Street, Industrial Area</td>
<td>Plot 116/118 Sixth Street – Industrial Area</td>
</tr>
<tr>
<td>18</td>
<td>Luvum Street</td>
<td>Central</td>
<td>Plot 35 Luvum Street, Royal Plaza</td>
<td>JBK Plaza - Luvum street</td>
</tr>
<tr>
<td>19</td>
<td>Kabira ATM</td>
<td>Central</td>
<td>M19 - Bukoto, Kabira Country Club</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td></td>
<td><strong>Other Branches</strong></td>
<td><strong>Region</strong></td>
<td><strong>Current Address</strong></td>
<td><strong>Proposed address</strong></td>
</tr>
<tr>
<td>20</td>
<td>Pader</td>
<td>Northern</td>
<td>Plot 8 Lagwai Zone, Pader</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>21</td>
<td>Ntinda I</td>
<td>Central</td>
<td>Plot 37 &amp; 40-42 Ntinda stretcher Road - Capital Shoppers</td>
<td>To be advised within the same town</td>
</tr>
<tr>
<td>22</td>
<td>Kikuubo</td>
<td>Central</td>
<td>Plot 4 Nakivubo Road, Kampala</td>
<td>Plot 15 Nakivubo rd, UNIFAM House</td>
</tr>
</tbody>
</table>