INVITATION FOR EXPRESSION OF INTEREST FOR ARCHITECTURAL SERVICES FOR RUBAGA HOSPITAL SPECIALIST CENTER BUILDING.

EOI Reference Number: LH/ARCH/SCI020

Rubaga Hospital seeks Expression of Interest (EOI) from qualified and experienced architects for the design of a Specialist Center Building.

CHAPTER 1- Terms of Reference

1. Background

Rubaga Hospital strategically opened the Specialist Center in April 2019 with the objective of expanding the range of specialist services. After a year of operation it became evident that the demand for services was high and there was need for expansion to accommodate more specialists.

Consequently, Rubaga Hospital wishes to invite reputable Architect/Architectural firms to express interest to undertake the project.

- Design and Consultancy for Specialist Center Building at Rubaga Hospital. Ref: LH/ARCH/SCI020.

The project involves the design of a modern multi storied Specialist Center Building with Out Patients, In patients support facilities among other requirements.

2. Objective.

The objective of this Terms of Reference is to identify a suitable Architect/Architectural firm to design, cost, develop bills of quantity and provide consultancy services during the construction.
3. Scope of Works.

The Scope of Works for the Architect will include but not be limited to the following:

3.1 Design and planning.

i. Provide all the required preliminary and final architectural/structural designs and plans for the Specialist Center Building.

ii. Provide site layout design taking into account the features of the designated location and access requirements.

iii. Provide measurements and dimension information to support project execution.

iv. Provide a completed Scope of Works for the Construction of the Specialist Center Building.

v. Provide a completed Bills of Quantities for the complete construction scope associated with the Specialist Center Building.

vi. Provide a cost estimate for the construction of the specialist Center (including materials and labor).

vii. Provide an indicative schedule and implementation plan with milestones for the construction.

viii. Facilitate timely completion of all contractual agreements for the assigned project including specifications.

All designs should take into account features applicable for green building such as energy conservation, use of natural light, access for disabled etc. in line with international standards. This is a mandatory requirement.

3.2 Execution

i. The Architect will have the responsibility of ensuring the contractor carries out the work as planned, designed and in accordance with architectural standards and practices.

ii. The Architect will provide construction management oversight throughout the duration of the project and report to the Project Manager.

iii. Carry out measurement of works completed and agreed by foreman in accordance with the contract.

iv. Supporting the payment certification process through the timely provision of information relating to works completed, when required by the project.
v. Monitor and ensure that the project is being implemented in accordance with the plans, on schedule and budget.

vi. Report any concerns relating to health and safety during the execution of the project.

vii. Verify samples and approve before construction.

4. **Deliverables and Milestones**

Unless otherwise stated the appointed Architect will report to the Executive Director and Project Team throughout the lifecycle of the project, including providing relevant updates where required. The key deliverables are outlined below:

Technical Proposal:

i. Completed architectural and structural drawings and associated materials for the Specialist Center.

ii. Site layout drawings

iii. Production of Scope of Works for all construction works, with associated measurements and dimensions.

iv. Bill of quantities for the works and Bills of materials.

v. Cost estimate and indicative construction schedule/Gantt chart for all construction works.

vi. Complete set of tender and associated documents.

vii. KCCA approvals.

viii. Occupation Certificate.

ix. **Reports/deliverables required from the Architect/Architectural Firm.**

   a) Progressive Quarterly reports.

   b) Progressive Certificates with narrative reports.

   c) Timely and qualitative completion through effective project management consultancy services.

   d) Reports as and when required with regard to the consultancy.

**CHAPTER II Prequalification Requirement**

Interested and competent contractors wishing to carry out the above works must submit the following documents with the EoI.
Mandatory (Without which companies will be disqualified)
   i. Evidence of registration with the Uganda Society of Architects.
   ii. Certified copy of the Memorandum/Articles of Association.
   iii. VAT Registration Certificate
   iv. Registration with the Uganda Society of Architects
   v. Comprehensive Company profile
   vi. Proposed Management team, Organisational chart with CV’s of key
        personnel to be deployed on the project.
   vii. Evidence of similar successfully executed projects within the last 5 years.
   viii. List of equipment to be deployed for the project.
   ix. Proposed method statement for the execution of the project
   x. Health, safety and Environment policy
   xi. Quality assurance policy

1. Submission of Application

The Application must be submitted either by hand or through mail in a sealed
envelope to Rubaga Hospital:

   The Executive Director
   Rubaga Hospital
   P.O Box 14130 Kampala, Uganda.

   i. The Application must be submitted on one original, the envelope shall be
      labeled with the submission address, reference number and title of the
      project and name of the applicant.

   ii. The Application must be submitted in the English language and in the
       format prescribed by Rubaga Hospital. All required information must be
       provided, responding clearly and concisely to all the points set out. Any
       application which does not fully and comprehensively address this Request
       for Expression of Interest may be rejected.

   iii. The Application document shall comprise the following;
       a. Cover letter
       b. A copy of this Request for Expression of Interest duly signed on all
          pages by the Applicant’s authorized representative.
2. Evaluation Criteria.

All applicants shall be evaluated in accordance with the following criteria;

a. Preliminary – The Company should be registered in Uganda for at least 5 years with adequate experienced staff and financial capacity to cover the cost of the project;
   i. Have at least 1 Architect, 2 Civil Engineers, 2 Mechanical Engineers and 2 Electrical Engineers working full time and with adequate an administrative team.
   ii. Own equipment to implement the job.

b. Technical Expertise; Assessed basing on approach and methodology presented in the Technical Proposal.

c. Financial Proposal;
   i. Presented cost estimate for delivery of the project.

Only eligible and qualified applicants based on the above shall be invited to participate in the bidding/tender process.

3. Applications may be modified or withdrawn in writing prior to the closing time specified in this request for EoI. Applications shall not be modified or withdrawn after the deadline.

4. Rubaga Hospital reserves the right to accept or reject any application and to cancel the procurement process and reject all Application at any time without thereby incurring any liability to the affected applicants.

5. Closing Date: All applications must be received at the above address not later than 4 weeks from the date of this publication.

6. Opening Date: All submissions would be opened not later than 7 weeks from the date of this publication.

7. Important Notice:

   a. This is not an invitation to tender. Full tendering process will be applied to contractors prequalified and found capable of executing the project.
   
   b. Nothing in the advert shall be construed to be a commitment on the part of Rubaga Hospital.

On the basis of the above information, Rubaga Hospital shall draw up a shortlist of applicants. Only short listed applicants will be invited to submit technical and financial proposals.
Rubaga Hospital reserves the right to accept or reject any Expression of Interest, and to annul the selection process and reject all Expression at any time, without thereby incurring any liability to the affected applicants.

Truly yours,

Dr. Andrew Ssekitooleko
Executive Director

27 OCT 2020