



**ZIMBABWE NATIONAL STATISTICS AGENCY (ZIMSTAT)  
20<sup>TH</sup> FLOOR KAGUVI BUILDING, CORNER 4<sup>TH</sup>/CENTRAL AVENUE, PO BOX CY  
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**[www.zimstat.co.zw](http://www.zimstat.co.zw)**

**PROCUREMENT REFERENCE NUMBER: DOMESTIC/ZIMSTAT/EOI/09/2023**

**EXPRESSION OF INTEREST FOR THE PROVISION OF ARCHITECTURAL,  
ENGINEERING AND QUANTITY SURVEYING SERVICES TO ZIMSTAT**

**DATE OF ISSUE: 10<sup>th</sup> FEBRUARY 2023**

**CLOSING DATE: 3<sup>rd</sup> March 2023 (1000 HOURS ZIMBABWEAN TIME)**

**CLOSES AT: ZIMSTAT HEAD OFFICE**

**20<sup>TH</sup> FLOOR KAGUVI BUILDING,  
CORNER 4<sup>TH</sup>/CENTRAL AVENUE  
HARARE, ZIMBABWE**

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## SECTION 1: CALL FOR EXPRESSION OF INTEREST

### EOI 09/2023 FOR PROVISION OF ARCHITECTURAL, ENGINEERING AND QUANTITY SURVEYING SERVICES TO ZIMSTAT – (*Firm Based Selection*)

#### 1.0 Background

In a bid to address office accommodation challenges within the Agency, ZIMSTAT is proposing to upgrade and refurbish Athol House into a modern building in order to provide office accommodation. The Agency now invites registered consortium of Architectural consultancy services, Structural, Electrical Engineering services and Quantity Surveying services with proven record of accomplishment, qualification and experience to submit their expression of interest in designing and supervision of Construction works.

In furtherance of this endeavor, the Zimbabwe National Statistics Agency seeks to engage consultant(s) in designing and construction supervision of the said facility. Interested firms/consortia/joint ventures must include the following disciplines/consultants in the design team:

- a) Architectural (Lead Consultant)
- b) Structural and Civil Engineer
- c) Quantity Surveyors
- d) Mechanical and Electrical Engineer

The **consultant firm, Consortium or joint venture** selected will render services which include all activities, whether explicitly named or not, deemed relevant for the successful completion of the design, preparation of bid documents and supervision of refurbishment of the Athol House and Associated Works.

#### 1.1 Clarifications

Interested and eligible firms, consortia or joint ventures may obtain further information or clarifications at the address below during office hours from 0800 hours to 1500 hours. A Consultant may submit only one expression of interest.

**NB: Clarifications can be sought up to the 28<sup>th</sup> of February 2023.** The same should be addressed to the Procurement Management Unit, ZIMSTAT Head Office 20th Floor Kaguvi Building, Corner 4th/Central Avenue, or email [pmu@zimstat.co.zw](mailto:pmu@zimstat.co.zw), before the closing date i.e before 3<sup>rd</sup> of March 2023 at 1600 hours Zimbabwean time. Bidders who send their queries after the deadline will not be entertained. A prospective bidder requiring any clarification of the bidding documents shall notify ZIMSTAT in writing only. ZIMSTAT will respond in writing to any request for clarification of the bidding documents no later

than 2 days prior to the deadline for the submission of expression of interest. Written copies of ZIMSTAT's responses (Including an explanation of the query) will be sent to all prospective. Request for clarification and the response(s) shall form part of any final contract

## **1.2 Submission of the Expression of Interest**

ZIMSTAT reserves, at its sole discretion, the right to select or reject, either in totality or partiality any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged into, other than for the purpose of informing the bidders of the outcome of the process.

### **NB: Shortlisted firms/partnerships will be invited to submit technical and financial proposals.**

A Consulting firm will be selected with the procedures specified in Part VIII of the Public Procurement and Disposal of Public Assets Act (PPDPA) [Chapter 22:23] and Part VI of the PPDPA (General) Regulations, 2018 (Statutory Instrument 5 of 2018). Shortlisted Consultants will be invited to submit their proposals on a separate document based on the Standard Request for Proposals of the selection of Consultancy Services and the Consultant submitting the successful proposal will be engaged on the Contractual terms set out in that document and in the General Conditions of the Contract for Consultancy Services. Copies of the Act and Regulations and the Standard documentation are available on the website of the Procurement Regulatory Authority of Zimbabwe.

This opportunity is open to all Consultants who meet the criteria for eligibility as stated in Section 28 of the Act and who have the nationality of an eligible country as defined in Clause 1.10 of the General Conditions of the Consultancy

Potential Consultancy Firms must submit three copies of an Expression of Interest in sealed envelopes clearly marked with description and the procurement reference number. The Expression of Interest bids shall be dropped in the tender box at the ZIMSTAT Reception in the 20th floor Kaguvi Building, Cnr Simon Muzenda & Central Avenue Harare, Friday 3rd March, 2023 @ 1000 Hours on or before. Late expression of interests shall be rejected.

The expression of interest must be submitted in a clearly marked envelope and deposited in the tender box to the address below on or before the 3<sup>rd</sup> of March 2023 at 1000 hours. Prospective bidders are encouraged to clearly label envelopes "EOI DOMESTIC/ZIMSTAT/EOI/09/2023: The Provision of Architectural, Engineering and Quantity Surveying Services"

**Attention:** Procurement Management Unit  
20<sup>th</sup> floor Kaguvi Building,  
Cnr Simon Muzenda & Central Avenue  
Harare

## **SECTION 2: SCOPE OF ASSIGNMENT**

### **2.0 General Scope**

The scope of works for the proposed facility includes architectural engineering, quantity surveying consultancy and construction supervision of Athol House.

### **2.1 Detailed scope**

The main activities include but not limited to; carry out investigations, surveys, consultations, estimates, conceptual design, detailed design, construction drawings, carry out preparation of specifications and tender documents, tendering, and participation in selection of contractor (Bid Evaluation), construction supervision reports and production of as-built drawings to meet the specific requirements for all separable parts of the works.

The interested consulting firm, consortia or Joint venture should note that the services will be provided in two stages (Pre and Post contract services). However, the detailed requirements/activities to be provided in each stage will be highlighted at the proposal stage for those who will have met the Expression of Interest (EOI) requirements.

### **2.2 Brief Description of the Property**

The property on which the ZIMSTAT offices and associated works is going to be carried out is located at Stand No. 40626. Eastlea, Harare.

### **2.3 Consultancy services deliverables**

The Agency expects a Draft/Schematic Design Phase for client's review: site plan, Architectural designs (floor plans, sections, elevations, 3D images, models, and other illustrative materials), Structural designs, Electrical designs among other services.

1. Detailed Design Phase: Detailed Architectural designs (floor plans, sections and elevations with full dimensions and specifications, doors, and window schedules), structural designs, electrical designs and materials specifications
2. Preparation of master plan
3. Preparation of final design in line with user requirements
4. Preparation of working drawings
5. Submission of designs to the local authorities for verification and approval
6. Supervision of construction work
7. Attending site meetings
8. Certification Of measured works
9. Preparation of project progress reports
10. Bills of quantities and cost estimates, specifications, tender documents
11. Sourcing for Contractor: Bid and negotiation for suitable contractor. To help in the competitive selection of contractor to build the project and formulation of contract between client and contractor.

## **2.4 Deliverable documents**

1. Conceptual design report
2. Architectural drawings
3. Structural drawings
4. Electrical drawings
5. Bills of quantities
6. Specifications
7. Construction Cost Estimate
8. Complete construction works Bid Document.
9. Selection of the contractor
10. Tender documents
11. Supervision report – to be done in supervision phase of project

## SECTION 3: ELIGIBILITY CRITERIA

Applicants who submit their Expression of Interest (EOI) shall be evaluated on the following minimum requirements:

### 3.0 Specific Mandatory Requirements

Consulting firms/consortia/Joint Ventures must provide the following mandatory requirements:

- (a) Procurement regulatory Authority certificate
- (b) Certified Copies of Incorporation/Registration certificates.
- (c) Certified Copy of valid Tax Compliance Certificate
- (d) Certified Copies of certified Audited Accounts for years 2017, 2018 and 2019.  
(Note that the accounts should be signed by a certified Public Accountant).
- (e) Certified Copies of CR 14, CR6 and CR5 for registered companies and copies of National IDs for partnerships & sole proprietors.
- (f) The firms must attach certified copies of valid practicing licenses from relevant professional bodies.
- (g) Detailed Company profiles including information on organization, technical and logistical capability to undertake the assignment.
- (h) Attach written agreement that clearly specifies the lead partner and their roles (for joint ventures and consortia)

NB: Consulting firms shall be required to pay an administration fee of USD 350.00 or equivalent to the Procurement Regulatory Authority of Zimbabwe's Special Procurement Oversight Committee in line with Section 54 of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23]

### 3.1 Technical requirements

- a) **Experience of the firm:**
  - i) Provide a list of at least three (3) corporate clients that you have offered assignments of similar nature/magnitude undertaken by the firm/Consortium/JV together with their values, references and contact details.
  - ii) Furnish evidence of similar projects carried out of not less than USD 20,000,000.00 specific experience working with organizations of similar nature and having carried out assignment of similar nature
  - iii) The consulting firm should have completed a minimum of three (3) similar project appointments (in scope and scale) in the last 5 Years i.e. (Attach evidence of specific experience working with organizations of similar nature and having carried out assignment of similar nature
  - iv) Attach copies of Contracts/Completion certificates from the above three (3) corporate clients.
  - v) Attach reference letters with official letter head, from the above corporate clients.
  - vi) Attach proof of existence for at least five (5) years as a consulting firm in the relevant area.

***b) Technical Team:***

- ***Academic and Professional Qualification:***

- i) At least a degree in the relevant area for all proposed technical experts e.g., BSc in Architectural or /Structural/Electrical Engineering/Quantity Surveyor equivalent.
- ii) Certified copies of registration certificates of all the proposed technical experts from their relevant professional bodies e.g. Engineer's Council of Zimbabwe.

- ***Experience (Attach CVs):***

- i) Senior manager who will play a leading role in this project should have at least 5 years relevant working experience in the relevant field involving Architectural and construction supervision assignments for all the proposed experts.
- ii) Details of the lead personnel's professional certification and associations- Professional certificates from Board of Registration for Architects, Engineers & Quantity Surveyors.
- iii) At least 5 years experience in preparation of tender construction works documents.



**BIDDING DOCUMENT FOR THE PROVISION OF CONSULTANCY ARCHITECTURAL, ENGINEERING AND QUANTITY SURVEYING SERVICES TO ZIMSTAT**

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**NOTE:**

1. Members or partners of Joint Ventures will be evaluated individually on the above criteria.
2. Each proposed technical team member will be evaluated individually on the above minimum technical requirements.
3. Failure to meet the above minimum requirements will lead to automatic disqualification.
4. **The resultant contract (in case of a joint venture or consortium) will be signed by the specified Lead partner.**

# **BIDDING DOCUMENT FOR THE PROVISION OF CONSULTANCY ARCHITECTURAL, ENGINEERING AND QUANTITY SURVEYING SERVICES TO ZIMSTAT**

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## **SECTION 4: NOTES ON THE CONSULTANTS TECHNICAL TEAM**

The Consulting firm shall provide a team who are registered/ accredited with a body officially recognized in the country of origin of the individual consultant. As a minimum, the team indicated above will comprise professional staff with the following qualifications and competencies:

- i) **Team Leader:** The Team Leader shall be an architect with a recognized university degree in Architecture and having post registration experience of at least 5 years. The Team Leader must be registered/ accredited by a professional/official body.
  
- ii) **Project Architect:** The Project Architect shall be an architect with a recognized university degree in Architecture and having post registration experience of at least 5 years. The Project Architect should be registered/ accredited by a professional/official body.
  
- iii) **Civil/Structural Engineer:** The Civil/structural Engineer shall be required to have a recognized university degree in Civil Engineering and having post registration experience of at least 5 years. The Civil/structural Engineer should be registered/ accredited by a professional/official body.
  
- iv) **Quantity Surveyor:** The Quantity Surveyor shall be required to have a recognized university degree in Building Economics/ Quantity Surveying and having post registration experience of at least 5 years. The Quantity Surveyor should be registered/ accredited by an official body.
  
- v) **Electrical Engineer:** The Electrical Engineer shall be required to have a recognized university degree in Electrical Engineering and having post registration experience of at least 5 years. The Electrical Engineer should be registered/ accredited by a professional/official body.

### **Note:**

Further details will be availed in the RFP documents to be given to the qualified firms/consultants who meet all the criteria above, after the EOI Evaluation.