



## REQUEST FOR PROPOSAL

<b>Project</b>	Design and Build Contract for the Upgrade of Transcorp Hotels Calabar Guestrooms
<b>Address</b>	10 Murtala Mohammed Hwy, Big Qua Town, Calabar
<b>City, State.</b>	Calabar, Cross-River State.
<b>Contact Person (CP)</b>	Engr. Isaac C. Offiah
<b>Telephone Number of CP</b>	+234-803-918-1416
<b>Email Address of CP</b>	<a href="mailto:isaac.offiah@transcorphotelsplc.com">isaac.offiah@transcorphotelsplc.com</a>
<b>Issued</b>	February 15, 2021

## **1. INTRODUCTION**

For many years, Transcorp Hotels Calabar (THC) has been the market leader for hotels in the city of Calabar, Cross River State, Nigeria. We are planning to renovate the hotel to improve guest satisfaction, and hereby seek qualified vendors to submit design and build proposals for the *Upgrade of Guestrooms at Transcorp Hotels Calabar*.

## **2. ELEMENTS OF PROPOSAL**

THP requests the TENDERER to submit the following as part of the proposal:

### **2.1 General Company Information to be submitted**

- a. Details of Company Ownership and Company Registration.
- b. Company Organization Chart.
- c. Track Record and Experience of Similar Projects with reference contact details
- d. Statement of Professional Liability Insurance for Assessment
- e. Statement of Public Liability Insurance for Assessment

### **2.2 Technical Information to be submitted**

- a. A statement illustrating your understanding of the project.
- b. Concept Design for each room type, including floor plans, furniture layout and 3-D renderings. The design proposal should be based on the appendices as follows:
  - Appendix 1: Scope of Works (including room dimensions)
  - Appendix 2: Room inventory
  - Appendix 3: Room Matrix
- c. Project Time Schedule indicating period for design, procurement, and construction of works.
- d. Method Statement for the scope of works.
- e. Note: The preferred bidder will be required to also produce:
  - Detailed design for the work
  - As built drawings for THC (Architectural)

### **2.3 Financial Information to be submitted**

- a. Priced bill of quantities for executing the design submitted under 2b above.
- b. Audited financial statements for the last three years: 2017, 2018 & 2019 (excluding 2020). *Companies with Annual Turnover less than NGN50 Million (Fifty million naira) need not apply*
- c. Notes:
  - This is a Design and Build Contract. The currency of the account will be in Nigerian Naira.
  - The Tenderer's project value will be a key consideration.

### **3. SITE INSPECTIONS**

The Tenderer may choose to undertake site inspection(s) at 10 Murtala Mohammed Hwy, Big Qua Town, Calabar, Cross Rivers State, to ascertain the prevailing site conditions.

### **4. ATTACHMENTS**

**Appendix 1: Scope of Works and Dimensions of Rooms In THC**

**Appendix 2: THC Room Inventory with Pictures**

**Appendix 3: THC Room Matrix**

### **5. SUBMISSION INSTRUCTIONS**

The Tenderer is required to submit two separate files as follows, on/before 5pm on March 01, 2021:

1. Sections 2.1 and 2.2 are to be submitted as the Technical Proposal to [Technicalrfp@transcorphotelsplc.com](mailto:Technicalrfp@transcorphotelsplc.com)
2. Section 2.3 is to be submitted as the Financial Proposal to [Commercialrfp@transcorphotelsplc.com](mailto:Commercialrfp@transcorphotelsplc.com)

*Please note that late submission as well as not adhering to the instructions of this RFP will lead to the cancellation of your proposals.*