

Request for Proposal

Construction Services for a Meeting Room/Training Facility for the Provincial Health Department (DPS) in Goma, the capital of North Kivu province in Eastern Democratic Republic of the Congo (DRC)

Date Issued: March 8, 2022

Date Response Due: March 31, 2022

CDC FOUNDATION CONTACT

Melissa Bennett

Associate Director of Emergency Response

mbennett@cdcfoundation.org

A. SUMMARY OF REQUEST

The **CDC Foundation** seeks a Construction Firm to construct a meeting room/training facility for the **Provincial Health Department (DPS) in Goma**, the capital of North Kivu province in Eastern **Democratic Republic of the Congo (DRC)**.

B. BACKGROUND AND NEED

The DPS is in urgent need of a meeting and training facility, after their original facility was destroyed by a fire in late 2020, to continue its critical services for routine disease surveillance and emergency response operations for the North Kivu region.

This invitation to tender includes the **scope of work, architectural drawings, Eng. MEP drawings, estimate quantities for information only and specifications**. This information shall be used for the sole purpose of submitting a proposal. Use of the drawings and specifications for purposes other than submitting a proposal is prohibited. Please note the drawings are for the entire meeting space build, but this proposal is **for the Ground Floor ONLY**.

The **CDC Foundation** is an independent United States-based nonprofit organization and the sole entity created by Congress to mobilizes philanthropic and private-sector resources to support the Centers for Disease Control and Prevention's (**CDC**) critical health protection work. As part of its work, the **CDC Foundation** has received funding from donors for the construction of an urgently needed meeting space to for DPS to continue public health services and allow planned support activities to move forward. This includes activities to build capacities for preventing, detecting and responding to events of public health importance (including **Ebola, COVID-19, cholera, monkeypox**, etc.). This meeting space will also be utilized by local authorities to continue FETP/Frontline trainings, hold weekly notifiable disease surveillance review meetings, or conduct emergency operations activities.

C. SCOPE OF WORK

The Contractor will provide all materials, equipment, labor, and construction services required for the construction of the **DPS Meeting Space in Goma, North Kivu**. All work will be performed in accordance with the Statement of Work, Drawings, and Specifications contained in this solicitation and the resulting contract.

Standards and Codes

The Contractor will meet the International Building Code and all local laws, codes, standards and regulations applicable in **Goma, North Kivu, DRC** at the time the project is awarded. The Contractor will also comply with the requirements of the following codes and standards:

- 1) National Electrical Code (NEC) 2014 Edition
- 2) International Mechanical Code (IMC) 2012 Edition
- 3) International Plumbing Code (IPC) 2012 Edition

- 4) Architectural Barriers Act (ABA)
- 5) NFPA 101, Life Safety Code, 2012 Edition.

Type of Contract

This is a firm fixed-price contract payable entirely in **US Dollars**. No additional sums will be payable due to any escalation in the cost of materials, equipment or labor, or because of the Contractor's failure to properly estimate or accurately predict the cost or difficulty of achieving the results required by the contract. The contract price will not be adjusted on account of fluctuations in currency exchange rates. Changes in the contract price or time to complete will be made only due to changes made by **CDC Foundation** in the work to be performed, or delays as determined and approved by **CDC Foundation**. Changes in contract price will apply only if the total cost of the project will increase more than 10%. Quantities and rates must be approved by **CDC Foundation** before any additional work is done.

Any and all communications, issues, decisions, and changes related to facilities will be coordinated and approved by the on the ground **CDC Foundation** Construction Project Manager, in consultation with **CDC Foundation** staff in the United States. The Contractor will inform staff and sub-contractors of the role of the **CDC Foundation** Construction Project Manager, who will serve as an advisor to the **CDC Foundation** and will provide assistance in administering the Contract for construction.

Price Range

CDC Foundation estimates the range of the Contract to **be \$400,000 - \$450,000 USD**. Meeting space supplies, technology equipment (laptops & computers) and furniture are not a part of this solicitation and should not be included in the contract price.

Contract Price

The Contractor will complete all work, including furnishing all labor, material, equipment and services, unless otherwise specified herein, required under this contract for the firm fixed-price. This price shall include all labor, materials and, insurance and if applicable, Tax sur Valeur Ajoute (**TVA**) or **VAT**. The Offered shall **insert prices and the currency in US Dollars**.

Construction Requirement

The fixed price will include any and all costs for labor, materials, equipment, services, insurance, bonds or irrevocable letters of guaranty (if required), overhead, other indirect costs, and profit.

Cost of Materials/Equipment

The cost of any materials or equipment required in conjunction with the services rendered herein shall be included in the proposed firm fixed-price.

Quantities/Dimensions

The contractor should verify the quantities and dimensions based on the drawings and specifications provided, and information acquired during the Prequalification process. The Contract price will not be adjusted due to increased quantities required during performance of the contract.

Direct Travel Costs

The Contractor is responsible for travel, food and lodging costs for all its staff.

Bond Requirements

Company Bank Note , as security against the risk of the successful bidder failing to enter into the contract, is required and shall be 5% of the tender. The Bank Note will be held by **CDCF** until a contract is signed when the Bank Note will be returned to the successful bidder.

An Advance Payment Guaranty for the full amount of the advance will be required if the contractor requests advance payment to help meet significant start up or procurement costs that may be incurred before construction

A Performance Security to guarantee satisfactory completion of the project by the successful bidder, will retain amount of 10% of the each payment. The Performance Security shall be released upon building completion.

A quality Warranty Guaranty of 5% for the 12-month period of maintenance and repairs once construction is completed to insure that contractor meets the terms of its warranty.

Liquidated Damages

In case of delays in completing the project, liquidated damages in the amount of 0.8%-per week, will be deducted from payments to the contractor.

Qualifications of Offers/Selective Tender

CDC Foundation will conduct a Prequalification process to ensure that Offers are technically qualified and financially responsible to perform the work described in this invitation to tender. The Prequalification process will include on-site visits by **CDCF** to potential Offers and an on-site visit by **CDCF** and potential Offers to the meeting space/training facility site at DPS in Goma. Potential Offers are responsible for costs related to the **DPS** site visit. At the completion of the Prequalification process, CDCF will issue an invitation to tender to qualified firms.

At a minimum, each potential Offeror must meet the following requirements:

1. Have an established business with a permanent address and telephone listing.
2. Be able to demonstrate prior experience with suitable references.
3. Have the necessary personnel, equipment and financial resources available to perform the work.
4. Have a business bank account that is able to receive wire transfers from U.S. banking institutions.
5. Have all licenses and permits required by local law. An Official Classification approved by the **DRC Ministry of Health's** to carry out Projects valued between \$500,000 US – \$1,000,000 US.
6. Meet all local insurance requirements.
7. Have no adverse criminal record.
8. Be able to understand written and spoken English.

Expectations:

- Bi-weekly meetings with CDC Foundation team
- Monthly progress reports
- Periodic detailed financial reports on expenditures
- Final narrative report on findings and recommendations

D. REQUEST FOR PROPOSAL

The technical proposal and Tender Price in US \$, signed by the company director, should be submitted by email as a PDF file to **Melissa Bennett**, mbennett@cdcfoundation.org, by **Midnight in DRC, March, 31, 2022**.

Any proposal, modification, or revision that is received after the exact date and time specified for receipt of proposals will be "late" and may not be accepted. The Offer's authorized representative must sign all documents or the offer may be considered non-responsive. In order for a proposal to be considered, all the documents included in this package must be submitted.

All documents and discussions pertaining to this solicitation must be in the English language. Any translations, if necessary, desired by the Offers must be made at their own expense.

The Technical Proposal should include the following:

1. Performance Schedule, Narrative and Phasing Plan

A performance schedule should be submitted that clearly shows the critical path, indicating commencement and completion of the entire project within the required contract completion schedule. The schedule shall be in sufficient detail to clearly show each portion of work and its planned commencement and completion dates.

The Performance period should be provided in calendar days and show completion within **6 months or less**. The period shall include all time aspects of the work, including advance ordering of long lead items. The schedule should be in sufficient detail to clearly show each portion of work and its planned commencement and completion date. In addition, a performance narrative should clearly describe the order in which work will be carried out.

The schedule and narrative shall demonstrate a thorough understanding of how work must be phased to avoid outages and ensure the necessary equipment and labor is available and installed at the required times to complete the project in a timely manner. A phasing plan should be provided in sufficient detail to clearly show each portion of the work and shall demonstrate a thorough understanding of how work must be phased.

2. Estimated Budget

The Offeror should utilize the provided template titled "DRC Goma Meeting Room ESTIMATES FOR TENDERING" to develop and submit the proposed cost estimates.

3. Key Personnel

The Offeror should provide resumes that includes general and project-specific qualifications and experience for the following key personnel: Program Manager, Quality Program Manager/Safety Manager, and the Field Superintendent.

4. Quality Management

The Offeror should describe effective processes and methods to identify and correct deficiencies in the field and to ensure quality is maintained, including submittals, field testing and verification, commissioning of work, and handover of equipment and documentation to **CDCF**.

5. Management Information

The solicitation should include the following information about the Offeror:

- A. Company profile including a list of names, addresses and telephone numbers of the owners, partners, and principal officers of the Offeror.
- B. A list of the names, addresses, and telephone numbers of all subcontractors and all principal materials suppliers to be used on the project, clearly indicating what portions of the work will be performed by them. This list shall be presented in sufficient detail to indicate which work will be performed by the Contractor work force and equipment, and the work which will be performed by subcontractor work force and equipment. For the subcontractors identified, provide documentation that demonstrates their experience relevant to the works planned to be assigned to them under the respective subcontracts.

- C. An organizational chart that shows how the project team will be structured. Show Key Personnel and subcontractor relationships and provide a narrative that details how the project will be managed and executed.
- D. A comprehensive list of equipment owned, equipment available, and equipment projected to be assigned to the work described in the solicitation. This shall also include a separate listing of subcontractor equipment assigned to the project.
- E. A listing of the number of personnel - broken down into discipline/craft - that will be assigned to this project. This shall include both the Contractor work force and that of any proposed subcontractor.

6. Construction Experience and Past Performance

The Offeror should provide a list of three (3) relevant contracts that clearly demonstrate prior experience in construction of similar projects, which were successfully completed on budget:

- 1. physically completed within the past five years.
- 2. similar in magnitude.
- 3. similar in construction features, size and complexity.

The Offeror should clearly demonstrate relevant experience by the type, volume, complexity, and scope of work previously or currently being performed that is comparable to the work covered by this requirement.

7. Authorization to Conduct Business in Democratic Republic of Congo

The Offeror should provide written certification that authorization to operate and do business in Democratic Republic of Congo has been obtained.

8. Financial Certification

The Offeror should provide documentation of tax and Taxpayer Identification Number (TIN) issued by the IRS.

The Offeror should provide its official Account Control Management Address by written company officials letter.

A letter or similar documentation from a financial institution confirming that in the event of contract award, the required contract bonding Irrevocable Letters of Credit (ILC's) will be provided punctually, and in accordance with the contract requirements. The amounts certified must be written on the letter which should reflect the total offered price. This letter should be a statement of your ability to get the ILCs and not the ILC itself.

E. TIMELINE

- **March 8, 2022:** RFP release
- **March 16, 2022:** Questions submitted to CDC Foundation regarding RFP

- **March 23, 2022:** Questions received and answers published in a Supplemental document and shared with all interested applicants.
- **March 31, 2022:** RFP deadline
- **April 4-8, 2022:** Interviews with top candidates
- **Mid-late April 2022:** Notification of selection*

*The CDC Foundation will notify the candidate directly if they are selected.

F. REVIEW CRITERIA

All proposals received will be evaluated to ensure that each proposal is complete in terms of submission of requested information. Proposals will be reviewed to determine technical acceptability, including a review of the following:

- (A) Performance Schedule and Performance Narrative and Phasing Plan
- (B) Key Personnel
- (C) Management Information
- (D) Construction Experience and Past Performance
- (E) Quality Management
- (F) Performance of Work by Contractor
- (G) Authorization to Conduct Business in Democratic Republic of Congo
- (H) Financial Certification

Please direct questions regarding this proposal to both of the contacts below:

Melissa Bennett, MPH
Senior Emergency Response Officer
404-345-3112
mbennett@cdcfoundation.org

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