### INTERNATIONAL DEVELOPMENT LAW ORGANIZATION REQUEST FOR PROPOSAL

Reference: RFP No. N_937-UGA_20	Date: 01 October 2020

Dear Sir/Madam,

The International Development Law Organization (IDLO) kindly requests your Company/Organization to submit a Proposal for **Office Layout, Design and Partitioning Services**. The full requirement is described in Annex C.

We also request that your Proposal is submitted using the format specifically detailed in Annex D, E and F.

Proposals submitted by email must be limited to a maximum of **10MB, virus-free** and no more than two email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

Proposal shall be evaluated based on the criteria set in Annex B.

IDLO is not bound to accept any Proposal, nor award a Contract, nor be responsible for any costs associated with a Bidder's preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

IDLO encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to IDLO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this Request for Proposal (RFP).

By submitting a Proposal in response to this information, Bidders are confirming acceptance of IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

This RFP consists of the following Annexes. Please be guided by these in preparing your Proposal:

a.	Instructions to Bidders	Annex A
b.	Technical Evaluation Criteria	Annex B
c.	Terms of Reference (TOR)	Annex C
d.	Proposal Submission Form	Annex D
e.	Bidder Information Form	Annex E
f.	Supplier's Proposal	Annex F
g.	IDLO Special Conditions of Contract	Annex G
h.	IDLO General Terms and Conditions for the Procurement of Goods or Services and	Annex H
	IDLO Supplier Code of Conduct	



For any questions/clarifications related to this RFP before Deadline for Submissions of Proposals, please contact IDLO on <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> and mention RFP NO. N\_937-UGA\_20 in the subject section of your email.

Deadline for Submission of Proposals: On or before **15 October 2020 at 17:00 hours Kampala, Uganda local time (1600 Hours Rome Local time).** 

Thank you and we look forward to receiving your Proposal..

Sincerely yours,

**IDLO Uganda Country Office** 



# ANNEX A INSTRUCTIONS TO BIDDERS

<ul> <li>Cost of the Proposal         <ul> <li>The Bidder shall bear all costs associated submission of the Proposal.</li></ul></li></ul>	or those costs, regardless of Uganda Shillings (UGX).  or applicable laws regarding documents relating to the
Note: Local Suppliers must comply with any doing business in other currencies  4. Language of the Proposal and all correspondence and Proposal exchanged by the Bidder and IDLO s	documents relating to the
Proposal Proposal exchanged by the Bidder and IDLO s	
	nail be written in the English
5. Delivery Term and Place Services are to be provided to: Plot 9 Sad	dler Lane Naguru, Kampala
6. Deadline for Submissions of Proposals The Proposal shall be addressed to IDLO on at 17:00 hours Kampala, Uganda local tin Time).	
Note: Proposals submitted by email must be 10MB, virus-free and no more than two emails be free from any form of virus or corrupted shall be rejected.	ail transmissions. They must
<ul> <li>7. Documents comprising the Bidder's Proposal</li> <li>1. Proposal Submission Form (see Anne)</li> <li>2. Bidder Information Form (see Anne)</li> <li>3. Supplier's Proposal divided into:</li> <li>a. Technical Proposal / Price Schedule (see Anne)</li> </ul>	nex D); ex E)
8. Contents of solicitation documents  Proposals must offer services for the topological specified otherwise in this RFP.	,
Proposals offering only part of the require  The Bidder is expected to examine all corres terms and specifications contained in th	ment will be rejected.



	Failure to comply with these documents will be at the Bidder's risk and will affect the evaluation of the Proposal.
Clarification of solicitation documents	A prospective Bidder requiring any clarification on this RFP may contact IDLO by email on <a href="mailto:tenders@idlo.int">tenders@idlo.int</a> no later than 72 hours prior to the deadline for submission of Proposals.
	The requests for clarification will have "Request for clarifications for RFP No. N_937-UGA_20" mentioned in the subject.
	Written copies of the organization's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that have received the Solicitation Documents or posted on IDLO website.
	Any delay in IDLO's response shall not be used as a reason for extending the deadline for submission, unless IDLO determines that such an extension is necessary and communicates a new deadline to all the Bidders.
10. Amendments of solicitation documents	At any time prior to the deadline for submission of Proposals IDLO may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Solicitation Documents by amendment.
	All prospective Bidders that have received the Solicitation Documents will be notified in writing of all amendments to the Solicitation Documents.
	In order to afford prospective Bidders reasonable time for taking the amendments into account and preparing their offers, the procuring IDLO entity may, at its discretion, extend the deadline for the submission of Proposals.
11. Proposal submission	The Bidder shall structure the Technical part of the Proposal as follows:
	(a) <b>Proposed methodology</b> This section should demonstrate the Bidder's responsiveness to the TOR/specifications by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics, proposed warranty and demonstrating how the proposed methodology meets or exceeds the requirements.
	The Technical part of the Proposal should not contain any pricing information whatsoever on the services offered. Pricing information shall be separated and only contained in the appropriate Price Schedules.



Any technical proposal containing price information will be disqualified from consideration.

It is mandatory that the Bidder's Proposal numbering system corresponds with the numbering system used in the body of this RFP. All references to descriptive material and brochures should be included in the appropriate response paragraph, though material/documents themselves may be provided as annexes to the Proposal/response.

Information which the Bidder considers proprietary, if any, should be clearly marked "proprietary" next to the relevant part of the text and it will then be treated as such accordingly.

 Format, signing sealing, marking and submission of Proposals The Proposal shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the Proposal.

The Proposal must be submitted using the format specifically detailed in Annex D, E and F.

A Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Proposal.

The Proposal will consist of two attached files named "Technical Proposal" and "Financial Proposal".

The "Financial Proposal" file will contain Price Schedule (see Annex F2) and will be password-protected by the Bidder. If the proposal passed the Technical Evaluation, IDLO will additionally communicate with Bidders for obtaining the password for Financial Proposal. Only Financial Proposals from Bidders whose Technical Proposals have passed the Technical Evaluation will be opened.

The Bidder shall send two emails; one for Technical Proposal and one for the Financial Proposal to <a href="mailto:tenders@idlo.int">tenders@idlo.int</a>

with the Subject: **"Technical Proposal for RFP No. N\_937-UGA\_20"** and

with the Subject: "Price Proposal for RFP No. N\_937-UGA\_20"

before the deadline stipulated in this RFP.



13. Joint Venture, Consortium, or Association

If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that: (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between IDLO and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of IDLO.

The lead entity and the member entities of the JV, Consortium or Association shall abide by the requirement outlined in the following section in respect of submitting only one proposal.

The description of the organization of the IV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.

- A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:
  - a) Those that were undertaken together by the JV, Consortium or Association; and
  - b) Those that were undertaken by the individual entities of the JV, Consortium or Association.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.

JV, Consortium or Associations are encouraged for high value, multisectoral requirements when the spectrum of expertise and resources required may not be available within one firm.

The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint



	venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by IDLO.
14. Only One Proposal	The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.  Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:  a) they have at least one controlling partner, director or shareholder in common; or  b) any one of them receive or have received any direct or indirect subsidy from the other/s; or  c) they have the same legal representative for purposes of this RFP; or  d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;  e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder;  f) or some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
15. Late Proposals	Any Proposal received by IDLO after the deadline for submission of Proposals, pursuant to clause <i>Deadline for the submission of Proposals</i> , will be rejected and sent back unopened or destroyed unopened if the return cannot be secured unless the Proposal was sent by email but was not properly received due to issues in IDLO mailing system.
16. Validity Period of Proposals	All Proposals will be valid for 90 days from the deadline for submission of Proposals. In exceptional circumstances IDLO may request the Bidders to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Bidders shall be invited to confirm the extension in writing, without any modification whatsoever on the Proposal. The Bidders may choose not to extend the validity period of the Proposals upon request of IDLO.
17. Modification and withdrawal of Proposals	The Bidder may modify/withdraw its Proposal after the Proposal's submission, provided that written notice of the withdrawal is received by IDLO prior to the deadline prescribed for submission of Proposals.



	The Bidder's modification/withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of clause Deadline for Submission of Proposals.  No Proposal may be modified nor withdrawn after to the deadline for submission of Proposals.  No Proposal may be modified/withdrawn in the Interval between the deadline for submission of Proposals and the expiration of the period of Proposal validity specified by the Bidder in the Proposal Submission Form.
18. Amendment of the proposal	At any time prior to the deadline of Proposal submission, IDLO may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.  If the amendment is substantial, IDLO may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.
19. Bidders' conference	□ N/A ☑ Yes - A Bidder's conference will be conducted at the IDLO office (Plot 9, Saddler Lane, Naguru, Kampala, Uganda) on Monday 5 October 2020 at 11:00am. The Conference will serve as a site inspection for the Bidders. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder's conference will be disseminated on IDLO's website and shared by email to Bidders that attended. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder's Conference or issued/posted as an amendment to RFP.
20. Right to accept, reject, or render non-responsive any or all Proposals	IDLO reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to annul the solicitation process and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for IDLO's action. Furthermore, IDLO shall not be obliged to award the contract to the lowest priced offer.
21. Clarification of Proposals	To assist in the examination, evaluation and comparison of Proposals, IDLO may at its discretion ask the Bidder for clarification of its Proposal. The request for clarification and the response shall be in writing and no change in price or substance of the Proposal shall be sought, offered or permitted.



22. Evaluation of Eligibility and Qualification	In general terms, Bidders that meet the following criteria may be considered qualified:  a) They are not included in IDLO Sanctions lists (EU, US, UN); b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; d) They are able to comply fully with IDLO General Terms and Conditions of Contract; e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and f) They have a record of timely and satisfactory performance with their clients.		
23. Price variation	Bidders shall not vary their prices for any reason after the deadline of the tender and while the Proposal is still valid.		
24. Preliminary Screening	IDLO will screen the Proposals' Annex D and E to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order. Only Bidders that pass will proceed to Technical Evaluation		
25. Correction of errors	In the event of a discrepancy between the unit price and the total price, the unit price shall prevail and the total price shall be corrected by IDLO. If the Bidder does not accept the final price based on IDLO's correction of errors, its Proposal will be rejected.		
26. Due Diligence	<ul> <li>IDLO reserves the right to undertake a due diligence exercise aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following: <ul> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team;</li> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> </ul> </li></ul>		



### e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that IDLO may deem appropriate, at any stage within the selection process, prior to awarding the contract. 27. Responsiveness IDLO will determine the substantial responsiveness of each Proposal to **Proposals** the RFP. For purposes of this Clause, a substantially responsive Proposal is the one which materially conforms to the requirement of the tender and any mandatory terms contained in the Solicitation Documents. IDLO's determination of a Proposal's responsiveness is based on the contents of the Proposal itself without recourse to extrinsic evidence. 28. Evaluation of Proposal A two-stage procedure is utilised in evaluating the Proposals after Preliminary Screening has been conducted; with evaluation of the Technical Proposal being completed prior to Financial Proposal being opened and compared. The Financial Proposals (Price Schedules) of the overall Proposals will be opened only for submissions that passed minimum technical score of 490 points of the maximum obtainable 700 points. The evaluation will be conducted in accordance with the cumulative analysis method, according to which the Technical and Financial Proposals have pre-assigned weights and pre-assigned maximum number of scores: Technical Proposal -70%, - 700 points maximum, Financial Proposal - 30%, - 300 points maximum. The contract will be awarded to the Proposal with highest combined score obtained in technical and financial evaluation. **Technical Evaluation** The technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR) as per the evaluation criteria below. The obtainable number of points specified for each evaluation criterion indicates the relative significance or weight of the item in the overall evaluation process.



In the second stage the Financial Proposals of all Bidders who attained a minimum 490 points in Technical Evaluation will be reviewed. The lowest amount for technically qualified Financial Proposal will be

**Financial Evaluation** 

	awarded maximum 300 points and other Financial Proposals will be awarded points in accordance with the following formula: Financial Proposal score = (Lowest Price / Price under consideration) x 300.  During the evaluation process, IDLO may request Bidder(s) to attend a
	Video-Conference/Presentation (if unable to be conducted on face-to-face basis) for the purpose of seeking further clarification and/or verification of the Bidder's creative proposals. This will serve as qualitative reference points by IDLO in the deliberations and decision making for recommendations for award. The Video-Conference/Presentation will not be scored.
29. Debriefing	In the event that a Bidder is unsuccessful, the Bidder may request a debriefing from IDLO. The purpose of the debriefing is to discuss the strengths and weaknesses of the Bidder's submission, in order to assist the Bidder in improving its future proposals for IDLO procurement opportunities. The content of other proposals and how they compare to the Bidder's submission will not be discussed.
30. Right to Vary Requirements at the time of the Award	At the time of award of Contract, IDLO reserves the right to vary (increase or decrease) the quantity of [goods and/or services], by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
31. Contract Signature	Within five (5) calendar days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to IDLO. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, IDLO may award the Contract to the Second Ranked Bidder or call for new Proposals.
32. Payment Terms	IDLO will make payment within <b>30 days</b> after satisfactory receipt of all goods and upon submission of the invoice by the Supplier.
33. General Terms and Conditions and Supplier Code of Conduct	Any Contract or Purchase Order that will be signed as a result of this RFP shall be subject to the IDLO's General Terms and Conditions and Supplier Code of Conduct attached as Annex H.  The mere act of submission of a Proposal implies that the Bidder
24 Liquidated Damages	accepts both Annexes in full.
34. Liquidated Damages	<ul> <li>N/A</li> <li>Yes - For late delivery of Goods, IDLO shall be entitled to claim liquidated damages from the Contractor in accordance with Article 23 of the General Terms and Conditions.</li> </ul>



	Liquidated damages for inferior quality or non-conformance of specifications of Goods will be assessed on a case-by-case basis in accordance with the severity of the problem as determined solely by IDLO. The application of this liquidated damages provision shall not relieve the Contractor of its obligations or liabilities pursuant to this Contract.
35. Partial Bid	☑ Not permitted (All or Nothing)
	☐ Permitted



# ANNEX B TECHNICAL EVALUATION CRITERIA

**Scoring Weight and Point** 

Su	mmary of Technical Proposal	Score Weight	Points Obtainable	Bidder
1	Establishment and experience	25%	175	
2	Methodology			
	Explanation of the proposed overall methodology for producing the expected results of the assignment, the methodology for various sections/stages, list of deliverables, and timeline and budget.			
	The proposed methodology takes into account the assessment of the possible difficulties to be encountered - The inclusion of mitigation actions to address identified risks, in order to develop efficient and appropriate solutions, i.e. explanation how the Bidder will cope with multiple contracts/projects/assignments run in parallel with IDLO's.	20%	140	
	The proposed methodology provides information on quality assurance system for the Contract/Framework Agreement.			
	Quality of the proposal in terms of overall design of the works to be carried out	15%	105	
	Quality of the proposal in terms of space innovativeness. <i>IDLO will evaluate the capacity of the space to offer conditions of visual and sensory comfort (a functional and inviting place)</i>	15%	105	
	Quality of the proposal in terms of use of low environmental impact materials	5%	35	
	Structure of the proposal	5%	35	
	Clarity and conciseness of the language used in the proposal	5%	35	
	Layout of the proposal including formatting	5%	35	
3	Reporting	5%	35	
	Total	100%	700	
	Minimum Score to determine Pass/Fail		490	
	Bidder's Score			
	Bidder Pass/Fail to proceed to opening of Financial Proposal			



# ANNEX C TERMS OF REFERENCE

### A. About IDLO

The International Development Law Organization (IDLO) is an intergovernmental organization exclusively devoted to promoting the rule of law. Established in 1983, IDLO works to enable governments and empower people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity. Its programs, research and policy advocacy cover the spectrum of rule of law from peace and institution building to social development and economic recovery in countries emerging from conflict and striving towards democracy.

The Assembly of Parties is IDLO's highest decision-making body. It is composed of Representatives of all Member Parties, which have joined the Establishment Agreement of IDLO. IDLO currently has 37 Member Parties.

IDLO has its Headquarters in Rome, a Branch Office in The Hague, Liaison Offices for the United Nations in New York and Geneva, and Country Offices in Afghanistan, Armenia, the Bahamas, Burkina Faso, Honduras, Indonesia, Kenya, Kyrgyzstan, Jordan, Liberia, Mali, Mexico, Moldova, Mongolia, Myanmar, Niger, the Philippines, Somalia, Tunisia, Uganda and Ukraine.

The work of IDLO is sustained by a dynamic, diverse, multinational and multicultural workforce, comprised of over 400 employees plus additional personnel in the non-employee category such as consultants and interns. About one fourth of the IDLO workforce is based in its Headquarters in Rome, while the rest are spread across the globe in our Branch and Country offices.

### B. Background

The Uganda Country Office of the International Development Law Organization (IDLO) is planning to relocate to its new office premises situated at Plot 9, Saddler Lane, Naguru, Kampala, Uganda. Under this procurement, IDLO therefore seeks to hire a suitably qualified firm to undertake the design, layout and partitioning of the new office premises.

The office is a double storied building with over ten rooms, as follows:

- Ground floor with large reception area with 2 closed offices, 1 meeting room, 1 server room (small), 1 storage room (small), 1 kitchen and 2 toilets.
- First floor with 5 closed offices with a big board room and 3 toilets. The cleaning staff quarter has 3 closed offices, with 1 kitchen, and 1 toilet.

Below are the details of the office partitioning and design/ layout services which need to be carried by the contractor. Interested firms are expected visit the premises during the **Bidder's Conference scheduled on Monday 5 October 2020 at 11:00am** and subsequently share a proposal clearly indicating how they intend to do the works and the cost breakdown for the provision of these services. The firms should have verifiable expertise and experience in undertaking similar assignments for large organizations especially



regional and International Organizations, multi-national companies and/or diplomatic missions in Uganda.

### C. Expected Output

This RFP is for Office Layout, Design and Partitioning Services.

Following a site inspection to review the existing structure of the building, the Contractor shall propose IDLO a suitable office layout and suggest any civil works that may be required.

The technical proposal shall consist of the following documents:

- a) Explanatory project report: maximum 8 pages in A4 format vertical orientation excluding the cover, max 2000 characters including spaces per page. The report must be structured according to the evaluation criteria set in Annex B. Graphics and images are allowed. Bidders shall also include, with the most appropriate graphic form, one or more schemes and/or examples of layout and partitioning of the spaces, with workstations. This indication is aimed at verifying the functionality of the designed spaces and the validity of the proposed solution.
- b) <u>Graphics -</u> format: A3 horizontal orientation, free representative technique (black and white or in color). The drawings must contain architectural plans, elevations and / or significant sections on a scale of 1: 200.

The proposal should include the following elements:

- LAYOUT PROPOSAL: Taking into consideration the IDLO branding guidelines and COVID-19 SOPs, the office layout should include a reception area with enough sitting space for the receptionist and visitors sitting area; two meeting rooms; ten closed offices; and other facilities like stores and sitting area. The contractor shall propose partition of some open spaces to create closed door offices. e.g the servant's quarters large room will be partitioned to have two offices.
- 2. WORKSTATION ARANGEMENTS: The contractor shall also propose sitting arrangements and positioning of desks to best use the available space and meet COVID-19 SOPs considerations.
- 3. ELECTRICAL WORK: The contractor shall propose any electrical work that needs to be done and will coordinate the work of the IT company and the Internet Service Provider (contracted by IDLO) to design the Local Area Network (LAN) as per number of offices and meeting rooms.
- 4. BRANDING & SIGNAGE: The contractor shall plan for all the IDLO branding required and COVID-19 signage for the entire office. IDLO branding and signage will be procured and paid by the contractor.
- 5. OTHER: The contractor may provide any other relevant Interior design solutions to IDLO.

Following IDLO's acceptance of the contractor's office layout and design plan, the Contractor shall implement the plan, monitor and supervise the works, and submit progress reports to IDLO twice a week.



### D. Expected Deliverables

The expected deliverables are listed in the table below in accordance to the sequence of the work. The table also specifies the timeline and the payment terms associated to each deliverable.

	Deliverables	<b>Estimated Timeline</b>	Payment schedule in %	
1	Site visit to prepare details of	1-2 days from contract		
	works needed.	signing		
2	Development of an architectural plan (including drawings and designs) and presentation to IDLO for first review.	3 days from the site visit	30% of the contract amount will be paid after submission and approval by IDLO.	
3	Presentation and submission of final version of the plan to be reviewed and approved by IDLO.	1 day from receipt of IDLO's feedback on previous version		
4	Preparation of Bills of Quantities (BOQs) in consultation with IDLO	2 days from IDLO's approval of final version of the plan	40% of the contract amount will be paid after submission of progress reports and approval by IDLO.	
5	Implementation of the plan, Monitoring and Supervising works/ activities and submission of progress report by the contractor to IDLO.	20 days		
6	Completion report submission to IDLO.	1-2 days from the end of the works	30% of the remaining contract amount to be paid to the contractor on submission of completion report and confirmation by IDLO of satisfactory completion of contracted work.	

### E. Institutional Arrangement

The contractor shall assign IDLO a qualified Team Leader to manage the work. An IDLO staff will be assigned to act as focal point for the contractor, coordinate the activities and shared with the contractor/Team Leader all relevant information (including IDLO SOPs and branding rules). The contractor must submit progress reports twice a week and Invoice for receipt of payment as per schedule and provide a completion report to IDLO before receipt of the final payment.

### F. Qualifications of the Successful Contractor

1. The firm must meet the necessary registration requirements in Uganda;



2. The firm must have at-least two (2) years of experience in undertaking similar assignments especially for large national, regional, or international organizations, multi-national companies, UN agencies and/or diplomatic missions with reference letter provided by the clients.

### G. Minimum Eligibility Criteria Team Leader

- Academic Qualification: The team leader must have a minimum bachelors-level degree in disciplines relating to civil engineering, architecture, interior design, or related areas from a University recognized in Uganda.
- Experience: Minimum 5 years of experience in undertaking Interior design and partitioning works for Regional and international Organizations, UN and its agencies, diplomatic missions, and reputed multinational companies.



### ANNEX D PROPOSAL SUBMISSION FORM

# (This Form must be submitted using the Supplier's Official Letterhead/Stationery in the format specified below)

Dear Sir / Madam,

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Professional Services for [INSERT AMOUNT OF MONEY AND CURRENCY] as may be ascertained in accordance with the Financial Proposal (Price Schedule) attached herewith and made part of this Proposal.

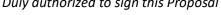
We undertake, if our Proposal is accepted, to commence and complete delivery of all services specified in the contract within the time frame stipulated.

We agree to abide by this Proposal for a period of 90 days from the date fixed for opening of Proposals in the Request for Proposals, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We hereby accept the IDLO's General Terms and Conditions in full and Payment Policy of payment within 30 days after delivery of service on presentation of complete and correct invoice.

We understand that you are not bound to accept any Proposal you may receive.

Company/Organization:	
Name:	
Title:	
Date: <mark>Select date</mark>	
Signature:	
	Duly authorized to sign this Proposal





# ANNEX E BIDDER INFORMATION FORM

Name of Bidder:	[Insert Name of Bidder]		Date:	Select date
RFP reference:	N_937-UGA_20			
Legal name of Bidder		[Complete]		
Legal address Year of registration Bidder's Authorized Representative Information		[Complete] [Complete] Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Countries of operation		[Complete]		
No. of full-time employees Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):		[Complete]		
Does your Company hold any accreditation such as ISO 14001 or ISO 14064 or equivalent related to the environment? (If yes, provide a Copy of the valid Certificate):		[Complete]		
Contact person that IDLO may contact for requests for clarifications during Bid evaluation		Name: [Complete] Title: [Complete] Telephone numbers: [Complete] Email: [Complete]		
Please attach the fol documents:	lowing	<ul> <li>Latest Business Registration</li> <li>Latest Uganda Revenue Cer</li> <li>Trade name registration parapplicable</li> <li>Quality Certificate for good similar certificates, accretived by the Bidder, if referenceived by the Bidder,</li></ul>	rtificate pers/Ce  ds (e.g., ditations elevant ficates, patente on to act Attorne le it to I	(URA) / Tax Clearance. rtificate of Registration, if , ISO, etc.) and/or other s, awards and citations if any of technologies d by the Bidder as Agent on behalf of the by.



- Official Letter of Appointment as local representative, if Bidder is submitting a Bid on behalf of an entity located outside the country
- Audited financial statements (balance sheets, including all related notes, and income statements) for the last 3 years
- CV of the assigned Team Leader
- Insurance cover against professional risk / Bid Performance bond of a maximum of 10% of the amount of the construction cost of the work to be done.
- Reference letter from clients.



#### **ANNEX F1- TECHNICAL PROPOSAL**

### A. Establishment and Experience

- 1. Company profile, including printed brochures and product catalogues relevant to the goods and/or services being procured, information on number of years in operation, country of incorporation, and types of activities undertaken.
- 2. General organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted (if so, provide details).
- 3. Relevance of specialized knowledge and experience on similar engagements done in the region/country within past 3 years; to be substantiated with copies of prior contracts, or contactable references and details of project size/scope
- 4. Experience working with other Inter-Governmental Organizations such as the World Bank and the United Nations and/or International Non-Governmental Organizations
- 5. Project resources planned to be assigned to this Contract (including CVs, certifications and qualifications of team members). Any new resources be recruited after award of contract?

### **Format for CV of Proposed Key Personnel**

	Format for CV of Proposed Key Personnel				
Name of Personnel	[Insert]				
Position for this assignment	[Insert]				
Nationality	[Insert]				
Language proficiency	[Insert]				
Education/ Qualifications	[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]				
	[Insert]				
Professional	[Provide details of professional certifications relevant to the scope of goods and/or services]				
certifications	<ul><li>Name of institution: [Insert]</li></ul>				
	<ul><li>Date of certification: [Insert]</li></ul>				
	[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of				
Employment Record/	position held and location of employment. For experience in last five years,				
Experience	detail the type of activities performed, degree of responsibilities, location of				
	assignments and any other information or professional experience considered pertinent for this assignment.]				
	Toward .				
	[Insert]				



References	[Provide names, addresses, phone and email contact information for two (2) references]		
	Reference 1:	Reference 2:	
	[Insert]	[Insert]	

### B. Methodology

- 1. This section should demonstrate the Bidder's responsiveness to the Terms of Reference (TOR) and has the highest percentage of Points.
- 2. Explanation of the overall methodology proposed to produce the expected results.
- 3. Provide a detailed project implementation plan showing the schedule of activities from the signing of the contract, and how deliverable can be met on time from the time that the contract is signed.
- 4. Identify the institutions / organizations / people with which the contractor must collaborate / interact / collaborate / meet during the execution of the work.

### C. Reporting

Please explain progress reporting and final schedule



#### ANNEX F2- FINANCIAL PROPOSAL

The Bidder is requested to prepare the Financial Proposal/Price Schedule as a separate envelope from the rest of the RFP response as indicated in the Instructions to Bidders.

The Price Schedule must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category.

In case of an equipment component to the service provided, the Price Schedule should include figures for both purchase and lease/rent options. The IDLO reserves the option to either lease/rent or purchase outright the equipment through the Bidder.

The format shown in the below table should be used while preparing the price schedule. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

Description	on of Activity/Item	Estimated amount Uganda Shillings (UGX)
1. Professional co	st (man days)	
Procurement o signage	f IDLO signage & COVID-19	
3. Contingency / I	ncidental Expenses	
4. Consumables		
5. Discount offere	ed	
Taxes		
TOTAL COST		



# ANNEX G IDLO SPECIAL CONDITIONS OF CONTRACT

**Not Applicable** 



# ANNEX H IDLO GENERAL TERMS AND CONDITIONS FOR THE PROCUREMENT OF GOODS OR SERVICES AND IDLO SUPPLIER CODE OF CONDUCT

Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for Goods and Services and adherence to the Supplier Code of Conduct.

The documents are available on IDLO Procurement Website: <a href="https://www.idlo.int/sites/default/files/documents/general\_terms">https://www.idlo.int/sites/default/files/documents/general\_terms\_and\_conditions\_for\_goods\_august\_2020.pdf</a>

https://www.idlo.int/sites/default/files/documents/general\_terms and conditions for services augus t\_2020.pdf

https://www.idlo.int/sites/default/files/documents/idlo-supplier-code-of-conduct.pdf

