

MMCZ EOI/01/2024 PROVISION OF ARCHITECTURAL CONSULTANCY
SERVICES FOR DESIGNING AND MANAGEMENT OF MMCZ
CONSTRUCTION PROJECTS



Background

Minerals Marketing Corporation of Zimbabwe (MMCZ) was established under the MMCZ Act of June 1982 and began operations in March 1983, as the exclusive agent for the selling and marketing of all minerals produced in Zimbabwe, except gold and silver. The Minerals Marketing Corporation of Zimbabwe is a wholly owned government parastatal that falls under the ambit of the Ministry of Mines and Mining Development.

Scope of the Structure

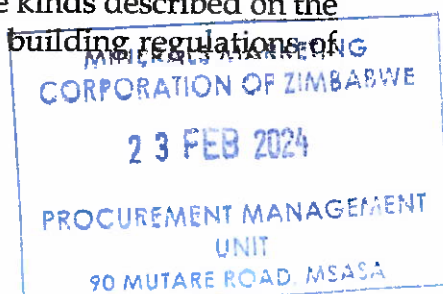
The Corporation seeks to construct offices and is to be guided by the Architecture.

Total area: 41 794 square metres

Location: Zvishavane Township

The role of the Architect will be:

- (i) To design, produce working drawings with specifications, and construct a model of the designed structure
- (ii) Amend the architectural drawings following the selected concept to eliminate scope creep during construction.
- (iii) Conduct all necessary tests and investigations that ensure the design and construction meet the site conditions and construction requirements.
- (iv) Preparation of Master Plan
- (v) Submission of designs to the local authorities for verification and approval
- (vi) Work with the Client's Project Team to conduct the tendering process and come up with the Bill of Quantities (BOQs) as guided by the Procurement and Disposal of Public Assets (PPDPA) Act [Cap22:23] for the engagement of quantity surveyors and engineers
- (vii) Attending site meetings
- (viii) Supervision of construction works from inception up to the successful completion, commissioning, and handover and preparation of progress reports
- (ix) Ensure that all stages of construction meet Zimbabwean and relevant international standards where local standards are not sufficient.
- (x) Ensure all materials and workmanship are of respective kinds described on the Architectural drawings and comply with the standard building regulations of



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Zimbabwe, local building by-laws, and respective internal standards deemed relevant by the Client's Project Team.

- (xi) Ensure approvals by the relevant statutory bodies and regulatory authorities and ensure the building meets Zimbabwe and relevant international standards.
- (xii) Ensure all compliance requirements are satisfied at the appropriate stages of the construction.

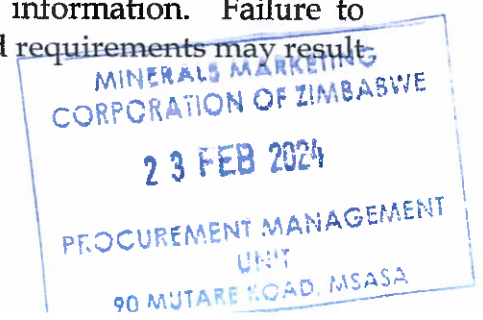
A single source selection method will be adopted:

Litigation History: the client shall consider the Consultants' litigation history. Any projects or contracts that were concluded through litigation will be thoroughly investigated and may lead to disqualification or reduction of points. Bidders shall disclose all projects and contracts concluded (including pending cases) through litigation or arbitration. Failure to disclose any such cases shall lead to disqualification at the time of non-disclosure. Preference will be given to consultants with more projects completed without litigation/arbitration involving breach of duty of care by the Architect

Registration with professional bodies: All proposed Consultants' team members in the outlined professional disciplines shall be registered with the relevant professional bodies. Preference will be given to consultants registered with Zimbabwean Bodies that is an Architect must be registered with ACZ.

Qualifications: Key personnel of the consulting firm should have the following minimum qualifications and experience:

- i. Bachelor's Degree in Architecture or equivalent and above.
- ii. Registered with the Institute of Architects of Zimbabwe and the Architects Council of Zimbabwe.
- iii. More than 5 years of experience in the construction of public infrastructure projects.
- iv. Experience with designing and supervising of multi-story buildings is an added advantage
- v. Members with experience in managing similar projects in the public sector shall have an added advantage.
- vi. Structure of the proposed team; Names and relevant positions of the key personnel that will perform the services. Written confirmation for each personnel that they are available for the entire duration of the contract
- vii. Bidders shall ensure that they submit exhausting information through their CVs and reference letters. As a minimum, the CVs and reference letters shall highlight the Consultant's team members' capacity in terms of project cost, quality, and time control. Bidders are advised to refine their reference letters and CVs to ensure disclosure of the requested information. Failure to disclose detailed information to cover the outlined requirements may result in the bids being rejected.



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Reference checks: The client shall conduct reference checks to validate the Consultants' submissions about previous works. Bids shall be rejected for unfavorable recommendations from previous clients or inconsistencies between the information submitted by the Bidders and their previous clients.

Capacity to accomplish the work: The evaluation shall consider the Consultant's capacity to and proficiency in handling the project in terms of the Consultant's present workload, commitments, and the availability of qualified personnel. The Consultant shall disclose all their current projects and their status. This should also include the major reasons for the projects that have surpassed their delivery timelines.

Part 1

The following should be submitted:

1. *The completed and signed expression of interest letter*
2. *a copy of documentation necessary to demonstrate your eligibility and administrative compliance in terms of section 28(1) and (2) of the Regulations*
 - *valid tax clearance certificate*
 - *CR14/C6*
 - *Certificate of incorporation*
 - *Company profile*
3. *Supplier Registration certificate showing that you are registered with the Procurement Regulatory Authority of Zimbabwe under the appropriate category.*
4. *At least 3 official letters of reference on the client's letterhead with contact details showing bidders' direct experience in Public Infrastructure Development projects of similar or comparable nature done in the past 10 years*
5. *Company Registration certificates with the Architect Council of Zimbabwe*
6. *Company registration certificate Institute of Architects of Zimbabwe.*
7. *Curriculum Vitae for key personnel*
8. *Bidders must submit three (3) sets of bound tender document*
9. *Proof of payment of non-refundable SPOC administration fees of US\$350.00 in line with Section 54 of the PPDPA Act.*
10. *A summary of experience in similar assignments together with the names and contact details of persons connected with these assignments.*
11. *A proposed technical approach and methodology that gives a description and summary of the approach to be taken in performing the services*
12. *A proposal that describes the steps to be undertaken to address the proposed scope of works, including delineation of specific tasks to also be undertaken in each project activity and timelines, showing inputs of all key staff who will be carrying out the required work*

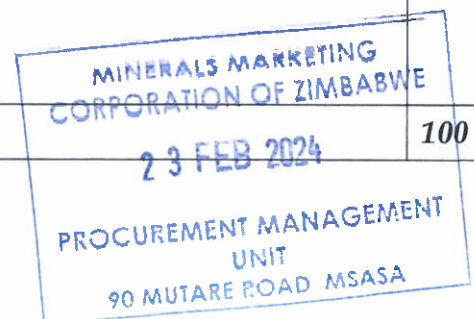


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Failure to submit any one of the above will lead to automatic disqualification

Part 2: SCORING CRITERIA

Category	Requirement	score
Key personnel Registration by professional bodies	Registered by the Institute of Architects of Zimbabwe (IAZ).	10
	Registered by the Architects Council of Zimbabwe (ACZ).	10
Key personnel qualification	Key personnel with at least Architectural Bachelor's degree qualification and above	10
Key personnel work experience (clearly stated in CVs) from date of registration by AIZ or ACZ	15 years and above experience- one point shall be awarded for a year of experience (minimum 5 years)	15
A brief methodology	<p>Showing an understanding of the services to be done:</p> <p>a. To what degree does the bidder understand the task?</p> <p>b. Have the important aspects of the task been addressed in sufficient detail?</p> <p>c. Are the different components of the project adequately weighted relative to one another?</p> <p>d. Is the conceptual framework adopted appropriate for the task?</p> <p>e. Is the scope of a task well defined and does it correspond to the TOR?</p> <p>f. Is the presentation clear and is the sequence of activities and the planning logical, realistic, and promise efficient implementation of the project?</p>	30
3 References	Reference of similar work in progress or completed projects (5 scores per reference)	15
Company Experience (from date of registration by AIZ or ACZ)	20 years' experience and above - half point per year (minimum 4 years)	10
Total		100



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Note

1. If more than one key person is provided, the first one shall be considered for the sake of scoring
2. The expression of interest to clearly show the key person
3. From the shortlisted consultancy, the one with the highest scores and who meets all other requirements shall be selected to submit a detailed technical and financial proposal.
4. Five points shall be deducted from the total scoring for every litigation or arbitration case involving a breach of duty of care by the Architect.
5. The method of selection will be **Single-source selection**.

Participation in this bidding procedure is restricted to Zimbabwean bidders who should submit their national registration identity or valid passport as evidence of nationality.

Clarification

Clarification of the bidding document may be requested in writing by any bidder before 5 March 2024 and should be sent to:

**The Procurement Management Unit
Minerals Marketing Corporation of Zimbabwe
90 Mutare Road**

Msasa

Harare

Or email proc@mmcز.co.zw

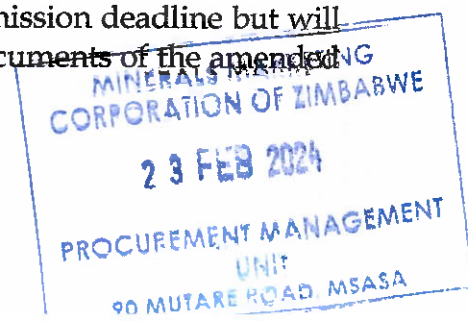
Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming the submission of their bid that has the correct details of the Bidder and the number of the Bid.

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.

Three bound copies of the Bidder's proposals must be delivered to Minerals Marketing Corporation of Zimbabwe (MMCZ) by the closing date and time advertised. The original bid document to be submitted must be marked "ORIGINAL". In addition, the Bidder must state the number of copies of the Bid and must mark each of them clearly "COPY." In the event of any discrepancy between the original and the copies, the original will prevail.

The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding documents of the amended bid submission deadline.



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Date of deadline: **Tuesday 12 March 2024** Deadline 1000 hours
Time:
Submission address: **MMCZ Complex Number 90 Mutare Road Msasa, Harare**
Means of acceptance: **of Sealed bids are to be placed in a marked bid box located at
MMCZ Reception.**



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Letter for submission of expression of interest

To: MINERALS MARKETING CORPORATION OF ZIMBABWE *{Insert name of Procuring Entity}*

With reference to your invitation for expressions of interest for *{insert subject and proposal reference number}*, we express our interest in bidding for a contract to provide these services.

We provide the following information in relation to the short-listing criteria:

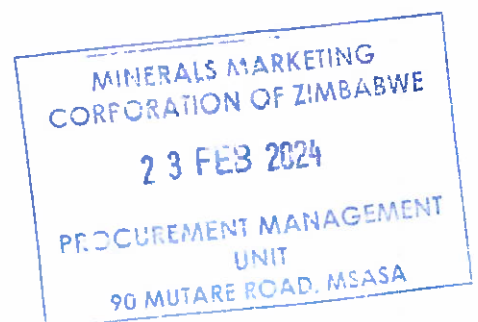
1. Qualifications and experience of the firm: *{Insert relevant information}*.
2. Availability of appropriate skills among staff: *{Insert relevant information}*.
3. Other short-listing criteria: *{Insert relevant information}*.
4. Litigation History: *{Insert all cases went through litigation and their results- did the Architectural Consultancy won or lost or still pending}*.

We submit the following documents in support of this information *{list any documents that were requested in the invitation for expressions of interest; if no documents were requested, delete this paragraph}*.

{Delete whichever of the following statements do not apply:}

1. This firm will be the sole provider of the requested consultancy services. **or**
2. We propose to provide the requested consultancy services as part of a joint venture with *{provide the name of the joint venture partner and details of the contribution the partner would make to the required consultancy services}*. **Or**
3. We propose to engage as sub-contractors *{provide the name of the sub-contractor and details of the contribution the sub-contractor would make to the required consultancy services}*.

{In the case of 2 or 3 above} We confirm that the firm mentioned above has agreed to be associated with this expression of interest.



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{Name and postal and physical address of firm submitting the expression of interest, together with name of contact person and contact details, including telephone number and e-mail address. The firm's website address should be provided, if available.}

