

REQUEST FOR EXPRESSIONS OF INTEREST (REOI) CONSULTANCY SERVICES– FIRMS SELECTION

*Federal Republic of Nigeria
Rural Access and Agricultural Marketing Project (RAAMP)*

Project ID: P163353

Issue Date: 8th April, 2019

CONSULTANCY SERVICES FOR THE PREPARATION OF PRELIMINARY ENGINEERING DESIGN, EMPLOYER REQUIREMENTS AND BIDDING DOCUMENTS OF 500 KM PRIORITIZED RURAL ROADS UNDER DESIGN AND BUILD CONTRACT IN OGUN STATE.

Reference No: OGUN-RAAMP/SPIU/VOLI/29

The Federal Government of Nigeria, through the Federal Ministry of Finance has applied for financing from the International Development Association (IDA)- The World Bank and French Development Agency (AFD) and on-lent the financing to Ogun State towards the cost of rehabilitation of prioritized rural roads and river crossings, construction/rehabilitation support for the establishment of agro logistics hubs and institutional development under the Rural Access and Agricultural Marketing Project (RAAMP). It is intended that part of the proceeds of the financing will be applied to eligible payments under the contract for consulting services.

The consulting services (“the Services”) includes

- (i) The preparation of preliminary engineering design and report of approximately 500km of rural and state roads in Ogun State;
- (ii) The preparation of employer requirements for design – build contracts for approximately 500km of rural and state roads in the Ogun State
- (iii) The preparation of bidding documents and to provide procurement support for approximately 200km of rural and state roads in Ogun State.

The duration of the services is 6 months.

The draft Terms of Reference (TOR) subject to modification & finalization before issuance of Request of Proposal (RFP), for the assignment can be found at the following websites: www.ramp.gov.ng; www.ogunraamp.com

The State Project Implementation Unit (SPIU) on behalf of the Ogun State government now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

Interested Consultants are encouraged to provide verifiable information demonstrating the fulfillment of the criteria in form of project profile stating: the project name, the location of the project, the name and address of the client/beneficiary, the name (s) of associated firm (s) if any, the duration of the assignment, the value of the contract and a brief narrative of the project.

Key Experts will not be evaluated at the shortlisting stage.

The short-listing criteria for the Expression of Interest (EoI) are provided as an annex to the draft TOR for this assignment and can be found at the following websites: www.ramp.gov.ng; www.ogunraamp.com . The EoI includes the following documents: -

- (i) Section I- Instructions for submission of Expression of Interest.
- (ii) Section-II Eligibility and short-listing Criteria including Annexure-I to V.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for Investment Project Financing (IPF) Borrowers" July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the QCBS method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours *i.e. 0800 to 1600 hours*].

Expressions of interest must be delivered in a written form to the address below in person, or by courier mail on or before 12 noon prompt on **10th May, 2019**

Ogun State Project Implementation Unit (SPIU)
Rural Access and Agricultural Marketing Project (RAAMP)
Behind Block D, State Secretariat Complex, Oke
Mosan, Abeokuta. Ogun State.
Telephone/GSM + 234 8037117333; +234 8177117333
Email Address: ogunraamp@gmail.com
Website: www.ogunraamp.com
Contact Person; Engr. S.A.Y Onabanjo

Section-I

Instructions for submission of Expression of Interest:

1.	Consultant shall go through the guidelines given below and section II before preparing EoI proposal.
2.	Consultant who meets short listing criteria given in section II, shall prepare EoI as per the guidelines. If the Consultant feels to submit certain information not covered in the guidelines would be in his interest, he may submit such information
3.	Accomplished Expression of Interest (Application) must be submitted together with a Letter of Intent not later than 12:00hrs on 10th May, 2019 . Documents in support of all qualification information shall be submitted with application. Proposal of EoI with qualification information shall be furnished on/before the due date of submission at the address shown under para 12 here below.
4.	The Application shall be the basis for drawing up a shortlist of eligible consultants who will be invited to submit proposal for the services required.
5.	All Applications shall be submitted in English.
6.	Power of attorney (on stamp paper duly notarized) of the person submitting the Expression of Interest on behalf of the Applicant shall be attached. Joint Venture (JV) shall not have more than 3 members. One of the members should be a Lead Member.
7.	The Consultant (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 member in another Proposal, if a Consultant, including any Joint Venture member, submits or participates in more than one proposal, all such proposals shall be disqualified and rejected.
8.	The Application and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by Applicant with the Application may be in any other language provided that they are accompanied with translations in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Application, the English language translation shall prevail.
9.	Ogun State Rural Access and Agricultural Marketing Project reserves the right to reject any Applications, without assigning any reasons thereof.
10.	The Applicant shall provide all the information sought under this Qualification Document. The Ogun State Rural Access and Agricultural Marketing Project would evaluate only those Applications that are received in the required format and complete in all respects. Incomplete and / or conditional Applications shall be liable to rejection.
11.	No claims whatsoever will be entertained if submission is not received by due date and time.
12.	Any submission must be addressed to the following: <i>Office of the State Project Coordinator</i> <i>Ogun State Rural Access and Agricultural</i>

	<p><i>Marketing Project (OGUN-RAAMP)</i></p> <p><i>Behind Block D, State Secretariat Complex, Oke Mosan, Abeokuta Ogun State.</i></p>
13.	<p>The Proposal of EoI must be submitted no later than: Date:10th May, 2019. Time 12:00 hours local Time</p> <p>Opening of the EoI Proposal, Procedure of opening shall be:- EoIs will be opened by Ogun RAAMP on below mentioned date and time specified, in the presence of members of opening committee and consultants or their authorized representatives who have offered the EoI proposal may choose to remain present. The opening shall take place at: <i>Office of the State Project Coordinator</i> <i>Ogun State Rural Access and Agricultural Marketing Project (OGUN RAAMP)</i> <i>Behind Block D, State Secretariat Complex, Oke Mosan, Abeokuta Ogun State.</i> Date: 10th May, 2019 Time: 2pm local time</p>
14.	<p>The Consultant shall submit a signed and complete EoI comprising the documents and forms in accordance with EoI documents.</p>
15.	<p>An authorized representative of the Consultant shall sign the original submission letters in the required format for EoI submission and shall initial all pages. The authorization shall be in the form of a written power of attorney attached to the EoI Proposal.</p>
16.	<p>The signed EoI shall be marked “ ORIGINAL”, and its two copies marked “ COPY-1 & COPY-2” as appropriate. Copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p>
17.	<p>The original and the copies of the EoI submission shall be placed inside of a sealed envelope clearly marked “ EoI PROPOSAL”, to provide Consultancy Services for the Preparation of Preliminary Design, Employers requirements, preparation of Bidding Documents and Procurement Support for the Rehabilitation of 500km prioritised rural roads under Design and Build Contract in Ogun State ”, reference number, name and address of the Consultant, and with a warning “ DO NOT OPEN UNTIL 12:00hrs</p>
18.	<p>The sealed envelopes containing the EoI submission original and copies shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, reference number, the name of the assignment, Consultant ’s name and the address, and shall be clearly marked “ DO NOT OPEN BEFORE DATE 10th May, 2018 at 12:00hrs”</p>
19.	<p>If the envelopes and packages with the EoI are not sealed and marked as required, the Client will assume no responsibility for the misplacement, loss, or premature opening of the EoI.</p>
20.	<p>Any submission must be addressed to the following:</p> <p><i>Office of the State Project Coordinator</i> <i>Ogun State Project Implementation Rural Access and Agricultural Marketing Project (OGUN-RAAMP)</i></p>

	<i>Behind Block D, State Secretariat Complex, Oke Mosan, Abeokuta Ogun State.</i>
Guidelines for Preparation of Expression of Interest	
	Following information shall be submitted using given formats and where no formats are specified, free format can be used.
1.	Complete name of firm, date of establishment and type of organization whether individual, proprietorship, partnership, private limited company, public limited company etc. (Annexure I).
2.	Exact and complete corporate/registered/home office address, business address, telephone numbers, fax numbers, E-mail and cable address. For consultant of foreign registry, indicate if there is any branch office(s) established in Nigeria with details in aforesaid manner. Information is to be furnished by sole applicant or members of JV individually (Annexure I).
3.	If present firm is the successor to or outgrowth of one or more predecessor firms, fresh name(s) of former entity (ties) and year(s) of their original establishment with details in aforesaid manner. Information is to be furnished by sole applicant or members of JV individually (Annexure I).
4.	Present a brief narrative description of the firms. Information is to be furnished by sole applicant or members of JV individually (Annexure I).
5.	List of not more than two (2) principals who may be contacted by this Office. Listed principals must be empowered to speak for him/her or for the firm on policy and contractual matters. Information is to be furnished by sole applicant or members of JV individually. (Annexure I)
6.	Under this item, indicate financial figures from consultancy business for past 3 (Three) financial years. (Annexure II)
7.	Organizational strength of consultant and its constituents in case of a JV shall be given. (Annexure III)
8.	Consultant's experience shall be given under three categories. The first category (A) Preliminary Engineering Design and Bidding Documents preparation for roads and/or Detailed Engineering Design and Bidding Documents preparation under design and build contracts (preferred experience) and/or admeasurement -item rate-contracts, (B) Familiarisation in World Bank and Nigerian Government Safeguards Policies; (C) Procurement Support, including preparation of Biddings Documents including Bill of Engineering Measurement and Evaluation of roads rehabilitation/construction bids/proposals (experience in Design and Build contracts is an advantage). If item B and C above (experiences in safeguards and procurement support) were carried out as part of item A, the consultants may refer to those projects. In case of a JV applicant, each member has to likewise give the above information. Only those works which are done as prime consultant need to be reported (Annexure IV)
9.	As many references from employers as the consultant (for each member in case of JV) may choose shall be submitted.

10.

An undertaking for supply of true information shall be given as per **Annexure V**.

Section - II

Short Listing Criteria

A. Annual Turn Over

- (i) Annual turnover of any one of the last(3) three financial years i.e. from 2015-2016, 2016-2017 and 2017-2018 updated to the current financial year shall be more than Nigerian Naira (NGN)₦350,000,000.00 million or equivalent of US\$814,597.58.00 In case of JV, the lead member shall have more than Nigerian Naira (NGN)₦150,000,000 million or equivalent of US\$ 488,758.55of annual turnover (updated) of any one of the last three financial years. This threshold for each other member of JV shall be more than Nigerian Naira (NGN)₦ 95,000,000.00 million or equivalent of US\$309,547.08
- (ii) For arriving at updated value, turnover of any financial year shall be multiplied by the enhancement/updating factor corresponding to that year given in the **Annexure-II**.

B. Experience

Consultant must have as prime consultant successful experience as follows:

(a)General Qualifications:

(i) The Consultant should demonstrate in clear terms, sufficient years in business with core business in similar activities to those under the services; and

(ii) Profile and information indicating that they have the qualified technical and managerial staff resources; adequate organization including effective management structure and transparent financial reporting.

(b) Experience in Similar Assignments:

(i) Preliminary Engineering Design: Demonstrate evidence of similar experiences in preliminary engineering design and bidding documents preparation for rehabilitation/construction of roads and/or detailed engineering design and bidding documents preparation for roads under design and build contracts (preferred experience) and/or admeasurement -item rate-contracts preparation of concept design for design and build in rehabilitation/construction of roads.

(ii) Environmental & Social Safeguards: Demonstrable familiarization of World Bank and Federal Government of Nigeria (FGN) safeguards policies.

(iii) Procurement Support: Demonstrable experiences in preparation of Standard Biddings Documents including Bill of Engineering Measurement and Evaluation of roads rehabilitation/construction bids/proposals using Design and Build approach.

(c) Such Projects must have been completed within last five Calendar years including 2018.

(d) In cases, experiences of safeguards documents; feasibility study and procurement support were carried out as part of design and bidding documents preparation, consultants may refer to those projects.

(e) Experience in World Bank and other international multilateral financing institutions shall be given preference.

C. ORGANISATIONAL STRUCTURE & PERMANENT STAFFING:

- (a) At least 10 years in the business (core business) of engineering design and bidding documents preparation, including experience in developing countries.
- (b) At least 3 no. of permanent Key-Staff.

Annexure-I

Expression of Interest Form for Consulting Engineering Firm or Joint Venture (To be filled up by each of the constituent in case of a Joint Venture)

1.

Consultant	Date of Establishment	Country	Type of organization			
			Individual	Partnership	Corporation	Other
Name						

2. Corporate/ registered Office/ Business Address/ Telephone Nos./ Cable Address/ email address of consultant and its branch offices for consultant (including members in case of JV).
3. Consultant's former name and year of establishment (including that of members in case of JV).
4. Narrative description of Consultant firms if any (Use other sheet, if necessary).
5. Name of, not more than two (2) principals who may be contacted with title, telephone number/fax number, E-mail address.

Annexure-II

Financial Statement of the last three financial years

Sr. No.	Particulars		2017-18	2016-17	2015-16
1	Annual turnover from Consulting business	Lead Member			
		Other member(1)			
		Other member(1)			
2	Net Profit	Lead Member			
		Other member(1)			
		Other member(1)			

Notes:

- i. Values should be duly certified by statutory body like Chartered Accountant or Independent Auditors who are competent to do so as recognized by the State concerned.
- ii. The amount shall be stated in Nigerian Naira (NGN) or the equivalent in US\$.
- iii. For the purpose of short listing, conversion to Nigerian Naira (NGN) shall be based on average of the buying and selling rates of CENTRAL BANK OF NIGERIA as on the EoI Proposal submission date.
- iv. In case the exchange rate for any currency is not available as per the provision of this section, then Ogun SPIU reserves the right to use the rate available from an alternative source at its sole discretion.
- v. Enhancement/Updating Factor:-

Sr. No.	Year	Enhancement/ Updating factor
1	2017-18	1.0
2	2016-17	1.1
3	2015-16	1.21

Annexure-IV
Details of Experience :

Sr No.	Projects Name/Year	Type of services rendered including (A,B C and D)	Cost of the assignment of category A (in US\$ equivalent)	Cost of the assignment of category B (in US\$ equivalent)	Cost of the assignment of category C (in US\$ equivalent)	Client (With complete address, contact person, telephone No. Fax No. and E-mail address)	Fee in equivalent of US\$ (Applicant's share in case of JV)	Duration in months	International Funding Agency	Percentage completion of assignment as on December 31, 2017
1	2	3	4	5	6	7	8	9	10	11
1	Sole Consultant or for each of the members in case of JV									
	(a) Funded by World Bank									
	(b) Funded by Multilateral bank (other than WB)									
	(c) Nigeria									
	(d) Others									

Note: **only those assignments shall be considered for which consultant has provided services as lead member in case that work is done by a JV.**

Each assignment shall be supported by following details:-

Name of Overall assignment:

Location of Overall assignment:

Owner's Name and Address:

Completion (Actual/Estimated vis-à-vis
Stipulated):

Description of assignment:

Description of Services provided by the firm:

Authorized Signatory
Name of Client

Annexure-V

Undertaking

I certify that the information in the above Expression of Interest forms is true to the best of my knowledge. I also understand that any misleading or wrong information will disqualify this application straightaway.