

Request for Proposal for Office Renovation

Introduction

The Innovation Village is an ecosystem builder catalysing job creation throughout Africa by breaking down the barriers and creating a path for entrepreneurs to grow their business. Today, with operations across 4 regions in Uganda, 50+ full time team members, 1,300+ community members. The Company is driven by a goal of being the launchpad for leading entrepreneurs and innovators working to solve our most pressing challenges using technology.

TIV's purpose is to transforming Africa through innovation by being the best place to bring ideas to life through the curation of outstanding tools, opportunities, and capital to empower innovators to bring ideas to life. These are embodied within the organisational philosophy of; Empower, Build and Finance.

Context of the assignment

TIV is soliciting proposals from qualified professional vendors for interior renovation services. The qualified vendor will enable the TIV to significantly improve the quality of the interior workspace. The “stay-put” renovation will allow the work of the LVPC to continue throughout the duration of the project with minimal scheduled interruptions.

The TIV offices are within the ground floor Block D of the Ntinda Complex on Plot 31 Ntinda Kisaasi Road. TIV wishes to update the look and feel of the space with new paint and other improvements for one of its offices. Accessibility issues in the reception and coworking areas will also be resolved during the renovation. The TIV will occupy and remain in business during the renovation, we seek professional advice regarding the phasing of the work to limit impact to the staff. TIV wishes to begin works no later than on 08th May, 2023 and conclude by 31st May 2023. Please refer to the drawings provided to see the designated area for renovation.

The office space is approximately 90 square metres and will accommodate approximately 22 staff with room to expand to accommodate additional staff if needed. The contractor will verify existing site conditions and accuracy of drawings, including layout and dimensions. A site meeting will be held, and Proponents are strongly encouraged to attend to verify the information provided.

Services required.

The following narrative outlines the services to be provided to the TIV in the area of interior renovation. services are to be provided:

1. Painting & Wall Covering
 - a. Wall finishes, fittings and branding
2. Partitioning
 - a. New frameless glass door with biometric access
 - b. Half-length glass separators (indicated by blue lines in image)
3. Furnishing
 - a. Workspace desks and chairs
 - b. Waiting lounge furniture
 - c. Meeting space table, chairs and décor

- d. 1 standing table
 - e. Coffee/tea counter
 - f. Improved lighting and ventilation
 - g. Desks to accommodate 20 people.
 - h. 1 set of lounge chairs
 - i. 1 Meeting Table
4. Misc. Interior Renovations
- a. Ventilation/circulation ergonomics for partitioned offices
 - b. Trunking for electrical connectivity to partitioned offices.
 - c. Wall Paint & Art Item branding decor as per TIV brand guidelines.

Submittal Requirements

The following information shall be required in the RFP submittal.

1. Letter of Transmittal - The letter is not intended to be a summary of the proposal itself. The letter of transmittal must contain the following statements and information:
 - a. Company name, address, and telephone number(s) of the firm submitting the proposal.
 - b. Name, title, address, e-mail address, and telephone number of the person or persons to contact who are authorized to represent the firm and to whom correspondence should be directed.
 - c. Tax identification numbers of the firm
 - d. Briefly state your understanding of the services to be performed and commitment to provide the services as specified.
 - e. The letter must be signed by a corporate officer or other individual who is legally authorized to bind the applicant to both its proposal and cost schedule.
2. General Vendor Information - Provide the following information.
 - a. Length of time in business.
 - b. Length of time in business of providing proposed services.
 - c. Number of full-time personnel in consulting, installation, training, sales, marketing, and administrative support.
 - d. Location of office which would service this account (location of headquarters and any field offices that are not providing service to this project should also be listed).
3. Description of Services - Provide the following information.
 - a. Describe how your firm is positioned to provide the services listed in this request for proposals and provide a history of experience on providing similar services.
 - b. Describe your approach and methodology to providing these services.
 - c. Provide insight on how your team will phase our project, any processes that your team recommends maintaining TIV employee safety and productivity during construction and your proposed schedule for each phase of our project.
4. References
 - a. Name, title, address, and telephone number of three references for clients whom you have provided similar services.
 - b. Describe the actual services provided and the length of tenure providing services to each client referenced.
5. Staff Resources - Provide the following information.
 - a. Identify names of principals and key personnel who, if your company is selected, will actually provide the interior renovation services.

- b. Summarize the experience and expertise of these staff.
 - c. Describe the role and responsibilities that each of these individuals will have.
6. Other Information - Beyond the scope of this RFP, what services (related or otherwise) does your organization provide that may be of interest to the TIV.
7. Summary - Summarize your proposal and your firm's qualifications. Additionally, you may articulate why your firm is pursuing this work and how it is uniquely qualified to perform it. Include any other pertinent information that helps the TIV determine your overall qualifications. Your proposal summary is not to exceed two pages.
8. Cost of Services - Provide the following information.
 - a. The proposal must contain a fee schedule that includes rates/basis rates for proposed services.
 - b. Describe how your services are priced, and any specific pricing you are able to provide.
 - c. Define any additional charges (e.g., travel expenses).
9. Insurance - Contractor shall furnish a certified copy of General Liability Insurance, as well as workman's compensation for company and employees prior to beginning any work.

Technical Criteria

The Technical bid shall be evaluated based on the Bidder's responsiveness to the Terms of Reference, applying the evaluation criteria and point system specified below. Each responsive proposal will be given a technical score. A bid shall be rejected at this stage if it does not achieve the minimum technical score below OR has a material deviation, reservation, or omission. The maximum number of points to be given under each technical evaluation criterion are.

| Evaluation Criteria | Description | Weight ((Subject to change (Subject to change |
|-----------------------------------|---|--|
| Corporate Criteria | Proponents must demonstrate that they are positioned so that services and support can be provided to TIV over the long term. | 5% |
| Financial Criteria | Proponents are to provide the solution that provides the best value for TIV's investment and provides the required services and functionality for the lowest total cost of ownership. | 50% |
| Service/Technical Criteria | Proponents are to demonstrate, in detail, how the proposal will meet all of TIV's service requirements. | 40% |
| Value Adds | New/innovative and value-added approaches to service delivery | 5% |
| Total: | | 100% |

The technical score for each proposal shall be determined against the criteria detailed in the table above. The minimum technical score required to pass the technical evaluation is: 50/70 points. Bids scoring less than this will be rejected.

Financial proposal

- The financial proposal should clearly establish the currency which shall be either



United States Dollars (USD) or Ugandan shillings (UGX) only.

- It should be an itemized budget - The Financial Proposal shall be broken down into the price for each Activity Stage as per the Terms of Reference.
- Taxes - The Financial Proposal shall indicate taxes as a separate amount.

Submission information

We shall accept soft copies, sent to the Procurement Unit and a soft copy sent to the project supervisor. The proposal including the CV should not exceed 10 Pages and should be submitted to procurement@innovationvillage.co.ug with a copy to and dngoga@innovationvillage.co.ug

