

**GUIDELINES FOR PREPARATION OF EXPRESSION OF INTEREST  
FOR ENGINEERING DESIGN**

	Following information shall be submitted using 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 company, public limited company etc.
2	Exact and complete corporate/registered/home office address, business address, telephone number, fax number, E-mail and cable address. For consultant of foreign registry, indicate if there is any branch office (s) established in (NAME OF COUNTRY) with details in aforesaid manner. Information is to be furnished by sole applicant or members of JV individually ( <b>Annex I</b> ).
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. ( <b>Annexure I</b> ).
4	Present a brief narrative description of the firms. Information is to be furnished by sole applicant or members of JV individually ( <b>Annexure I</b> ).
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 ( <b>Annexure I</b> ).
6	Under this item, indicate financial figures from consultancy business for past 5 (five) financial years. ( <b>Annexure II</b> )
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 four categories. The first category

	<p>(A) detailed Concept 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,</p> <p>(B) Feasibility study and prioritization of roads/rural roads (experience in agro-logistics study is an advantage).</p> <p>(C) Procurement Support, including preparation of Bidding Documents including Bill of Engineering Measurement and Evaluation of roads rehabilitation/construction bids/proposals (experience in Design and Build contracts is an advantage).</p> <p>In case of JV applicant, each member has to likewise give the above information. Only those works which are done as prime consultant need to be reported <b>(Annexure IV)</b></p>
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 <b>(Annexure V)</b>

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 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 12.00 noon hours on 8/10/2019 Document 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 para 12 here below.
4	The application shall be the basis for drawing up a shot list of eligible consultant 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 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 prevail.
9	(enter the name of the client) reserve the right to reject any Application without assigning any reasons thereof.
10	The Applicant shall provide all the information sought under this Qualification Document. ENTER THE NAME OF THE CLIENT 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: Office of the RAAMP Coordinator, Taraba RAAMP Office, Dantsoho Street, Jalingo – Taraba State.
13	The proposal of EoI must be submitted no later than Date:8/10/2019. Time 12.00 noon hours Opening of the EoI proposal, Procedure of opening shall:- EoIs will be opened by NAME OF THE SPIU 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: Bouquet Hall of Taraba Motel, Opp. SSG Office, Jalingo, Taraba State. Date 8/10/19, time : 12.00 noon hours

14	The consultants shall submit a signed and complete EoI comprising the documents and forms in accordance with EoI documents.
15	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 written power of attorney shall prevail.
16	The signed EoI shall be marked “ORIGINAL” and its two copies marked “COPY1 AND 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.
17	The original and the copies of the EoI submission shall be placed inside of a sealed envelop clearly marked “EoI PROPOSAL”, to provide Consultancy Services for detailed feasibility of about 500 kms. And detailed engineering design including social, environmental and road safety safeguard for upgradation works of 500 km. road length and maintenance works of 500 km. road length of prioritized rural roads in Taraba State. Reference number, name and address of the consultant, and with a warning “DO NOT OPEN UNTIL. 12.30 PM. HOURS (IST).”
18	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 DATE8/10/19 by 12.00.pm noon.
19	If the envelope 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.
20	Any submission must be addressed to the following: Office of the RAAMP Coordinator, Taraba RAAMP Office,

Dantsoho Street, Jalingo – Taraba State. FULL ADDRESS.
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## **SECTION –II**

### **Short Listing Criteria**

#### **A. Experience**

Consultant must have as prime consultant successful experience as follows:

(a) General Qualification

(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 the qualified technical and managerial staff resources; adequate organization including effective management structure and transparent financial reporting and audited account.

(b) Experience in similar assignment:

(i) Detail Concept Design: Demonstrate evidence of similar experience in detailed concept 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 admeasurements-item rate-contract preparation of concept design for design and build in rehabilitation/construction of roads.

(ii) Feasibility study and prioritization of roads/rural roads (experience in agro-logistics study is an advantage).

(iii) Procurement Support: Demonstrate experience in preparation of Standard Bidding Documents including Bill of Engineering Measurement

and Evaluation of roads rehabilitation/construction bids/proposals using Design and Building approach.

- (c) Such Project must have been completed within last three calendar years including 2018.
- (d) In cases, preparation of safeguards documents; feasibility study and procurement support were carried out as part of design and bidding documents preparation, consultants may refer to the projects.
- (e) Experience in AfDB and other international multilateral financing institution.

## **B. Eligibility Criteria**

- a. Evidence of certificate of incorporation with the Corporate Affairs Commission (CAC)
- b. Evidence of Company Income Tax clearance for the last three (3) Years Valid till 31<sup>st</sup> December, 2018
- c. Evidence of current pension compliance certificate (PENCOM) valid till 31<sup>st</sup> December, 2018
- d. Evidence of current industrial Training Fund (ITF) compliance certificate valid till 31<sup>st</sup> December, 2018.
- e. Evidence of financial capability to execute the project
- f. Company profile with curriculum vitae of key staff to be deployed for the project including copies of their academic / professional qualification (COREN, QSRBN, CORBON etc)
- g. Verification documentary evidence of at least three (3) similar jobs executed in last five years including letter and photography of the project,
- h. Evidence of Company registration with profession body

**C. Organizational structure & permanent staffing:**

- (a) At least 5 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 consultant 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 is any (Use other sheets, is necessary).
5. Name of, not more than two (2) principals who may be contacted with title, telephone number/fax, e-mail address.



## Annexure-II

### Financial statement of the last three financial years.

In US\$ equivalent

S/ N	Particulars		2015-16	2016-17	2017-18
1	Annual turnover from consulting business	Lead member			
		Other member (1)			
		Other member (1)			
1	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 (NAME OF LOCAL CURRENCY) shall be based on average of the buying and selling rates of (NAME OF LOCAL CENTRAL/NATIONAL BANK) 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 (NAME OF THE CLIENT) reserves the

right to use the rate available from an alternative resource at its sole discretion.



**Annexure-IV**  
**Details of experience**

	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)	Free 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
	4	5	6	7	8	9	10	11

Shall be considered for which consultant provided services as lead member in case that work is done by a

Following details:

Assignment: \_\_\_\_\_

Assignment: \_\_\_\_\_

Address \_\_\_\_\_

Estimated vis-avis \_\_\_\_\_

Assignment \_\_\_\_\_

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

