



Request for Proposal (RFP)

DESIGN AND BUILD A NEW BIOLOGY LABORATORY FOR ST JUDE'S GIRLS' SECONDARY SCHOOL SISIA CAMPUS, MOSHONO, ARUSHA

Want to work with one of the largest charities of its kind in Africa? Are you a reputable architectural/construction firm? Do you have an experience in building best in class SCIENCE LABORATORIES? Have you designed/built biology laboratories before? Have you done work in a school environment? Does it sound like we're talking about you... Keep reading!

About Us

The School of St Jude is a pioneering leader in charitable education within Africa. We are giving 1,800 students, quality education, 100's of graduates' access to higher education. St Jude's is funded by generous supporters from around the world who make our mission of giving bright, poor Tanzanian students a free, quality education possible.

Invitation

Interested parties are hereby invited to submit their proposal for; **“Project designing, costing, permitting, registrations, construction and commissioning of a New 2 Storey Biology Laboratory for St Jude's Girls' Secondary School, Sisia Campus Moshono, Arusha”**.

Tender Reference: **TENDER NO: TSOSJ/2022/BIOLOGY LABORATORY/MARCH 001**
Date : 2nd March 2022

1. What you need to apply

To be eligible for consideration of your proposal, bidders should submit the following:

- Name and postal & physical address of the company
- Names of Directors / Owner (s)
- Valid Business licenses and any other applicable trading licences;
- Valid professional & regulatory registrations as relevant for all the proposed teams to be used for the design & build
- VAT and Tax Identification Number (TIN) registration
- Must be able to provide a Quotation, Tax Invoice, Delivery Note and EFD receipts
- A list of referee companies/NGOs that you have worked with under the design and build approach in the last twenty-four (24) months (company/NGO name, type of project, contract value, location of the projects, locations & contacts details of the client/project owners)
- If any association of parties is proposed (e.g. a Joint Venture, etc.), then the bidder must include the structure of the proposed association including the names of all the parties of the proposed association

2. Specifications and conditions

- a. The New Biology Laboratory shall;
 - i. Have a maximum of two (2) storeys





- ii. Must match the look, scale and measurements of the existing Art & Music building adjacent to proposed project site except for necessary options to make it a biology laboratory
 - iii. Have its design blend in the existing scheme and theme of buildings in St Jude's Girls' Secondary School
 - b. At the minimum the proposal MUST:
 - i. Show a schematic design (not detailed) of the concept. **Only the winning concept shall be used** for further design development and project construction. TSOSJ shall hold all non-winning proposals confidentially and will not use any of them.
 - ii. Indicate a firm price to carry out the entirety of the services to project completion and show breakdown of the overall costs structure per each item of the services.
 - iii. Have the price in Tanzanian Shillings and clearly indicate whether VAT inclusive/exclusive/not applicable.
 - iv. Have the price fixed for a duration of not less than 90 days prior to awarding.
 - v. Indicate realistic duration it will take to the completion of the project.
 - c. Interested bidders must first visit the Sisia campus, thoroughly inspect the proposed project site to assess conditions and any other relevant facts prior to preparing and submitting their proposals. *Please use the contact in 4. below to book your preference from the following options:*
 - i. Thursdays & Fridays from 1:30pm – 3:30pm
 - ii. Saturdays from 10:00am – 12:00pm
3. **Organising the proposals**

All proposals must be organised in the following manner;

 - a. Section 1: The design and its related documents
 - b. Section 2: The proposal price (price schedule)
 - c. Section 3: Eligibility documents, arranged in order as per clause 1 above
4. **Enquiries**

Should you have any enquiries please contact:
Head of Purchasing
The School of St Jude
+255 693 141 235
5. **No Solicitation statement**

St Jude's conducts its activities in an honest, transparent and fair manner. Bidders who have fulfilled this RFP conditions, will be given an equal opportunity and evaluated accordingly. Potential and/or any bidders shall not in any way attempt to influence the RFP process. Any form of solicitation in order for any bidder to be favored and/or for other bidders to be treated unfairly shall forthwith disqualify any bidder involved in such conduct.
6. **Adherence to all instruction**

Bidders are hereby encouraged to adhere to all instructions as provided above. Failure to visit the campus, failure to follow instructions and/or partial fulfillment of instructions shall forthwith be a disqualification.





7. Submission

All Proposals in one original copy, properly filled in, and enclosed in plain envelopes shall be submitted with the necessary documents not later than **1st April 2022 at 9:00am** in a sealed envelope clearly marked;

REQUEST FOR PROPOSAL:

DESIGN AND BUILD A NEW BIOLOGY LABORATORY FOR ST JUDE'S GIRLS' SECONDARY SCHOOL SISIA CAMPUS MOSHONO, ARUSHA

To the following physical address:

The Head of Purchasing
The School of St Jude, Moshono Campus,
P.O. Box 11875, Arusha

8. Opening of proposals

Bids will be opened on **1st April 2022 at 10:30 am** in public. All the Bidders or their representatives are invited to attend the opening ceremony at St. Jude's Boardroom, Moshono Campus. Any of the following reasons will lead to disqualification; Not visiting the proposed site, late submission of proposals, electronic proposals, any form of solicitation and proposals not received, will not be accepted for the proposals opening ceremony for evaluation irrespective of the circumstances.

9. Notification of outcome

Bidders shall be notified within 21 days of the bid opening. St Jude's reserves the right to disclose how the outcome was obtained.

10. Evaluation of proposals

Proposal that are responsive, qualified and technically compliant will be ranked according to design, project realistic, duration and cost. Shortlisted bidders will be invited for project presentation at St Jude's Moshono campus, Arusha in 7 days after the notification of being shortlisted.

11. Payments

- a. TSOSJ shall not make any payments during this RFP process nor during any time prior to awarding of contract to the eventual winning bidder.
- b. For the eventual winning bidder, no advance payment will be paid except only if the bidder can submit an Advance Payment Bond from a reputable financial institution.

For and on behalf of
The School of St Jude

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Johnbosco Heshima
Finance Manager

