



Saving & Credit Co-operative Society Ltd

A licensed deposit-taking society regulated by Sasra

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Date 5th March 2024

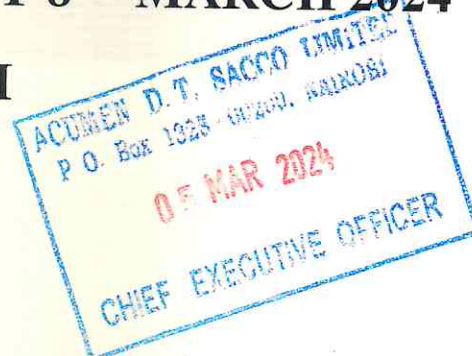
**EXPRESSION OF INTEREST FOR PROVISION OF
ARCHITECTURAL SERVICES FOR DESIGN OF
NEW OFFICE PREMISES**

TENDER NO: ACUMEN SACCO /EOI-2/ARCH/2024

OPENING DATE: 5TH MARCH 2024

CLOSING DATE: FRIDAY 8TH MARCH 2024

CLOSING TIME: 4:00 PM



INVITATION TO TENDER

Acumen Sacco society Ltd invites proposals from eligible candidates for the **expression of interest for provision of architectural services for the design of new offices** whose specifications are detailed in the proposal Document.

Completed proposals shall be submitted in hard copy under the subject **"EXPRESSION OF INTEREST FOR PROVISION OF ARCHITECTURAL SERVICES FOR THE DESIGN OF NEW OFFICES"** and addressed to:

**The Chief Executive Officer
Acumen Sacco Society Ltd
P.O. Box 1325-00200
NAIROBI**

And deposited in the Tender Box situated at the reception – Acumen Sacco Society Ltd, **Greatwide Mall, 2nd Floor**, to be received on or **before Friday 8th March 2024 at 4:00 Pm.**

CHIEF EXECUTIVE OFFICER



INTRODUCTION

This Tender includes the following: -

- i) Background Information to Consultancy Firms
- ii) Scope of work

TERMS OF REFERENCE FOR PROVISION OF ARCHITECT SERVICES FOR DESIGN OF NEW OFFICES

Background

Acumen Sacco Society Ltd is a licensed deposit taking Sacco regulated by Sasra. The Sacco has been operation for the last 16 years, with current membership of 2557 with assets of Kshs 448mn.

Acumen Sacco Society Ltd (hereinafter the Society / Sacco), wishes to invite proposals from duly approved and authorized architects to design the Sacco's new office premises.

It is in this regard therefore that we extend this invitation to your firm.

If you are interested, we would appreciate receiving a written proposal from your firm, comprising both **technical and financial components sealed separately but enclosed in one envelope** and appropriately addressed as per details provided above.





Scope of work

Design of offices

Aimed at facilitating internal and multi-stakeholder meetings and consultation processes, the scope of work of the architect will include but not be limited to:-

- a) Undertake to understand the needs of the Society in terms office layout for the current capacity and projected 10 year office needs.
- b) Undertake a stakeholder mapping and analysis, and hold consultations with key stakeholders;
- c) Through a consultative process develop a design of the new office premises taking into consideration of the need to provide sufficient clean aeration, sufficient natural light, above standard plumbing, sewerage & electrical works, security of the building, suitability of the office layout in relation to the business of the Society, fire & emergency need and sustainable energy needs for the building.
- d) Finalise the office design complete with accurate measurements and deliver to Acumen Sacco Society Ltd.

Deliverables

- a) Most competitive office design that achieves: optimum use of space, office design that is customer friendly, proper ventilation, sufficient natural lighting, working plumbing/sewerage works/ electrical works, adequate security, provides for fire & emergency evacuation & sustainable energy needs.

Viewing of proposed site for new offices

Upon receiving the expression of interest, the applicants will be taken to view the proposed new site for the offices, from which they will be in a position to come up with designs and costs for the same.



Evaluation Criteria

Mandatory requirements

S/No	Requirement	Pass	Fail
1.	Must be a registered architect with at least 5 years' experience		
2.	If it's an architectural firm, it must have a certificate of business incorporation/registration of the firm in Kenya.		
3	Company profile or resume for individuals		
4	Valid and current Tax Compliance Certificate		
5	Two proposals (Technical Proposal and financial)		
6	Current Single Business Permit		

The Tenderers who do not satisfy any of the above requirements shall be considered non – responsive and will not be evaluated further.

Technical requirements

S/No	Specification	Weighting (Marks)
1.	Provide details of at least one (1) Architectural projects for design of deposit-taking Sacco offices or bank premises i.e. summary of services rendered, value of contracts and contact persons	30
2.	Adequacy of methodology and work plan in response to the terms of reference	20

3.	The Architect shall be required to have a proven track record, preferably in design offices to be occupied by deposit-taking Saccos or banks. The Architect must have at least 5 years' experience in handling such projects. All the proposed architect must have a minimum of a University degree. (Attach Curriculum Vitae and Certificates)	30
4.	The proposed Architect & relevant expertise involved must have relevant Certifications from a recognized institution/organization	20

