

LOCAL COMPETITION



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **20th March 2020**

TITLE OF CONSULTANT: Individual Consultant (IC) Facilities Consultant for UN Building in Botswana.

COUNTRY: BOTSWANA

DESCRIPTION OF ASSIGNMENT: The United Nations in Botswana (UN) is desirous of carrying out a procurement exercise to solicit proposals from experienced and professional Individuals to manage the UN Building facilities and property. The Consultant will be required to carry out and oversee all the maintenance works within the UN Building.

PROJECT NAME: Common Services

SUPERVISION: UNDP Operations Manager

Proposals with reference should be submitted in a sealed envelope clearly labelled, “**IC-FACILITIES AND PROPERTY CONSULTANT**” should be submitted at the following address no later than **05th May 2020 at 12:00Noon (Botswana Time)**, to:

*The Resident Representative
United Nations Development Programme
P.O. Box 54
Gaborone*

or by email to: procurement.bw@undp.org

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mailed to enquiries.bw@undp.org UNDP Botswana will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of the inquiry to all prospective facilitators.

NOTE: Consultancy firms/companies interested in applying for this assignment are free to do so provided they submit a CV of only one qualified consultant and present its bid in a

manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in these solicitation documents. That is, the experience required is that of the individual whose CV would have been submitted by the company rather than that of the company. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.

1. BACKGROUND

The UN Building is located in the Government Enclave Gaborone, Botswana. The UN Building is owned by and was provided by the Government of Botswana in 2010 and became operational the same year. The premises are provided free of charge by the Ministry of Finance & Economic Planning but operating and maintenance costs are not financed. The tenants contribute towards the operational and maintenance costs and also pay actual costs of utilities consumed, office cleaning, gardening and disposal of waste. It has a gross building area of 834square meters. The mechanical and electrical installations were recently refurbished, and also the roof was completed re roofed. In addition, there was a refurbishment of the heating and cooling system. As such, it is not envisaged that there will be any structural issues of significance. It is envisaged that a bathroom for persons with disabilities will be installed on the ground floor in Q1 of 2020. Most of the work envisaged will be related to maintenance of the current building. UN have contracts for the maintenance of the lift, back-up power generator, and FIRE detection system.

The building comprises of office space, conference facilities, and other facilities, which include emergency(fire) management and monitoring systems, back-up power generator, UPS, and water reserves and active security systems. The building currently houses nine (9) tenant UN Agencies/Funds, namely UNDP, UNFPA, UNHCR, UNWOMEN, UNOPS, UNDPFA, UNAIDS, UNDSS and the RCO. The total daily occupancy of the premises is approximately 90 staff members

2. BUILDING SUMMARY

The UNDP building is a five-story building comprising reception, lift lobby and office spaces. There is a central staircase located at the main entrance lobby. There is also provision for fire escape staircase at the back of the building. In the vicinity of the fire escape staircase there are ladies and gents change rooms, storerooms and electrical switch rooms. The kitchen is located at the back of the building and is adjacent to the electrical services duct. A single, primary entry point is provided into the building which is controlled by a receptionist and security guards during business and after hours. Access to tenant occupied floors is controlled via security card access. The building is open for business on weekdays Mondays to Fridays, from 7:30 am to 16:30 pm.

2.1 Other information regarding the building

a) Heating, Ventilation and Air Conditioning (HVAC) Plant

The air conditioning system is a Variable Refrigerant Flow (VRF) system with the outdoor units located at ground level adjacent to the building.

The indoor units of the air conditioning system comprise the cassettes, high wall and floor standing units. These units are mounted at ceiling level and floor standing units are fixed wood panel cladding in the offices. These are fixed to wall by ordinary screws and it seems in some offices the screws have become loose. Mid Wall DX split units are installed at the ground floor UPS room, IT/ Server room at the second floor and there is

another split unit at the electrical room. This system was refurbished in 2018 wherein all the outdoor units were replaced with new Daikin VRV IV and three of the 5 outdoor units were also replaced with new units of the same type. The branch selector units were replaced with the B-S-Q-A type for compatibility. The entire refrigerant pipe work and the indoor units remained. In addition, the master-slave controllers were replaced with new while the control strategy did not change. The ground floor remained as is, that is, served by the installed DX split units.

b) Electrical and Lighting System

Power is supplied to the facility via the BPC grid. An emergency power generator is installed to provide power supply to the building during city power shutdown and provides enough emergency power to operate the elevator and lighting. Most of the lighting in the building is provided by fluorescent tube and in some cases bulbs. On the 2nd floor there are light sensors installed.

c) Fire Services

The building is installed with fire detection system and protected by a fire extinguisher. Hand-held extinguishers are also situated throughout the building. Fire hydrants are also supplied throughout the building, internally and externally, coming from an external fire hydrant water pipe.

d) Plumbing and Drainage and Water Supply

Water supply is provided via the city (Water Utilities Corporation) mains. In addition, the building also has a reservoir on the roof which is fed by the city water supply. The tank is cleaned from time to time. On some floors (3rd and 4th) there are water purification systems to further clean the water.

e) Facilities Management of UN House Security System

The security system consists of CCTV cameras, card access control and an alarm system. Access to the office areas of the building is managed by a security access control system and is the original installed equipment. The security control system is located within the central control room, which is used to monitor the traffic movement throughout the site. This consists of staff checking in, leaving work. Access to the building is open during normal business hours and monitored by on-site security guards.

It is in this context that the United Nations in Botswana seeks the services of an individual consultant to oversee and manage the building described on the background for a period of four (4) months

3. SCOPE OF WORK & RESPONSIBILITIES

The Individual Consultant is expected to be a general maintenance person who can provide services such as:

3.1. Effective and efficient, maintenance services for essential services such as replacement of light tubes/bulbs, simple repairs of fixtures/furniture, maintenance of doors etc.

3.2 Supervise and monitor current service delivery through sub-contractors and third-party vendors to ensure that their services are delivered consistent with their contracts.

3.3 Provide periodic reports on operational performance, issues and improvements and summarize the maintenance and customer service requests

3.4 Assist in the liaison with local government, utility companies and emergency services on technical and procedural issues and compliance, when required

3.5 The consultant should be able to provide basic tools and instruments that can enable them to do basic tasks as described in bullet 3.1

3.6 Consultant to provide own Personal Protective Equipment/clothing as is required.

4. QUALIFICATIONS, EXPERIENCE AND COMPETENCIES

a) Qualifications and experience:

- The individual Consultant should possess at least a diploma within the facilities discipline; e.g., carpentry, electrician, plumber, mechanical engineers, general facilities management,
- Minimum 5 years of demonstrable experience in the technical area facilities and Property Management
- Ability to communicate and write English.
- Ability to use write reports using packages such as word and excel

b) Competencies

- Demonstrate ability to work under minimal supervision
- High technical skills in assessing and making recommendations for the facility
- Strong planning and coordination skills to be able to work with sub contrast and other stakeholders
- Good interpersonal and communication skills;
- Good computer skills; and
- Excellent command of the English language.

5. TIME SCHEDULE AND PERIOD OF THE CONSULTANCY

The consultancy will be for a period of 4 months, but the consultant will be required to be in the building a maximum of 3 days a week/or as when it can be required by the UN.

6. REPORTING AND SUPERVISION

The individual consultant will report to the UNDP Operations Manager and work closely with the UN Common Services Personnel, and all UN Agencies housed within the building.

7. OUTPUT/DELIVERABLES

- a. Monthly reports on the status of the building and maintenance works carried out per month
- b. Cost breakdown for facilities expenditure per month
- c. Final report of the status of the building and with recommendations

8. PAYMENT SCHEDULE

The contract will be performance-based. Payments will be made against the following deliverables:

%	milestone
25%	Month 1 report on status of the building and maintenance works carried out and expenditure overview for facilities maintenance
25%	Month 2 report on status of the building and maintenance works carried out and expenditure overview for facilities maintenance
25%	Month 3 report on status of the building and maintenance works carried out and expenditure overview for facilities maintenance
25%	Final report on status of the building and maintenance works carried out and expenditure overview for facilities maintenance with recommendations for further maintenance and works.

9. TRAVEL

The assignment will be based in Gaborone, UN Building. There is no envisaged travel.

10. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

a. Technical Proposal:

The technical proposal should include the following:

- Profile of consultant and an outline of recent experience on assignments of a similar nature.
 - The consultant's review of the TORs and appreciation of the assignment – the objectives, tasks and deliverables.
 - A clear description of the methodology and work plan that the consultant proposes to execute the assignment, illustrated where appropriate, with a chart of activities.
- b. **Financial proposal:**
- Lump-sum consultancy fee broken down to clearly indicate total Consultancy fee for the entire duration of the consultancy (all inclusive)
 - An indication of whether this rate is flexible
- c. **Personal CV** including past experience in similar projects and at least 3 references

11. UNDP CONTRIBUTION

UNDP will provide the consultant with organizational and logistical support to carry out his/her duties as outlined above.

12. EVALUATION

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only Individual Consultants obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical evaluation</u>		
Criteria A: Relevancy of academic qualifications (academic & technical, minimum diploma in any technical trade, mechanical, electrical, plumbing, general facilities management)	25	25
Criteria B: Adequate work experience- Minimum 5 years of demonstrable experience in the technical area facilities management	20	20

Criteria C: Context - Ability to use computer packages to produce reports regarding the facility	15	15
Criteria D: Technical Competence - Prior experience carrying out maintenance and facilities work with atleast 2 traceable references	30	30
Criteria E: Approach - Demonstrated understanding of the assignment; and response to the terms of reference, presentation and communications skills; and writing up results for reporting purposes. Good presentation & packaging of information	10	10