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EXPRESSION OF INTEREST

PROVISION OF ARCHITECTURAL & INTERIOR DESIGN CONSULTANCY SERVICES

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EOI- Provision of Architectural & Interior Design Consultancy Services



1.1. Introduction

Safaricom Plc is the leading integrated communication and financial services provider in Kenya, with a steadily growing subscriber base. The company is continuously expanding and reviewing its business, to meet the changing competitive landscapes, needs, and profiles of its customers.

Our efforts are geared towards positively impacting the lives of those in the communities around us and thus we strive to change the present to improve the future.

To this end, Safaricom Plc intends to engage services of reputable supplier(s) for the **Provision of Architectural & Interior Design Consultancy Services**. Safaricom is therefore soliciting for Expressions of Interest (EOI) from interested qualified providers.

1.2. Background and EOI Requirements

Safaricom outsources construction consultancy services to professional firms, who offer specialized services in line with agreed terms of reference to realize company projects. This requirement is for the identification of a suitable firm(s) to offer architectural and interior design consultancy services.

A summary of the terms of reference for this requirement is summarized below:

1. Architectural consultancy services Deliverables

- i. **Schematic Design Phase Services:** site plan, floor plan(s), sections, an elevation, and other illustrative materials; computer images, renderings, or models. Typically, the drawings include overall dimensions, and a construction cost is estimated.
- ii. **Design Development Phase Services:** floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications.
- iii. **Construction Document Phase Services:** set of drawings that include all pertinent information required for the contractor to price and build the project
- iv. **Bid or Negotiation Phase Services:** construction contract. Once this document is signed, project construction can begin

- v. **Construction Phase Services:** to help the nominated contractor to build the project as specified in the approved drawings by the client (Safaricom)

2. Interior Design consultancy services Deliverables

- i. **Programming:** Defining Safaricom's interior design needs and objectives for the building interior and developing an interior programming study report that includes preliminary diagrams.
- ii. **Preliminary diagramming/space planning:** Developing diagrams of space allocations and adjacencies.
- iii. **Schematic design:** Sketches for floor plans, sections, elevations, and perspectives are developed and the preliminary design is then presented to the client for review, possible revision, and final approval.
- iv. **Design development:** Developing plans, elevations, sections, and other related details to a high level of finish; refine colours and finishes; select any purchased furniture, fixtures, and equipment (FF&E); and prepare a cost estimate and budget for construction and FF&E items. The resulting design will be presented to the client for review, revision, and final approval.
- v. **Construction documents:** preparation of construction documents (including floor plans, elevations, sections, and construction details), the FF&E package, and the architectural specifications package.
- vi. **Construction contract administration:** Advise whether the work conforms to the construction drawings and specifications.
- vii. **Post-occupancy services:** Identify potential problem areas and determine user satisfaction.

3. Clerk of Works deliverables

Their role typically consists of:

- I. Checking all critical stages to ensure that the quality meets both the specification and the expectation of the end user.
- II. Highlighting potential specification design issues for comments before they affect construction and programme.
- III. Checking for component clashes.
- IV. Giving a view on completion dates as work progress.
- V. Auditing workforce attendance if required.
- VI. Reporting any unresolved concerns.



This EOI is intended to lead to the identification of supplier(s) that can demonstrate having enough capability to produce and supply secure prepaid vouchers and other materials in the best possible way and in a manner that enables Safaricom meet its expectations.

1.3. Submission of Responses

The Expression of Interest proposal should be submitted in the below format:

	Requirement	Response	Comments & Attachments
1	Experience-Number of Years' experience in Architectural & Interior Design Consultancy services		
2	List of corporate clients where firm has offered similar services-(Provide Contact Details)		
3	Details of company registration details i.e., Profile, certificate of incorporation, HQ location, Tax Compliance Certificate (Mandatory), etc.		
4	Details of previous projects carried-out by the firm in the last 5 years- At least for 5 projects worth Kes. 100 million and above in the last 5 years. -		
5	Details of company professional certification and associations- Professional certificates from Board of Registration for Architects & Quantity Surveyors (BORAQS), Architectural Association of Kenya (AAK), The Engineers Board of Kenya (EBK), Institution of Construction Project Manager of Kenya or related certifications from international associations and bodies. (Related to the provided skillsets)		
Note: Please provide any other additional information that Safaricom should be aware of.			



1.4. Next Steps

- a. Evaluation of the Expression of Interest submission
- b. Shortlisting of Vendors
- c. Prequalification of shortlisted Vendors (where applicable)
- d. Issue Request for Proposal tender document

Responses

Vendors are advised to submit their responses via return email by **Noon (East African Time) on Monday 22nd August 2022** to Pmokaya@safaricom.co.ke;

NOTE:

- This is not a tender
- Only the suppliers who provide the requested details will be considered for further discussions,
- No prices should be provided with this EOI,
- Safaricom reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged into, other than for the purpose of informing the bidders of the outcome of the process