

Ministry of Lands and Natural Resources

Land Administration Project

German Financial Cooperation with Ghana

***Design of the New Lands Commission's
National and Regional Headquarters' Building
in Accra***

**Invitation for Expression of Interest
for
Consulting Services for the Land Administration Project**

June 2009

INVITATION FOR EXPRESSION OF INTEREST

1. The Project-Executing Agency (PEA, §2) hereby invites qualified independent Consultants to submit a prequalification document for consulting services required (see §3.). Funds have been earmarked for this project by the German bilateral Financial Cooperation, provided through KfW development bank.
2. PEA: Land Administration Project, Ministry of Lands and Natural Resources, MB212, Accra, Ghana
3. The Government of Ghana has received credit from multiple Development Partners towards the implementation of the Land Administration Project (LAP) and intends to apply a portion of this to build the New Lands Commission's National and Regional Headquarters in Accra. Financed by the German Government through KfW, a new building for 300 to 450 staff is to be built on the location of the Survey School in Accra (5 ha; latitude 5° 35,48' N, longitude 0° 10,92' W). The costs estimated for this purpose range between equivalent of between 2 and 3 million Euros.

This building and its surroundings should be designed according to the demands of ecological and energy saving aspects and the local (climate) conditions. An ecological overall concept has to include the green space, the design, the construction and the installation. Main topics are energy, water, green space and traffic/parking as well as the environmental quality inside and outside of the building.

4. The requested services of the consultants comprise: architectural design, all engineering components, preparation of documents for a national tender for the construction, evaluation of the respective bids thereto, construction supervision and assistance to the Client in accepting the works. A detailed topographical and geotechnical survey map will be prepared in time by the Client for the bidders. At least one key person in the team must be a member of a professional architects association.
5. Services are to be provided by a team comprising of international and local architects, engineers and planners and other professional and administrative support staff. Efficient management and backstopping services shall be made available.
6. Consultants are free to associate themselves with other firms to ensure that all required know-how and experience are available to them.
7. The prequalification document in English language shall have the following structure and content and shall be presented in the same sequence as shown below:
 - (i) **Covering Letter**, comprising the firm's name, address, contact person, telephone, fax and email; if applicable mention the association for this project.
 - (ii) **Presentations of firms** (maximum 10 pages), inclusive of clear statements of type, property and key task of the association, if applicable.
 - (iii) **Statements and Declarations:**
 - a) Declaration of submitting a proposal in case of being short-listed;
 - b) Statement on **affiliations** of any kind with other firms which may present a conflict of interest in providing the envisaged services.

c) In case of an **association** – the intended contractual arrangement with international and local firms, nominating the lead consultant and including letters of intent of participating firms (in case of local partners a fax copy of such letter of intent is sufficient).

d) Declaration to observe the highest standard of ethics during execution of the contract. Applicants should be aware that any fraudulent or corrupt activities disqualify them immediately from participation in the selection process and will be subject to further legal investigation. The said declaration shall be submitted and duly signed according to the following form:

Declaration

We **underscore** the importance of a free, fair and competitive procurement process that precludes fraudulent use. In this respect we have neither offered nor granted, directly or indirectly, any inadmissible advantages to any public servants or other persons in connection with our bid, nor will we offer or grant any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract.

We also underscore the importance of adhering to minimum social standards ("Core Labour **Standards**") in the implementation of the project. We undertake to comply with the Core Labour Standards ratified by the country of Ghana.

We will **inform** our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country of Ghana.

(Place), this day of

Name of company (or lead company on behalf of associated companies for associations)....

Signature(s)

e) **Certified statement of financial capacity** of the lead consultant and all associated partners showing the necessary turnover to manage the project (Balance sheet, statement of turnover or annual tax statement or profit and loss account all of the last three years).

- (iv) **List of project references** carried out as Annex 3 (EU-Format) covering the last 5 years and strictly related to the envisaged services (*maximum 15 references*), with an example drawing (folded to A4) of one characteristic layout.
- (v) **Brief CVs** on personnel proposed for backstopping and home office support.
- (vi) **List of available personnel structure** for the envisaged services with information about education, professional experience, regional experience, years with firm, specific project-related experience and experience in similar posts. This list shall allow a profound judgement on the consultants' general ability to provide the required personnel having the specific experience for the project in case of an offer. Personnel that belongs to the firm or has a long cooperation gets more points.

Interested consultants are requested to submit concise and clear, but substantial documents and to adhere to the above structure. Non-compliance with this invitation or

faulty information shall lead to non-qualification. Any surplus of information not specific to the material requested will be penalized.

8. The prequalification proposal shall be submitted in one original and four copies to the Project-Executing Agency: Land Administration Project, Ministry of Lands and Natural Resources, P. O. Box MB 212, Accra, Ghana latest by **27th July 2009**.
9. One copy of the prequalification proposal shall be submitted to KfW (KfW Frankfurt, Mr Jochen Braehmig, Dept. L1a2, Palmengartenstrasse 5 – 9, 60325, Frankfurt) on the same date.
10. All cost for a site visit, obtaining information/data and preparation/submission of the prequalification document, meetings, negotiations, etc. in relation with the prequalification or the subsequent proposal shall be borne by the consultants.
11. At any time, PEA either at its own initiative or in response to clarifications requested by an interested consultant may clarify this invitation. Such information shall be sent in writing by facsimile or e-mail to all parties, which have informed PEA about their participation.
12. It is planned to establish a short-list of not more than five prequalified consultants not later than four weeks after the submission date and to invite design, technical and financial proposals from these consultants.
13. The evaluation procedure for the prequalification process will follow the latest version of the, Guidelines for Assignment of Consultants in Financial Co-operation Projects “(refer to homepage of KfW development bank which can be accessed via the internet address: www.kfw-entwicklungsbank.de under Service - Online Library - Guidelines).

Only financially capable firms which have submitted the necessary statements (see § 7 iii) satisfying the set conditions will be evaluated. Specific evaluation criteria and their individual weight are presented in the following table:

Criteria	Maximum Score
1. Evidence of relevant experience gained by consultants during the past five years (<i>experience of the firm</i>)	45
1.1 Experience in handling similar projects of architectural design, tendering and construction supervision.	20
1.2 Experience under various working-conditions in developing countries.	15
1.3 Experience with working-conditions in Ghana or West Africa.	10
2. Suitability for this specific project (<i>experience of the available experts</i>)	55
2.1 Providing evidence of available technical expertise specific to this project (refer to the listed key personnel)	20
2.2 Providing evidence of the personnel structure in regard to the tasks expected (additional personnel for ecological and energy saving aspects)	15
2.3 Providing evidence of the key personnel in permanent employment and always available to monitor the team and provide back-up services from the home office.	10
2.4 Form of the application documents: Are they complete, concise and related to the project?	10

14. After having completed the evaluation of the prequalification documents, a short-list consisting of five highest ranked Consultants or less, scoring a minimum of 70 points will be established. Short-listed firms will be invited to submit a technical and financial proposal; firms not pre-qualified will be informed accordingly.
15. PEA is not bound to select any consultant.
16. The preparation and the submission of the prequalification document is the responsibility of the applicant and no relief or consideration can be given for errors and omissions.
17. After opening the prequalification documents until preparation of the short-list of the qualified consultants, no communication of any type shall be entertained unless called for by PEA.
18. Further information and clarification may be obtained at the address below between the hours of 9.00 a.m. and 5.00 p.m. Monday to Friday.

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