

**REQUEST FOR PROPOSALS (RFP)
FOR THE PROVISION OF VARIOUS SERVICE LEVEL AGREEMENTS (SLA)**

1. BACKGROUND

Established in 1985, the Eastern and Southern African Trade and Development Bank (TDB) is an investment-grade African regional development finance group, with the mandate to finance and foster trade, regional economic integration, and sustainable development. With an asset base of USD 10 bn, TDB Group has 25 African member state, which alongside non-regional member countries and institutional investors from Africa, Europe, and Asia, from TDB's community of shareholders.

TDB Group counts several subsidiaries and strategic units including the Trade and Development Bank (TDB), TDB Group Asset Management (TAM), the Trade and Development Fund (TDF), TDB Captive Insurance Company (TCI), the ESATAL fund management company and TDB Academy.

TDB is looking to engage Services Providers as listed below:

- Façade Maintenance - Tender No. TDB/FPM/FM/020724
- Builders Works- Tender No. TDB/FPM/BW/020724
- Water Proofing- Tender No. TDB/FPM/WP/020724
- Chemicals Supply- Tender No. TDB/FPM/CS/020724

Note : Detailed scope of above works can be found in our website ; <https://www.tdbgroup.org/procurement-consulting/request-for-proposals-rfp-for-the-provision-of-various-service-level-agreements-sla/>

2. GENERAL INFORMATION

- 2.1. Validity of the Bids: The bids received will be valid for a period of ninety (90) days from the date of opening.
- 2.2. Bids Opening: Bids will be opened immediately after the bid closing hours. Late bids will be rejected.
- 2.3. Safety and Health: All work shall comply with all applicable national regulations and health requirements, and the TDB Health and Safety Policy. The Services Providers shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of its personnel during the execution of works/supply.

2.4. Selection Criteria

Criteria	Maximum Score
Technical Competences (Including Due Diligence)	70
Financial proposal	30

3. SUBMISSION

- 3.1. Technical and Financial Proposal (s) in Kenya Shillings VAT Exclusive.
- 3.2. A written proposal showcasing the firm's understanding of the scope of work, equipment/materials available for work, and previous experience. The written proposal is to indicate the work methodology, health and safety measures and timeline required to conduct the service cycle/works and Supply.
- 3.3. Team composition and current similar task assignment for a similar building.
- 3.4. Detailed reference list indicating the scope and magnitude of similar assignments done in the last three (3) years.
- 3.5. Legally certified copies of Registration certificates, Memorandum and Articles of Association, Form CR 12, registration of professional bodies where applicable, Evidence of Risk covers to undertake such works, Trading Licenses and other statutory documents including valid Tax Compliance Certificate (those without valid TCC are advised not to apply) and passport or ID copies of the Shareholders and Directors of the firm and valid license to undertake the services.

3.6. Three to Five (3-5) corporate references for similar works with contact details and any certification will be an added advantage.

Respondents to the RFP should submit their documents zipped and sent to procurement@tdbgroup.org with the subject matter labelled clearly (EXPRESSION OF INTEREST (with the Specific Tender No.)) to reach us on or before the closure of business on July 16th, 2024.

All Bidders are encouraged to visit the building strictly Between 8th to 11th July during office working hours (8.30 am to 3.30 pm) on appointment requested through the following email address: Enquiries/ Site Visit: Bernard.Kobia@tdbgroup.org and/or Sara.Elnour@tdbgroup.org.

Disclaimer: TDB Group reserves the right to independently verify submitted documents, listed clients, and projects. TDB Group is not obliged to give reason for not selecting any bidder.

SCOPE OF WORK

1. Façade Maintenance

The purpose of the maintenance is to ensure the aesthetic appeal, structural integrity, and safety of the building's Façade. The scope of work for the annual maintenance of the façade at TDB Tower includes, but is not limited to, the following tasks:

- 1.1. Conducting a thorough visual inspection of the entire façade to identify any signs of damage, wear, or deterioration.
- 1.2. Assessing the condition of sealants and joints.
- 1.3. Addressing minor repairs promptly, such as replacing damaged sealants.
- 1.4. Notifying the building's Facilities and Property Management Officer of any significant repairs or structural issues requiring attention.
- 1.5. Cleaning and lubricating window frames and hinges.
- 1.6. Providing detailed reports after each maintenance visit, including observations, repairs made, and recommendations for further action if needed.
- 1.7. Documenting any changes in the condition of the façade over time.

The Service Provider is responsible for providing all labour, equipment, and materials necessary to complete the maintenance tasks. The Facilities and Property Management team will facilitate access to all areas requiring maintenance. The Service Provider must be Schüco certified.

2. Builders Work

The appointment of a Builders Work Service Provider aims to ensure prompt resolution of defects and issues that may arise in the tower. This includes addressing concerns related to floor finishes, wall finishes, ceiling finishes, and joinery works, as well as attending to various Service Providers as needed.

2.1. Builders work will be handled on an on-call basis. The Service Provider is required to provide rates for the following services:

Drywall and Partitions Work
Flooring Installation (tiles, carpeting, etc.)
Painting Works
Doors (Adjustment, Alignment)
Kitchen Cabinets
Joinery Works

2.2. In addition, the Service Provider will attend to:

Plumbing Works
Electrical Works
HVAC Works
Water Proofing Works
Landscaping Works
BMS Works

The Service Provider is responsible for providing all labour, equipment, and materials necessary to complete the works. The Facilities and Property Management team will facilitate access to all areas requiring maintenance.

3. Water Proofing

The appointment of a Water Proofing Service Provider aims to ensure timely response to water ingress issues that may arise in the tower, thereby preventing water damage. This includes addressing water leakages specifically through the floor slabs at the 19th, 18th, 11th, 3rd, and Ground Floors.

3.1. Waterproofing issues will be managed on an on-call basis. The Service Provider must provide pricing for the following services:

Waterproofing Chemicals (Seals, Coatings)
Waterproofing Membranes
Waterproofing Installation and Labor per square meter

3.2. Furthermore, at each appointment, the Service Provider shall:

Conduct a thorough inspection of all waterproofing systems, including roofs, basements, and other susceptible areas.
Provide detailed reports after each maintenance visit, including observations, repairs made, and recommendations for further action if needed.
Assess the condition of existing waterproofing materials, joints, seals, and membranes.
Identify potential areas of water penetration or existing leaks.
Repair identified defects such as cracks, gaps, or deteriorated waterproofing materials.
Replace damaged or ineffective waterproofing membranes, seals, or coatings.
Reinforce joints and connections as necessary to maintain waterproof integrity.
Ensure that application adheres to manufacturer guidelines and industry standards for optimal performance and longevity.
Conduct necessary tests or inspections during and after application to confirm effectiveness and coverage.

4. Chemicals Supply

The Service Provider shall be responsible for supplying the following consumables for the Water Treatment Plant upon request. This ensures availability of essential consumables necessary for the efficient operation of the Water Treatment Plant as required.

The vendor must provide a fixed rate for the following items:

- Sand Media (Various Grades)
- Activated Carbon Media IV 900
- 20" Long x 5 Micron Cartridge Filter
- Calcium Hypochlorite
- RO Antiscalant



EASTERN AND SOUTHERN AFRICAN **TRADE AND DEVELOPMENT BANK**
BANQUE DE COMMERCE ET DE DÉVELOPPEMENT DE L'AFRIQUE DE L'EST ET AUSTRALE

- Sodium Meta Bi Sulphite
- Hydrochloric Acid
- Calcium Hydroxide (Hydrated Lime)
- CIP Acid Cleaner
- CIP Alkaline Cleaner
- Sodium Hydroxide
- 4080 RO Membrane
- UF Membrane
- Anionic Flocculants
- Coagulant

MAURITIUS PRINCIPAL OFFICE

Africa Pl Place, Lot 13, VWall Street
Ebene, Mauritius
Tel +230 460 1500

HARARE REGIONAL OFFICE

70 Old Enterprise Road, Newlands
Harare, Zimbabwe
Tel +263 867 700 8688

BURUNDI PRINCIPAL OFFICE

Chaussee Prince Louis Rwagasore
Bujumbura, Burundi
Tel +257 22 224 966/75

ADDIS ABABA REGIONAL OFFICE

6th floor, UNDP Regional Service Centre for Africa
Meskel Flower Roundabout, Addis Ababa, Ethiopia
Tel +251 11 518 1730

NAIROBI OPERATIONS HUB

TDB Tower, 184 Lenana Road
Nairobi, Kenya
Tel +254 732 192 000

KINSHASA REGIONAL OFFICE

Immeuble Crown Tower 301
Blvd 30 Juin, Gombe, Kinshasa, DRC
Tel +243 99 99 02 228/ +243 97 77 92 970

INTEGRATING & ADVANCING THE REGION
WWW.TDBGROUP.ORG