



International Organization for Migration (IOM)

The UN Migration Agency

## REQUEST FOR PROPOSALS

### SERVICES FOR PROVISION OF SERVICES FOR DESIGN AND SUPERVISION OF IOM NEW OFFICE

## BID BULLETIN

### Addendum No. 1

This Addendum No. 01 is issued to address inquiries and clarification from bidders in the RFP RO23-001- Design Services for Proposed new Office Space meeting held on 24 January 2023.

The RFP was posted on 22 January 2023 on Both IOM and UNGM websites

#### A. On Instructions to Service Providers

1. Page 3 should read as follows:

The Proposals must be submitted by email to [RONairobiProcurement@iom.int](mailto:RONairobiProcurement@iom.int) on or **before FRIDAY the 10<sup>th</sup> of February 2023 at exactly 17:00HRS hours Kenya time**. No late proposal shall be accepted.

#### B. Inquiries from Service Providers

1.The deadline for proposal submission.	The submission deadline has been extended from 31 January to 10 February 2023
2. Payment schedule was revised as follows:	<p><b>1<sup>st</sup> Milestone:</b> 10% Payment to be made upon completion of draft design for internal discussion and feedback.</p> <p><b>2<sup>nd</sup> Milestone:</b> 35% Payment to be made after completion of final detailed design package and the bid documents which will include the architectural and structural drawing, Bills of quantities and technical specifications.</p> <p><b>3<sup>rd</sup> Milestone:</b> 15% of contract sum will be paid to the design consultant When the work contractor completes 25% of work as validated by IOM.</p> <p><b>4<sup>th</sup> Milestone:</b> 15 % of contract sum will be paid to the design consultant When the work contractor completes 50% of work as validated by IOM.</p> <p><b>5<sup>th</sup> Milestone:</b> 15 % of contract sum will be paid to the design consultant upon the completion of 100% of works validated by IOM as per above and the deliverance of the substantial completion certificate of completion of works.</p> <p><b>6<sup>th</sup> Milestone:</b> 10% of contract sum will be paid to the design consultant Upon the deliverance of the Final certificate of completion of works one year after the substantial completion certificate of works.</p>
3. Should the Bid security be included as part of the submission documents?	No. The bid security should not be included.
4. What is the exact or tentative number of staff moving?	The tentative number of staff is 750 pax

5. Are there any county permit approvals on construction, architecture and related fees that will be involved?	IOM enjoys the same immunity as UN on permits and taxes		
6. Preparation of structural calculation report: Considering the fit-out will be carried out in and existing building, it is expected that any partitions will be lightweight type. Please clarify if there are any aspects of the fit-out works which would require structural calculation report	Bidders to submit structural loading plan that would be appropriate to the proposed design fit out.		
7.Scope of works design to include the air conditioning system air circulation with enough capacity. It is expected that the client will provide as built MEP drawings for the base building at commencement of design phase, to facilitate design of interphases with existing base building necessary.	Yes, this will be provided on this <a href="#">link</a>		
8 Please provide a High -level program that outlines the following:  -Timelines for vendor selection -Timelines for design -Implementation deadlines	11-21st Feb 2023	Bid Evaluation and Award of Design consultant	
	22Feb-21March 2023	Design and finalize BOQ for Construction/Build	
	22March-10April	Procurement for Construction/Build	
	11April-30June	Construction	
	01 July 2023	New Office Occupancy/ Handover	
9 Does IOM have an internal Project manager assigned to this project or will you be outsourcing for the service?	IOM has internal project team on the design approvals.		
10 Safe rooms. Please share additional information about the safe room capacity requirements	Minimum two (2) saferooms for each floor. The total capacity of the saferooms should be equal to the total number of occupants in the floor (standing position).		
11 Please share specifications for the catch frames to be incorporated into the design.	Refer to the specification on the last page (full description on photo)		
12 Please provide the drawings indicating the following: No of floors, Built up Area, Departmental Heads, and staff per floor.	Please see the <a href="#">hyperlink</a> to all Construction plans		

\*\*\*\* NOTHING FOLLOWS \*\*\*\*