



HQ22NF008-EOI

Request for Expression of Interest (EOI) Applications for the Prequalification of Engineering Consultants

Closing on Monday 7th of February 2022 at 11:00 am, Rome time.

To whom it may concern,

The World Food Program hereinafter referred to as the “WFP”, with its Headquarters located in Via C.G. Viola, 68/70, 00148 Rome, Italy is seeking to **identify and pre-qualify a “pool” of engineering Consultants to carry out design as well as other services, as listed below, for civil and construction projects of different sizes and complexities in Ghana.**

WFP invites experienced engineering Consultant companies to submit expression of interest applications for various engineering services. The following list includes the services that WFP may require.

1. Surveys (topographical, geotechnical, and hydrological).
2. Civil and Architectural design.
3. Building and structural design.
4. Mechanical and electrical design.
5. Building structural integrity assessment.
6. Environmental assessment.
7. Seismic analysis.
8. Site supervision.
9. Project management.

Upon receipt of applications, the Consultants will be assessed based on their expertise and cumulative capacity to provide engineering services for different types of projects. The following list includes indicative construction activities. WFP may include additional activities as it may require.

- a) Construction of auto mechanics workshops.
- b) Construction/retrofit of warehousing facilities, including cold storage capacity.
- c) Refurbishment/retrofit of existing buildings for office and accommodation use, including full utility solutions.
- d) Construction and/or rehabilitation of rural community-based infrastructure including markets, drainage and irrigation channels, wells, water ponds, school canteens, buildings.
- e) Other civil works including the supply and installation of fuel tanks, electrical and security upgrades in UN premises.



Engineering Consultants Shortlist

Based on the assessment of applications, WFP will compile a shortlist of pre-qualified engineering Consultants with demonstrable technical and financial capabilities. The shortlisted Consultants will be invited to participate in the bidding process for future tenders to provide engineering services, as per their available capacity.

Submission Details

All documents must be submitted in English language (except for official practice licenses and certificates issued by government entities) and presented in an orderly manner as per the guidelines below.

Incomplete submissions will not be considered.

The following listed documents must be duly completed and submitted as per the instructions below for the acceptance of the company's EOI. **Applications received from companies that do not offer engineering services will not be considered.**

- i. Annex I – Bidder Capacity Questionnaire
- ii. Annex II – Project Experience Forms

Interested companies are invited to complete the attached forms including supporting documents and submit it via email to hq.tenders@wfp.org **Deadline:** Monday 7th of February 2022 at 11:00 am, Rome time.

Clarifications

Please email your clarification requests to hq.tenders@wfp.org by Wednesday 2nd of February 2022 at 2:00pm, Rome time.

Confidentiality of information

The expression of interest applications submitted by Consultants are not public records and are not open to public inspection. All information provided will be kept confidential to the extent permitted by law, although contents may be disclosed to third parties for the purpose of verification or investigation of substantial allegations.

Other Important Information

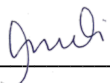
- a) WFP may carry out the verification of accuracy, correctness and authenticity of the information provided by the bidder on the documents submitted.
- b) Inquiry and reference checking with Government entities with jurisdiction on the bidder, or any other entity that may have done business with the bidder, if required.
- c) Inquiry and reference checking with other previous clients on the quality of performance on ongoing or previous contracts completed, if required.



- d) WFP reserves the right to check other sources available to verify information submitted in the pre-qualification applications. If an Applicant knowingly makes a misrepresentation, or an omission of a material fact, in submitting information to WFP, such misrepresentation or omission may be sufficient ground for denying prequalification to that Applicant, rescinding the Applicant's prequalification, rejecting an Applicant.
- e) This EOI does not constitute a solicitation. WFP reserves the right to change or cancel this procurement process or any of its requirements at any time during the process; such actions by WFP will either be posted publicly or directly communicated to all participants, as appropriate.
- f) In responding to this EOI, WFP requires all interested Companies to conduct themselves in a professional, objective and impartial manner, and they must always hold WFP's interests' paramount. Potential Companies must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Any Company found to have a conflict of interest shall be disqualified.

We look forward to receiving your applications.

Best regards,

 10/1/2022

Channon Hachandi

OiC Head Procurement

WFP Rome

ANNEX I

BIDDER CAPACITY QUESTIONNAIRE

EOI – Annex I

Bidder Capacity Questionnaire

This document is intended for engineering Consultants seeking to engage with WFP for the participation in future tenders to provide engineering services in Ghana. The questionnaire aims to assess the technical and financial capability of each applicant.

Each section of the form must be fully completed with the accurate information to date. If supporting documents are required, they should be submitted in English, where possible.

Date: _____

1 CONSULTANT COMPANY STRUCTURE

1.1 Basic Information

State Consultant's Company full legal name and address.

Company Name	
Address	
Tel No. (including international code)	
Email Address	
Website	

How many years has the Consultant been in business under its present name? _____ Years

Type of Company:

- Private Limited Company ☐
- Public Limited Company ☐
- If limited company, state amount: _____
- Other ☐

1.2 Parent Company

Is the Consultant relying on the capacity or qualifications of a parent company?

Yes

☐

No

☐

1.3 Main Contact Person

Name		Telephone No.	
Position		Mobile No.	
Email Address		Fax No.	

1.4 Alternative Contact Person

Name		Telephone No.	
Position		Mobile No.	
Email Address		Fax No.	

1.5 Registration

Please attach a copy of the following documentation as evidence, attached to the end of this Bidder Capacity Questionnaire:

1. Trade/Business License ☐ Attached
2. Professional Staff Licenses ☐ Attached

2 FINANCIAL AND ECONOMIC STANDING

2.1 Annual Turnover

Please state the turnover for each of the five complete financial years listed below for the whole company or subsidiary company that this proposal covers.

In addition to filling the table below, please submit full audited balance sheet pages and profit and loss accounts for the Annual Turnover for each year. Failure to demonstrate the level of turnover over the specified years may result in the exclusion of the Consultant from further consideration.

Year	Annual Turnover (GHS)	Annual Turnover (USD)
2021		
2020		
2019		
2018		
2017		

2.2 Workload Value

State the company's current outstanding workload value:

Currency	Amount

2.3 Professional Indemnity Insurance

Does the Consultant hold professional indemnity insurance?

Yes

☐

No

☐

**If yes, please state value
(In GHS or USD)**

2.4 Employers Liability Insurance

Does the Consultant hold employers' liability insurance?

Yes

☐

No

☐

**If yes, please state value
(In GHS or USD)**

2.5 Public Liability Insurance

Does the Consultant hold public liability insurance?

Yes

☐

No

☐

**If yes, please state value
(In GHS or USD)**

2.6 Parent Company Structure

Is the Consultant relying on the capacity or qualifications of a parent company? Yes

☐

No

☐

If the Consultant is relying on the capacity or qualifications of a parent company, the Consultant is requested to provide a parent company guarantee.

3 TECHNICAL CAPABILITY – PROJECT EXPERIENCE

3.1 Area of Practice

Please identify areas where the company provides construction services. Please tick all that applies.

Item	Tick all that applies
Surveys (topographical, geotechnical, and hydrological)	
Civil and architectural design	
Building and structural design	
Mechanical and electrical design	
Building structural integrity assessment	
Environmental assessment	
Seismic analysis	
Site supervision	
Project management	

3.2 Summary of Experience

Please provide information regarding design projects undertaken within the following five years: 2017, 2018, 2019, 2020, 2021.

Individual project details shall be submitted separately as part of the project experience forms attached in Annex II.

Year	Project Name	Location	Project Type	Employer/Client	Project Value	
					GHS	USD

4 TECHNICAL CAPABILITY – HUMAN RESOURCES

1.1 Staff

The Contractor should list below details of the company's average number of persons employed for the following six years:

Year	Total	Management Staff	Admin Staff	Architectural Designers	Civil Designers	Mechanical & Electrical Designers	Drawing Technicians	Other (please specify)
2021								
2020								
2019								
2018								
2017								

1.2 Design Management Resources

The Consultant should list below the names of personnel responsible for the main aspects of the services the company provides as per [Section 3.1](#) of the questionnaire.

Detailed CVs are to be provided for each of the managers/heads of units and the table below should be copied as required. Professional staff licenses are to be attached as part of [Section 1.5](#) of the questionnaire.

Design Management Resources – Personnel Details	
Name	
Position in Company	
Educational Qualifications	
Professional Accreditation	
Details of Experience	

5 TECHNICAL CAPABILITY – HEALTH, SAFETY AND ENVIRONMENT (HSE)

5.1 Safety Management System Certification

Does the Consultant have a safety management system certified by a recognized independent authority?

Yes ☐

No ☐

If yes, please attach a copy of the certificate.

5.2 Design and Construction Planning Procedures

How does the Consultant take account of HSE factors during the design and construction stage planning of a project, including the safety of its personnel on-site during data collection and construction supervision?

This relates to how the designer makes sure that its design is as safe as possible, what safety standards are considered and how they inform the contractor of any safety risks that may be present due to the type of work being executed to implement the design.

5.3 On-site Supervision Procedures

Please provide details of the HSE procedures the Consultant would seek to see the Contractor put in place on site if the Consultant was to fulfil site supervision duties for a project.

This should detail the typical HSE procedures to be put in place for the safety of the Contractor's personnel and the general public, as per internationally recognized protocols and national legislation.

6 TECHNICAL CAPABILITY – QUALITY CONTROL

6.1 Quality Control Standard

Indicate below the company's quality control system standards. **If ISO9001 or another internationally/nationally recognized standard, please attach a valid copy of the registration documentation.**

ISO9001 ☐

Another recognized standard ☐

Company's internal procedures ☐ If indicated, please describe the company's own procedures below.

6.2 Project Critical Factors

How does the Consultant ensure that the quality of their project designs are to a high standard in terms of the following project factors?

- ✓ Design completeness
- ✓ Accuracy
- ✓ Presentation
- ✓ Value for money
- ✓ Ease of construction.

This should detail to how the Consultant plans the design, how they review the project constraints and requirements throughout the design cycle, how the design is checked for accuracy and how the final project is presented to the Client. It also concerns how changes and alterations are communicated to third parties to ensure a coherent design within budget limits. It should also detail how the Consultant uses practical design methods for an efficient allocation of resources, in terms of material sourcing and construction methods.

ANNEX II

PROJECT EXPERIENCE FORMS

EOI – Annex II

Project Experience Forms

To complete the technical capability section (section 3, Annex I), please provide details of relevant projects which are currently in progress and projects completed by the company within the specified six years. Applicants should only list projects where they had primary responsibility (i.e. main Consultant).

1 CURRENT CONTRACT COMMITMENTS/WORK IN PROGRESS

The Consultant must fill in one table per project, for as many projects as necessary and provide additional relevant documents for further information (i.e. contract documents, scope of services, etc.).

CURRENT PROJECT DETAILS				
Project title				
Provide a description of the project including its type, main elements, location, details of the company's role and any other related technical and financial elements				
Client name				
Reference name and telephone number				
Building floor area (sqm) If not relevant, specify building volume (cu.m)				
Project design value (GHS/USD)				
Project construction value (GHS/USD)				
Design programme length				
Date of contract award				
Services Provided (Yes / No) – Provide details as an attachment				
Surveys (Topographical, geotechnical and hydrological)	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Civil / Architectural design	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Building / Structural design	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Mechanical and Electrical design	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Building structural integrity assessment	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Environmental assessment	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Seismic analysis	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Site supervision	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Project management	Y	<input type="checkbox"/>	N	<input type="checkbox"/>

2 PAST PROJECTS OF SIMILAR NATURE AND COMPLEXITY

The Consultant must fill in one table per project, for as many projects as necessary and provide additional relevant documents for further information (i.e. certificates of completion, letters of recommendation, etc.).

COMPLETED PROJECT DETAILS				
Project title				
Provide a description of the project including its type, main elements, location, details of the company's role and any other related technical and financial elements				
Client name				
Reference name and telephone number				
Building floor area (sqm) If not relevant, specify building volume (cu.m)				
Project design value (GHS/USD)				
Project construction value (GHS/USD)				
Design programme length				
Date of award AND completion				
Services Provided (Yes / No) – Provide details as an attachment				
Surveys (Topographical, geotechnical and hydrological)	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Civil / Architectural design	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Building / Structural design	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Mechanical and Electrical design	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Building structural integrity assessment	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Environmental assessment	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Seismic analysis	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Site supervision	Y	<input type="checkbox"/>	N	<input type="checkbox"/>
Project management	Y	<input type="checkbox"/>	N	<input type="checkbox"/>