

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL INTERIOR DESIGN**

**ISSUED BY**

**QONA SACCO**

**DATE OF ISSUE:  
27 NOV 2024**

**APPLICATIONS MUST BE RECEIVED NOT LATER THAN  
2:00 P.M. ON 06 DECEMBER 2024.**

## **SECTION A: REQUEST FOR PROPOSAL FOR INTERIOR DESIGN SERVICES**

Qona DT Sacco invites proposals from interested eligible firms to tender for Proposals to undertake the Interior design of the Proposed Offices located at Good Man. Interested firms must arrange to forward their particulars/contacts to Qona Sacco, through email address [info@qonasacco.com](mailto:info@qonasacco.com) before the closing date for records and for the purposes of receiving clarifications and/or addendums, if any on or before December 6, 2024 at 12.00 pm (EAT).

**Qona DT Sacco**

**P. O. Box 2392 - 00606, Sarit Centre**

**Tel: +254 111 222 226**

**Website: [www.qonasacco.com](http://www.qonasacco.com)**

## **SECTION A**

### **REQUEST FOR PROPOSAL (RFP)**

We invite you to submit a proposal for providing interior design services for the proposed office setup.

For any inquiries related to this Request for Proposal (RFP), please send your questions via email to: [info@gonasacco.com](mailto:info@gonasacco.com).

The evaluation of proposals will be based on their completeness, adherence to the requirements outlined in the RFP, and responsiveness to all annexes detailing QONA SACCO's needs. The contract will be awarded to the proposal that best meets the specified requirements, satisfies the evaluation criteria, and provides the best value for money. Proposals failing to meet the stated requirements will be disqualified.

Kindly submit the following:

1. A Technical Proposal detailing the provision interior design services for the proposed office setup.
2. A Financial Proposal outlining the costs for these services.

Please note the following:

The costs associated with preparing and submitting the proposal, as well as any related negotiations or visits to the Client, will not be reimbursed. The Client reserves the right to reject any or all submitted proposals.

We appreciate your interest and look forward to receiving your proposal.

## **SECTION B: INFORMATION TO CONSULTANTS**

### **1. Project Summary**

The office space is located at Goodman Towers, a building in Westlands, Waiyaki Way, Nairobi. Spanning approximately 6,350 square feet on the first floor, the space is currently in a shell-and-core condition, offering a blank slate for customization to suit our business needs. The office benefits from excellent natural lighting, creating a bright and welcoming environment.

### **2. Objectives**

1. Modern Workspace: Innovative design that reflects our brand and boosts productivity.
2. Efficiency: Optimize the layout for seamless workflows and collaboration.
3. Employee Well-being: Create a comfortable and inspiring environment for our team.
4. Customer-Centric Design: Ensure the front office is welcoming and functional for visitors.

### **3. Scope of Work**

#### **Design Requirements**

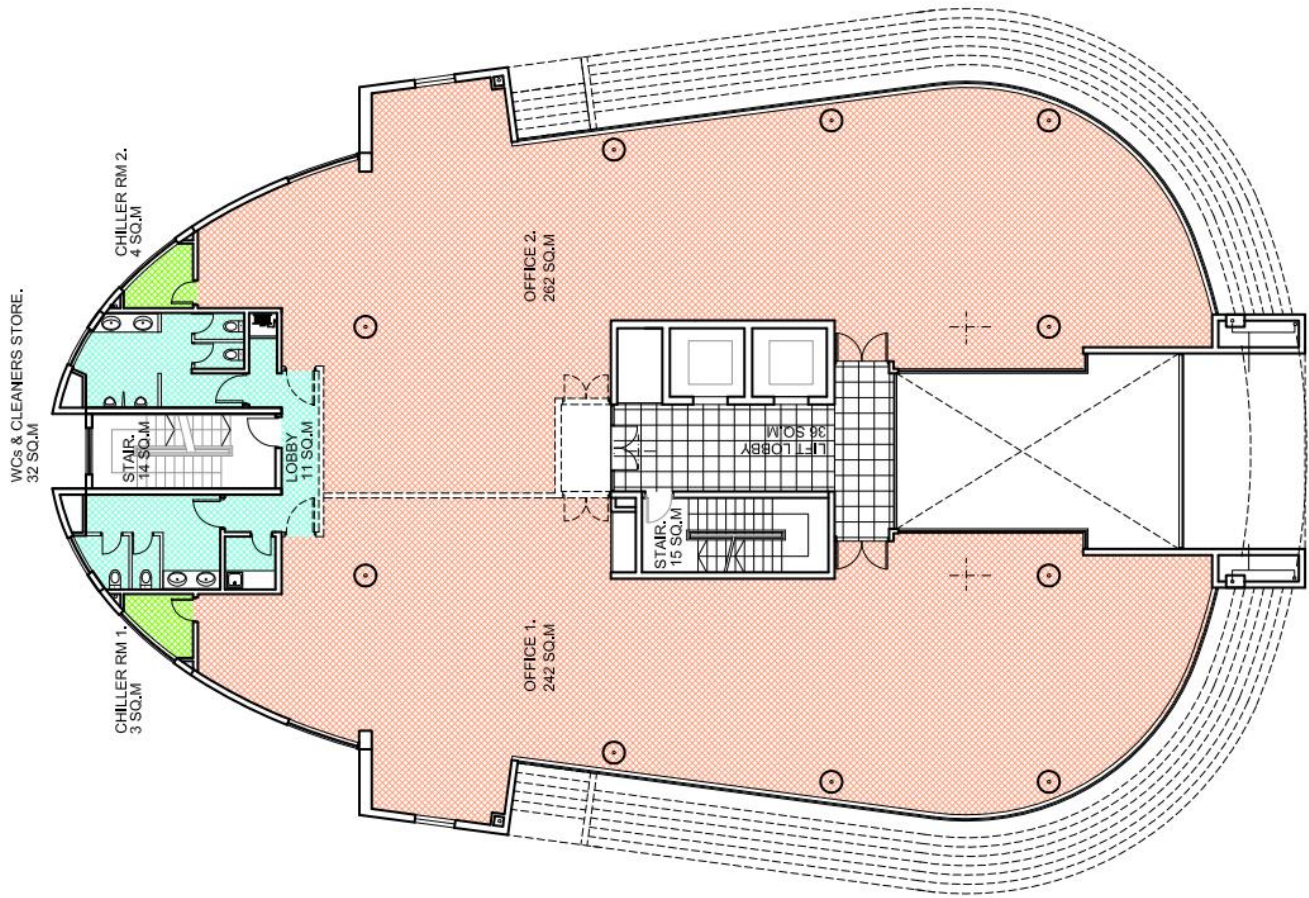
##### **1. Visitor-Friendly Areas:**

- Reception area for 10 visitors at a time which serves as a Comfortable seating area with modern decor.
- Customer service desk / tellers' areas
- Digital displays and a self-service kiosk.

##### **2. Back Office Section:**

- Open workspace for 50 people.
- 2 private offices (CEO, HR).
- Large boardroom (30–50 capacity) and 2 meeting rooms.
- lactation station for 2 mothers.
- Call center with designated workstations for 5 people.
- Shared amenities: kitchenette, breakroom, storage, and server room.

## 4. PROPOSED OFFICE FLOOR PLAN



## SECTION C EVALUATION CRITERIA

### 5. Submission Requirements

#### A. Eligibility Criteria

The firms and their assigned project teams must:

1. Extensive experience in all aspects of planning and designing facilities of a similar nature.
2. Proven track record of delivering high-quality facilities that align with organizational goals and operational requirements.
3. Comprehensive knowledge of the regulatory frameworks governing design processes.
4. Proof of relevant certifications and licenses.
5. Demonstrable experience in office design and fit-out projects of similar scope.
6. Evidence of successfully completed projects within the last five years, showcasing relevant experience and project scale.

#### B. Mandatory Criteria

Firms must submit the following mandatory evidence and documentation:

Proof of Firm Compliance

1. copy of the Certificate of Incorporation or Business Registration Certificate.
2. Verified Business PIN (Taxpayer Registration Certificate).
3. A current, valid Tax Compliance Certificate.
4. Registration with the Architectural Association of Kenya (AAK)/ the Interior Designers Association of Kenya (IDAK)/ the National Construction Authority (NCA).
5. Copies of other applicable business registration certificates (e.g. OSHA, EPRA license, CA license, etc.).
6. Proof of a registered office, such as: Lease agreements and receipts for rent payment over the past three months, or Ownership documents for the property identified as the registered office.
7. A valid County Business Permit.
8. A copy of the most recent Company CR12 (within the last 12 months).
9. A Statement of non-Performance, affirming no outstanding or unresolved performance issues.
10. A Statement of litigation, indicating no ongoing legal disputes or providing details where applicable.

**Interested firms must submit the following:**

1. **Company Information:** Provide an overview of your firm, including experience, expertise, and relevant projects.
2. **Team Expertise:** Outline the qualifications and experience of the design team members who will be involved in the project.
3. **Portfolio:** Include examples of previous corporate office interior design projects that demonstrate your firm's capabilities.
4. **Approach:** Describe your approach to this project, highlighting your design philosophy, creativity, and any unique features you can offer.

5. **Project Schedule:** Present a proposed project schedule, including key milestones and estimated completion dates.
6. **Budget Proposal:** Provide a preliminary budget proposal that includes design fees and estimated project costs.
7. All prices quoted should be inclusive of all taxes, must be in Kenya shillings.
8. References: Include at least three client references with contact information.

## 6. Technical Proposal Evaluation Criteria

	<b>Sub-Criteria</b>	<b>Points</b>
<b>1.</b>	<b>General and Specific Experience of the Construction Firm (20 Points)</b>	
i.	Firm's Organization and Establishment	5
ii.	Age of Firm <ul style="list-style-type: none"> <li>• 1Year - 1mk</li> <li>• 2 Years -2 mks</li> <li>• 3 years -3mks</li> <li>• 4 years -4mks</li> <li>• 5 years -5 mks</li> </ul>	5
iii.	Staff complement. <ul style="list-style-type: none"> <li>• Above 5 -5 mks,</li> <li>• 4 staff - 4Mks</li> <li>• 3 staff - 3Mks</li> <li>• 2staff - 2Mks</li> <li>• 1 staff - 1Mk.</li> </ul>	5
iv.	Turnover (2022& 2023) <ul style="list-style-type: none"> <li>• KES 25 million and above – 5 mks</li> <li>• below 25 to 15 million – 3mks</li> <li>• below 15 mill – 1mks</li> </ul> (Provide Audited Accounts for the years indicated)	5
	<b>Total</b>	<b>20</b>
<b>2.</b>	<b>General and Specific Experience (10 points)</b>	
i.	General experience - Bidders to provide the Firm profile with a list of at least five (5) projects that they have been engaged in construction contract over the last five (5) years. The Firms' profile should include renders/architectural images of actual work done and is not limited to design and project management/ supervision of office partitioning works - 5 mks (Each project will earn 1 mk).	5
ii.	Specific experience Bidders to provide the Firm profile with at least 5 (five) signed letters of recommendation from references that they have been engaged in similar assignment over the last five (5) years. The Firms' profile should include images of actual work done - 5 mks (each project will earn 1 mk).	5
	<b>Total</b>	<b>10</b>
<b>3.</b>	<b>Adequacy of Work Plan and Methodology (20 Points)</b>	
I.	Comments on TOR and Client Facilities	5
II.	Detailed Methodology and Work Plan	5
III.	Proposed concept or layout	5
IV.	Activity Time Schedule	5
	<b>Total</b>	<b>20</b>
<b>4.</b>	<b>Qualifications and Competence of Key Staff (15 Points)</b>	
I.	Team Leader (15)	15

	<ul style="list-style-type: none"> <li>• More than 10 Years' experience- 2 Mks</li> <li>• Experience between 5-10 Years Exp. -3 mks.</li> <li>• Less Than 5 Years-2 mks</li> <li>• Qualifications – Degree 3 mks</li> <li>• Membership – Registration Interior Designers Association of Kenya (IDAK)/ Architectural Association of Kenya (AAK)/ Board of Registration of Architects and Quantity Surveyors (BORAQS) 5 Mks</li> </ul>	
II.	Other Team members (5): <ul style="list-style-type: none"> <li>• Qualifications – Degree 2mks</li> <li>• Membership – Registration Interior Designers Association of Kenya (IDAK)/ Architectural Association of Kenya (AAK)/ Board of Registration of Architects and Quantity Surveyors (BORAQS) 3 Mks</li> </ul>	5
	<b>Total</b>	<b>20</b>
	Firms must achieve at least 70 to proceed to financial evaluation.	<b>70</b>

## 7. Financial Proposal Evaluation Criteria

The financial evaluation criteria is as appended in the table below:

	<b>Financial Capability</b>	
a	Financial Capability: Proof of adequate financial resources to undertake the exercises	30
	<b>Total</b>	<b>30</b>

## Quote in KES. Inclusive of all taxes.

Work Description	Amount (Kshs)
provision interior design services for the proposed office setup	
Miscellaneous expenses	
Disbursements (if any)	
<b>Total</b>	

## 8. Submission Details

- Deadline: 6 December 2024.
- Format: Submit technical and financial proposals via email to [info@gonasacco.com](mailto:info@gonasacco.com)

## 9. Additional Information

Site visits can be arranged upon request. Questions may be directed to [info@gonasacco.com](mailto:info@gonasacco.com) or call 0720120969.