



WORKERS' COMPENSATION FUND CONTROL BOARD

EXPRESSION OF INTEREST (EOI)

EOI NO. WCFCB/DI/15817/2020 FOR EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR DETERMINATION OF THE BEST USE IN ORDER TO FACILITATE THE DESIGN AND SUPERVISION OF WORKS FOR RESIDENTIAL AND COMMERCIAL PLOTS IN CHINSALI, MUFULIRA, MPIKA, AND KAFUE DISTRICTS FOR THE WORKERS' COMPENSATION FUND CONTROL BOARD

The Workers' Compensation Fund Control Board (WCFCB) is a Social Security institution headquartered in the city of Ndola, with operations throughout Zambia. The purpose of WCFCB is to provide benefits to workers who get injured or contract diseases in the course of their employment. WCFCB collects revenue from employers by way of assessments in order to meet its mandate as provided for in the Workers' Compensation Act No. 10 of 1999 of the laws of Zambia.

Workers' Compensation Fund Control Board has funds for Consultancy services for determination of the best use in order to facilitate the design and supervision of works residential and commercial developments on its plots in Chinsali, Mufulira, Mpika and Kafue Districts.

LOT 1

PROVISION OF CONSULTANCY SERVICES FOR DETERMINING BEST USE TO FACILITATE DESIGN AND SUPERVISION OF WORKS FOR RESIDENTIAL PLOT IN CHINSALI DISTRICT

1.0 BACKGROUND

- 1.1 Workers' Compensation Fund Control Board has a 100,000m² residential plot in Chinsali District which it intends to develop.

2.0 OBJECTIVES

- 2.1 The objective of the consultancy services is to: -
- 2.2 Determine the **Highest and Best Use (HBU)** of the land by providing **at least three (3) options** that will take into consideration: location and economic viability of the option(s).
- 2.3 Arising from the study, provide recommendations highlighting the **most optimal option (s)** in terms of usage of Land by the Board with supporting empirical analysis.
- 2.4 Recommend the **best structure and model** to operate and run the proposed Option (s).

3.0 RESPONSIBILITIES OF THE CONSULTANT

- 3.1 The principal responsibilities of the Consultant will be as follows:

- i. Perform all necessary research and surveys needed to produce the various options that would utilise the land optimally. These studies should cover a thorough examination of the Properties Market.
- ii. Formulate comparisons of at least three options of optimally utilizing the Land based on realistic assumptions and financial projections.
- iii. Formulate Sales market comparisons for each of the options considered.
- iv. Produce a **Highest and Best Use Report** based on the concept of maximum productivity focusing only on **Residential use**.
- v. Carry out market research that will cover:
 - Property market analysis
 - Projected future market of the town
 - Proposed Best Use of the plot.
 - Projected performance of the Best Usage of the plot
- vi. The four criteria that the highest and best use report **must** meet are:
 - Legal permissibility.
 - Physical possibility.
 - Financial feasibility.
 - Maximum productivity.
- vii. The Consultant shall be required to present the report and the recommendations to the Board and in turn receive critical feedback from the Board.

4.0 LEGAL PERMISSIBILITY

In the highest and best use analysis, the Consultant should only consider the following;

- Uses that are legally permitted.
- Analysis should exclude uses that are not permitted by zoning, land-use planning, uses forbidden by government regulations and by Law.
- Identification of existing sector Laws and the regulatory framework that allows for the private provision of such infrastructure and related services.

5.0 PHYSICAL POSSIBILITY

Any use being explored must be physically possible given the size, shape, topography, and other characteristics of the site, which will include:

- minimum required performance standards of the facilities expressed in terms of outputs;
- background data on existing reticulation and communication systems, roads and other networks in terms of the project sites' accessibility, size, and condition of soils, etc.; and
- potential environmental impacts of the project on air and water quality, noise pollution and water reticulation and drainage facilities.

6.0 FINANCIAL FEASIBILITY

The highest and best use of a property must be financially feasible. i.e. any proposed use must not only generate adequate revenue to justify the costs of construction but also increase shareholder value. Therefore, the Consultant

shall undertake a financial feasibility analysis to ensure that the proposed use of the property will generate adequate revenue to justify the costs of construction plus a reasonable profit for the developer. The consultant shall also provide the optimal combination of Residential uses for the property.

Determine through financial focus and other business ratios, the estimated revenue flows based on the costs of undertaking the infrastructure project in this location. The financial focus and business ratios will include the following, inter alia:

- Discount Rate
- Discounted Cash Flow
- Net Present Values (NPV)
- Free Cash Flow
- Internal Rate of Return (IRR)
- Project Rate of Return
- Sensitivity Analysis
- Pay Back Period (PBP)
- Initial vs Equivalent & Reversionary Yield

The financial analysis shall be used to determine the maximum productive use in order to ensure that the use of the property will generate the highest net return the Board.

7.0 MAXIMUM PRODUCTIVITY

The potential use must generate the highest return to the Shareholder. Prepare a financial model, with output financial statements, such as income statement, statement of financial position and cash flow statements, conforming to International Financial Reporting Standards (IFRS) and including the following:

- financing costs;
- Profitability projections including but not limited to; Discounted cashflows, IRR, NPVs and PBP;
- projected revenue and its assumptions;
- operating expenses;
- other model assumptions (including inflation rate, discount rate, depreciation);
- sensitivity analysis;
- value for money; and
- risk analysis.

8.0 FINAL REPORT

Upon completion of the contract, the Consultant shall prepare a Final Report, which shall highlight all the findings of the HBU Study undertaken.

Three (3) copies of Final Report shall be submitted in “Draft” prior to the finalisation of the HBU study, and the report shall be finalized within two weeks of receiving formal comments from the Client. Five (5) copies of the Final Report shall be submitted within 10 days after receipt of the said comments.

LOT 2

PROVISION OF CONSULTANCY SERVICES FOR DETERMINING BEST USE AND DESIGN AND SUPERVISION OF WORKS FOR TWO COMMERCIAL PLOTS IN MUFULIRA DISTRICT

1.0 BACKGROUND

- 1.1 Workers' Compensation Fund Control Board has 16,000m² and 17,000m² commercial plots in Mufulira District which it intends to develop.

2.0 OBJECTIVES

- 2.1 The objective of the consultancy services is to: -
- 2.2 Determine the **Highest and Best Use (HBU)** of the land by providing **at least three (3) options** that will take into consideration: location and economic viability of the option(s).
- 2.3 Arising from the study, provide recommendations highlighting the **most optimal option (s)** in terms of usage of Land by the Board with supporting empirical analysis.
- 2.4 Recommend the **best structure and model** to operate and run the proposed Option (s).

3.0 RESPONSIBILITIES OF THE CONSULTANT

- 3.1 The principal responsibilities of the Consultant will be as follows:
 - i. Perform all necessary research and surveys needed to produce the various options that would utilise the land optimally. These studies should cover a thorough examination of the Properties Market.
 - ii. Formulate comparisons of at least three options of optimally utilizing the Land based on realistic assumptions and financial projections.
 - iii. Formulate Sales market comparisons for each of the options considered.
 - iv. Produce a **Highest and Best Use Report** based on the concept of maximum productivity focusing only on **commercial use**.
 - v. Carry out market research that will cover:
 - Property market analysis
 - Projected future market of the town
 - Proposed Best Use of the plot.
 - Projected performance of the Best Usage of the plot
 - vi. The four criteria that the highest and best use report must meet are:
 - Legal permissibility.
 - Physical possibility.
 - Financial feasibility.
 - Maximum productivity.
 - vii. The Consultant shall be required to present the report and the recommendations to the Board and in turn receive critical feedback from the Board.

4.0 LEGAL PERMISSIBILITY

In the highest and best use analysis, the Consultant should only consider the following;

- Uses that are legally permitted.

- Analysis should exclude uses that are not permitted by zoning, land-use planning, uses forbidden by government regulations and by Law.
- Identification of existing sector Laws and the regulatory framework that allows for the private provision of such infrastructure and related services.

5.0 PHYSICAL POSSIBILITY

Any use being explored must be physically possible given the size, shape, topography, and other characteristics of the site, which will include:

- minimum required performance standards of the facilities expressed in terms of outputs;
- background data on existing reticulation and communication systems, roads and other networks in terms of the project sites' accessibility, size, and condition of soils, etc.; and
- potential environmental impacts of the project on air and water quality, noise pollution and water reticulation and drainage facilities.

6.0 FINANCIAL FEASIBILITY

The highest and best use of a property must be financially feasible. i.e. any proposed use must not only generate adequate revenue to justify the costs of construction but also increase shareholder value. Therefore, the Consultant shall undertake a financial feasibility analysis to ensure that the proposed use of the property will generate adequate revenue to justify the costs of construction plus a reasonable profit for the developer. The consultant shall also provide the optimal combination of commercial uses for the property such as hotel/shopping centre.

Determine through financial focus and other business ratios, the estimated revenue flows based on the costs of undertaking the infrastructure project in this location. The financial focus and business ratios will include the following, inter alia:

- Discount Rate
- Discounted Cash Flow
- Net Present Values (NPV)
- Free Cash Flow
- Internal Rate of Return (IRR)
- Project Rate of Return
- Sensitivity Analysis
- Pay Back Period (PBP)
- Initial vs Equivalent & Reversionary Yield

The financial analysis shall be used to determine the maximum productive use in order to ensure that the use of the property will generate the highest net return the Board.

7.0 MAXIMUM PRODUCTIVITY

The potential use must generate the highest return to the Shareholder. Prepare a financial model, with output financial statements, such as income statement, statement of financial position and cash flow statements, conforming to International Financial Reporting Standards (IFRS) and including the following:

- financing costs;
- Profitability projections including but not limited to; Discounted cashflows, IRR, NPVs and PBP;
- projected revenue and its assumptions;
- operating expenses;
- other model assumptions (including inflation rate, discount rate, depreciation);
- sensitivity analysis;
- value for money; and
- risk analysis.

8.0 FINAL REPORT

Upon completion of the contract, the Consultant shall prepare a Final Report, which shall highlight all the findings of the HBU Study undertaken.

Three (3) copies of Final Report shall be submitted in “Draft” prior to the finalisation of the HBU study, and the report shall be finalized within two weeks of receiving formal comments from the Client. Five (5) copies of the Final Report shall be submitted within 10 days after receipt of the said comments.

LOT 3

PROVISION OF CONSULTANCY SERVICES FOR DETERMINING BEST USE AND DESIGN AND SUPERVISION OF WORKS FOR COMMERCIAL PLOTS IN MPIKA DISTRICT

1.0 BACKGROUND

- 1.1 Workers’ Compensation Fund Control Board has 3,200m² and 3,250m² commercial plots in Mpika District which it intends to develop.

2.0 OBJECTIVES

- 2.1 The objective of the consultancy services is to: -
- 2.2 Determine the **Highest and Best Use (HBU)** of the land by providing **at least three (3) options** that will take into consideration: location and economic viability of the option(s).
- 2.3 Arising from the study, provide recommendations highlighting the **most optimal option (s)** in terms of usage of Land by the Board with supporting empirical analysis.
- 2.4 Recommend the **best structure and model** to operate and run the proposed Option (s).

3.0 RESPONSIBILITIES OF THE CONSULTANT

- 3.1 The principal responsibilities of the Consultant will be as follows:
 - i. Perform all necessary research and surveys needed to produce the various options that would utilise the land optimally. These studies should cover a thorough examination of the Properties Market.
 - ii. Formulate comparisons of at least three options of optimally utilizing the Land based on realistic assumptions and financial projections.

- iii. Formulate Sales market comparisons for each of the options considered.
- iv. Produce a **Highest and Best Use Report** based on the concept of maximum productivity focusing only on **commercial use**.
- v. Carry out market research that will cover:
 - Property market analysis
 - Projected future market of the town
 - Proposed Best Use of the plot.
 - Projected performance of the Best Usage of the plot
- vi. The four criteria that the highest and best use report must meet are:
 - Legal permissibility.
 - Physical possibility.
 - Financial feasibility.
 - Maximum productivity.
- vii. The Consultant shall be required to present the report and the recommendations to the Board and in turn receive critical feedback from the Board.

4.0 LEGAL PERMISSIBILITY

In the highest and best use analysis, the Consultant should only consider the following;

- Uses that are legally permitted.
- Analysis should exclude uses that are not permitted by zoning, land-use planning, uses forbidden by government regulations and by Law.
- Identification of existing sector Laws and the regulatory framework that allows for the private provision of such infrastructure and related services.

5.0 PHYSICAL POSSIBILITY

Any use being explored must be physically possible given the size, shape, topography, and other characteristics of the site, which will include:

- minimum required performance standards of the facilities expressed in terms of outputs;
- background data on existing reticulation and communication systems, roads and other networks in terms of the project sites' accessibility, size, and condition of soils, etc.; and
- potential environmental impacts of the project on air and water quality, noise pollution and water reticulation and drainage facilities.

6.0 FINANCIAL FEASIBILITY

The highest and best use of a property must be financially feasible. i.e. any proposed use must not only generate adequate revenue to justify the costs of construction but also increase shareholder value. Therefore, the Consultant shall undertake a financial feasibility analysis to ensure that the proposed use of the property will generate adequate revenue to justify the costs of construction plus a reasonable profit for the developer. The consultant shall also provide the optimal combination of commercial uses for the property such as hotel/shopping centre.

Determine through financial focus and other business ratios, the estimated revenue flows based on the costs of undertaking the infrastructure project in this location. The financial focus and business ratios will include the following, inter alia:

- Discount Rate
- Discounted Cash Flow
- Net Present Values (NPV)
- Free Cash Flow
- Internal Rate of Return (IRR)
- Project Rate of Return
- Sensitivity Analysis
- Pay Back Period (PBP)
- Initial vs Equivalent & Reversionary Yield

The financial analysis shall be used to determine the maximum productive use in order to ensure that the use of the property will generate the highest net return the Board.

7.0 MAXIMUM PRODUCTIVITY

The potential use must generate the highest return to the Shareholder. Prepare a financial model, with output financial statements, such as income statement, statement of financial position and cash flow statements, conforming to International Financial Reporting Standards (IFRS) and including the following:

- financing costs;
- Profitability projections including but not limited to; Discounted cashflows, IRR, NPVs and PBP;
- projected revenue and its assumptions;
- operating expenses;
- other model assumptions (including inflation rate, discount rate, depreciation);
- sensitivity analysis;
- value for money; and
- risk analysis.

8.0 FINAL REPORT

Upon completion of the contract, the Consultant shall prepare a Final Report, which shall highlight all the findings of the HBU Study undertaken.

Three (3) copies of Final Report shall be submitted in “Draft” prior to the finalisation of the HBU study, and the report shall be finalized within two weeks of receiving formal comments from the Client. Five (5) copies of the Final Report shall be submitted within 10 days after receipt of the said comments.

LOT 4

PROVISION OF CONSULTANCY SERVICES FOR DETERMINING BEST USE AND DESIGN AND SUPERVISION OF WORKS FOR A COMMERCIAL PLOT IN KAFUE DISTRICT

1.0 BACKGROUND

- 1.1 Workers' Compensation Fund Control Board has a 1,500 m² commercial plot in Kafue District which it intends to develop.

2.0 OBJECTIVES

- 2.1 The objective of the consultancy services is to: -
- 2.2 Determine the **Highest and Best Use (HBU)** of the land by providing **at least three (3) options** that will take into consideration: location and economic viability of the option(s).
- 2.3 Arising from the study, provide recommendations highlighting the **most optimal option (s)** in terms of usage of Land by the Board with supporting empirical analysis.
- 2.4 Recommend the **best structure and model** to operate and run the proposed Option (s).

3.0 RESPONSIBILITIES OF THE CONSULTANT

- 3.1 The principal responsibilities of the Consultant will be as follows:
 - i. Perform all necessary research and surveys needed to produce the various options that would utilise the land optimally. These studies should cover a thorough examination of the Properties Market.
 - ii. Formulate comparisons of at least three options of optimally utilizing the Land based on realistic assumptions and financial projections.
 - iii. Formulate Sales market comparisons for each of the options considered.
 - iv. Produce a **Highest and Best Use Report** based on the concept of maximum productivity focusing only on **commercial use**.
 - v. Carry out market research that will cover:
 - Property market analysis
 - Projected future market of the town
 - Proposed Best Use of the plot.
 - Projected performance of the Best Usage of the plot
 - vi. The four criteria that the highest and best use report must meet are:
 - Legal permissibility.
 - Physical possibility.
 - Financial feasibility.
 - Maximum productivity.
 - vii. The Consultant shall be required to present the report and the recommendations to the Board and in turn receive critical feedback from the Board.

4.0 LEGAL PERMISSIBILITY

In the highest and best use analysis, the Consultant should only consider the following;

- Uses that are legally permitted.
- Analysis should exclude uses that are not permitted by zoning, land-use planning, uses forbidden by government regulations and by Law.
- Identification of existing sector Laws and the regulatory framework that allows for the private provision of such infrastructure and related services.

5.0 PHYSICAL POSSIBILITY

Any use being explored must be physically possible given the size, shape, topography, and other characteristics of the site, which will include:

- minimum required performance standards of the facilities expressed in terms of outputs;
- background data on existing reticulation and communication systems, roads and other networks in terms of the project sites' accessibility, size, and condition of soils, etc.; and
- potential environmental impacts of the project on air and water quality, noise pollution and water reticulation and drainage facilities.

6.0 FINANCIAL FEASIBILITY

The highest and best use of a property must be financially feasible. i.e. any proposed use must not only generate adequate revenue to justify the costs of construction but also increase shareholder value. Therefore, the Consultant shall undertake a financial feasibility analysis to ensure that the proposed use of the property will generate adequate revenue to justify the costs of construction plus a reasonable profit for the developer. The consultant shall also provide the optimal combination of commercial uses for the property such as hotel/shopping centre.

Determine through financial focus and other business ratios, the estimated revenue flows based on the costs of undertaking the infrastructure project in this location. The financial focus and business ratios will include the following, inter alia:

- Discount Rate
- Discounted Cash Flow
- Net Present Values (NPV)
- Free Cash Flow
- Internal Rate of Return (IRR)
- Project Rate of Return
- Sensitivity Analysis
- Pay Back Period (PBP)
- Initial vs Equivalent & Reversionary Yield

The financial analysis shall be used to determine the maximum productive use in order to ensure that the use of the property will generate the highest net return the Board.

7.0 MAXIMUM PRODUCTIVITY

The potential use must generate the highest return to the Shareholder. Prepare a financial model, with output financial statements, such as income statement, statement of financial position and cash flow statements, conforming to International Financial Reporting Standards (IFRS) and including the following:

- financing costs;
- Profitability projections including but not limited to; Discounted cashflows, IRR, NPVs and PBP;
- projected revenue and its assumptions;

- operating expenses;
- other model assumptions (including inflation rate, discount rate, depreciation);
- sensitivity analysis;
- value for money; and
- risk analysis.

8.0 FINAL REPORT

Upon completion of the contract, the Consultant shall prepare a Final Report, which shall highlight all the findings of the HBU Study undertaken.

Three (3) copies of Final Report shall be submitted in “Draft” prior to the finalisation of the HBU study, and the report shall be finalized within two weeks of receiving formal comments from the Client. Five (5) copies of the Final Report shall be submitted within 10 days after receipt of the said comments.

EXPERIENCE AND QUALIFICATIONS

Interested Consultants must provide capability statements indicating that they are qualified to perform the services. The capability statements must include

- (i) Evidence of relevant experience ,
- (ii) Description of similar assignments,
- (iii) Appropriate skills among staff accompanied by detailed CVs and years of experience in similar field,
- (iv) Registration with appropriate bodies i.e. WCFCB, ZRA, ZIA, NCC, Surveyors Institute of Zambia (SIZ) etc

SUBMISSION REQUIREMENT

The applications should be sent clearly marked:


“EOI NO. WCFCB/DI/15817/2020 FOR EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR DETERMINATION OF THE BEST USE IN ORDER TO FACILITATE THE DESIGN AND SUPERVISION OF WORKS FOR RESIDENTIAL AND COMMERCIAL PLOTS IN CHINSALI, MUFULIRA, MPIKA, AND KAFUE DISTRICTS FOR THE WORKERS’ COMPENSATION FUND CONTROL BOARD ”

and addressed to MANAGER - PROCUREMENT AND SUPPLIES, Workers’ Compensation Fund Control Board, Compensation House, Corner Broadway/Moffat Roads, P. O Box 71534, Ndola, Zambia and must be sent not later than **6th April, 2020 at 10:30 hours local time** and deposited in the Tender Box at the Workers’ Compensation Fund Control Board on the 4th floor, Compensation House, Corner Broadway/Moffat Roads, P. O Box 71534, Ndola, Zambia

The closing date for the receipt of bids is **6th April, 2020 at 10:30 hours local time** and any applications received after the time and date stipulated above shall not be accepted. The applications shall be opened soon after closing in the Procurement Unit Conference Room, 4th Floor, Compensation House, Corner Broadway/Moffat Roads, Ndola, Zambia, in the presence of applicants or representatives who choose to attend.

**Telefax and/or electronic Expression of interest will not be accepted.
Bidders should pay attention to the following information:**

Item No.	Description of Item	Date
1	Date and Time of commencement of Issuing the Advertisement	Monday 24th February 2020 at 10:00 hours
2	Site Visit and Venue of Site Visit	Mufulira on Monday 16th March 2020 at 11;00 hours, Chinsali on Wednesday 18th March 2020 at 10;00 hours, Mpika on Thursday 19th March 2020 at 09;00 hour and Kafue on Friday 20th March 2020 at 14;00 hours
3	Last Date and Time for receipting of bids at WCFCB (Address as given above)	Monday 6th April 2020 at 10:30 hours
4	Date and Time of opening of bids	Monday 6th April 2020, opening of bids are immediately after closing



**PROCUREMENT AND SUPPLIES MANAGER
WORKERS' COMPENSATION FUND CONTROL BOARD
FOR/COMMISSIONER AND CHIEF EXECUTIVE OFFICER**

Only short listed firms will be contacted.

**THE BOARD RESERVES THE RIGHT TO REJECT OR ACCEPT ANY
EXPRESSION(S) OF INTEREST WITHOUT ASSIGNING ANY REASON**