

**WORKERS’ COMPENSATION FUND CONTROL BOARD**

Expression of interest (EOI)

**WCFCB/GDS/000169/2024: EOI FOR PROVISION OF ARCHTECTURAL INTERIOR DESIGN SERVICES INCLUDING SUPPLY AND INSTALLATION OF FURNITURE, FIXTURES AND EQUIPMENT (FF&E) FOR THE CHINSALI BUDGET HOTEL FOR WORKERS' COMPENSATION FUND CONTROL BOARD**

**Background**

1. The Workers’ Compensation Fund Control Board (WCFCB) is a Social Security Institution headquartered in the city of Ndola, with operations throughout Zambia. WCFCB’s mandate 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.
2. The Workers' Compensation Fund Control Board is currently developing a hotel in Chinsali, Northern Region of Zambia. Buildings and scheduled finishing to be completed by **November 2024** By the time the civil construction works are completed, hotel facilities must be installed with modern fixtures and furniture by means of contemporary state of art interior designing respecting the Urban Hotel Group (Operators of the Hotel) graphic design chart. WCFCB has made a provision towards the cost for provision of interior design services including supply and installation of fixtures and furniture in the current budget. The Board intends to apply part of the proceeds of this provision to cover eligible payments under the contract for which this expression of interest is issued
3. To this effect, WCCB is looking forward to engaging a qualified interior designing company to provide with professional interior design concept and solution including supply and installation of fixtures, furniture and equipment for sixty-nine (69) roomed hotel comprising 42 standard rooms,8 self catering,16 twin rooms and 3 executive rooms, conference facilities with sitting capacity of one hundred and fifty (150) people with elevator, hotel kiosks and a swimming pool among others.
4. **NOTE**: only bidders that will be shortlisted shall be required to do a presentation of the proposed interior design concept at request for proposal (RFQ) stage.

1. Bidding will be conducted using the Open National selection (ONS) procedures specified in the Public Procurement Act of 2020 and the Public Procurement Regulations of 2022, and is open to **Citizen & Local Bidders**
2. Interested eligible firms must provide capability statements indicating that they are qualified to undertake the project. More specifically, the capacity statements must demonstrate as a minimum the following qualifications and experience.
3. Proven experience in similar projects for over 5 years for the firm,
4. Fully furnished hotel project with similar complexity is required.
5. Appropriate skills for team members accompanied by detailed curriculum vitae (CVs) for interior designers
6. Registration with appropriate bodies i.e. Zambia Institute of Architects with valid practicing license
7. Registration with Workers’ Compensation Fund Control Board with valid compliance certificate, Zambia Revenue Authority (ZRA) with valid tax clearance certificate and National Pension Scheme Authority (NAPSA) with valid compliance certificate.
8. Applicable Manufacturer brochures from previous projects
9. Appropriate skills for team members accompanied by detailed curriculum vitae (CVs) for specialized installer with a minimum experience of 10 years in hotel fittings and installations

Interested Consultants must provide detailed information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc. and must demonstrate:

***a) Track Record – list of clients for similar services as those required by WCFCB, indicating description of contract scope, contract duration, contract value, contact references;***

***b) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates on proposed products, etc.***

**SUBMISSION**

The expressions of interest should be sent clearly marked:

**“WCFCB/GDS/000169/2024: TENDER FOR PROVISION OF ARCHTECTURAL INTERIOR DESIGN SERVICES INCLUDING SUPPLY AND INSTALLATION OF FURNITURE, FIXTURES AND EQUIPMENT (FF&E) FOR THE CHINSALI BUDGET HOTEL FOR WORKERS' COMPENSATION FUND CONTROL BOARD”**

1. The ***Hard copies*** EOI should be submitted through the tender box on the ground floor **Compensation House, Corner Broadway/Moffat Roads, Ndola, Zambia**,
2. The closing date for the receipt of bids is **Wednesday 3rd July, 2024 10:30 hour’s local** time and any bids received after the time and date stipulated above shall not be accepted. The bids will be opened soon after closing in the **Procurement Unit Conference Room, Fourth Floor, Compensation House, Corner Broadway/Moffat Roads, Ndola, Zambia**, in the presence of bidders or representatives who choose to attend.
3. The Board reserves the right to accept or reject all the bids without giving a reason that do not comply with the requirements of this EOI and only short listed firms shall be contacted.

**Telefax and/or electronic Expression of interest will not be accepted/considered.**

Detailed Terms of Reference (TORs) shall only be availed to the shortlisted firms only.

**Bidders should pay attention to the following**

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| **Item No.** | **Description of Item** | **Dates** |
| 1. | Date of Publication of Tender | **Monday 10th June 2024** |
| 2. | Last Date for requesting any clarifications | **Thursday 2Oth June 2024 at 13:00 hours** |
| 3. | Last Date and Time for receipting of Bids | **Wednesday 3rd July, 2024 at 10:00 hours** |
| 4. | Date and Time of opening of Bids | **Wednesday 3rd July, 2024 at 10:30 hours** |

**Secretary – Procurement Committee**

**For Commissioner and Chief Executive Officer**

##### Workers’ Compensation Fund Control Board

##### Compensation House

##### Corner Broadway/Moffat Road

##### P. O. Box 71534

Ndola, Zambia