

Terms of Reference for a Costed Proposal

Nutrition International (NI) is a Canadian-based international not-for-profit organization dedicated to improving the health and nutrition of the world's most vulnerable, especially women and children, by eliminating vitamin and mineral deficiencies.

NI Nigeria is currently seeking for a qualified architect/contractor to provide services for a costed proposal and fit out works on a 250m² space located at #23, Ibrahim Tahir Lane, Cadastral Zone B05, Utako, Abuja, 1st Floor, Office 11.

Scope of Work:

The contractor should provide costed proposal for office set-up and partitioning as per approved Floor Plan and Bill of Quantity.

Deliverables

The contractor will be required to meet the deliverables as per agreed timeframe. Key deliverables include:

- Work plan (flow of work) with timelines for accomplishing the office partitioning work.
- Detailed Cost estimate of the materials and labour.

Mandatory Site Visit

Interested architects/contractors must physically meet with the Country Director, Dr. Osita Okonkwo (Phone: +2348023106197 or e-mail: Ookonkwo@nutritionintl.org) or Mr. Bernard Osim (Phone: +234816329961211 or e-mail: Bosim@nutritionintl.org) between 09:00 AM and 04:00 PM to visit the site and have an idea of proposed plan, prior to submitting their proposals. The last day of site visits will be January 31st, 2024.

Eligibility Requirements:

Interested firms are required to submit the following in response to this Terms of Reference.

1. Registration Certificate



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- Certificate of registration as a quantity surveyor.
- Certificate of registration/ incorporation.
- Tax Registration Certificate.

2. Technical Proposal which must include the following:

- Demonstrate understanding of TOR.
- Demonstrate experience working on similar assignments (submit at least 2 Contracts for similar assignments with reputable organization).
- Expected delivery time.

3. Financial Proposal (in Excel) which must include the following:

- Fees(labour) charged for the services.
- List of any proposed reimbursable expenses to be incurred.
- Value Added Tax or sales tax.

A. HOW TO APPLY

Complete technical and financial proposals together with the required documents to be submitted to: BidsNigeria@nutritionintl.org to be received not later than on or before February 5, 2024. Late submission will not be accepted.

B. CLARIFICATION REGARDING THIS TOR

Clarifications regarding this Terms of Reference should be made solely through emurey@NUTRITIONINTL.ORG and vondoro@nutritionintl.org by or before February 2nd, 2024, at 12 noon prior to the deadline of submitting the TOR .