



WORKS CONTRACT NOTICE
EXTENSIVE RENOVATION WORKS OF THE ACP BUILDING
BRUSSELS, BELGIUM
(Avenue Georges Henri, 451, 1200 Brussels)

1. Publication reference

ACP 4/1/83 (Vol. 1) Works 1/2019

2. Procedure

Restricted

3. Programme title

Institutional Support to the ACP Secretariat: the ACP House – FED/2014/354785

4. Financing

Contribution Agreement N°FED/2014/354785

5. Contracting Authority

The Organisation of African, Caribbean and Pacific States (OACPS)
(formerly called African, Caribbean and Pacific Group of States – ACP Group)
Avenue Georges Henri, 451
B-1200 Brussels
Belgium

CONTRACT SPECIFICATIONS

6. Description of the contract

The Organisation of African, Caribbean and Pacific States (OACPS) representing the ACP Organisation owns and occupies the building located at Avenue George Henri 451, Brussels 1200, Belgium. **The objective of this Works contract is to provide the extensive renovation of the ACP building.**

The ACP building is composed of an office wing (40m x 20m) along Avenue George Henri (Ground + 4), of a rear wing (33m x 15m) (Ground + 1) for a total of 4,500m² and two underground levels of parking under the surface of the whole building, for a total of 3,600m².

The rear wing will be demolished, reconstructed and extended to create the new conference area, the front wing will be totally renovated while retaining the existing structure. The building will be empty during the works.

The above-mentioned works will consist of the following, but not exhaustive list:

- a) general demolition works, including all existing finishes and technical equipment. Demolition of the rear wing: +/- 4,000m³.
- b) local removal of asbestos according to inventory report (pipe insulation, seals)
- c) construction of reinforced concrete structure at foundation level, at floor -1 level, at ground floor, and at roof level; (New rear wing +/- 2,200m²).
- d) construction of metal truss structure to cover the main assembly / conference hall; (span +/- 30m x 25m)
- e) construction of façades (+/- 1,700m²)
- f) construction of internal partition walls (+/- 1,800m²), of new floor, wall and ceiling finishes (+/-5,500m²);
- g) delivery and installation of mechanical, water and sewage, electrical systems including solar photovoltaic, sanitary.

The awarded Contractor will also play the role of the Coordinator of the implementation of two other contracts to be launched and awarded separately, namely: (i) delivery and installation of ISAV (Interpreting System and Audio Visual) for the three Conference Halls and (ii) delivery and installation of furniture for the Conference area.

TERMS OF PARTICIPATION

7. Eligibility and rules of origin

Participation in tendering is open on equal terms to all natural and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are established in one of the Member States of the European Union, ACP States or in a country or territory authorised by the ACP-EC Partnership Agreement under which the contract is financed. Participation is also open to international organisations.

All supplies and materials under this contract shall originate from one or more of those eligible countries. However, they may originate from any country when the amount value of the supplies and materials to be purchased is below EUR 100 000.

8. Grounds for exclusion

Candidates expressing interest must submit a signed declaration, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the Procurement and Grants for European Union external actions - Practical Guide (**PRAG**).

Candidates included in the lists of EU restrictive measures (Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

9. Number of Applications

Applicants are invited to express their interest to take part in the tender and may submit **only one** Expression of Interest / Application.

10. Number of candidates to be short-listed

On the basis of the Expressions of Interest / Applications received, between 4 and 6 candidates will be invited to submit their bid for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the Contracting Authority may decide to invite those candidates who satisfy the criteria to submit a tender or to re-launch the Restricted Procedure.

11. Tender guarantee

No tender guarantee is required.

12. Performance guarantee

From among the shortlisted candidates, the successful bidder recommended for the award of the contract will be asked to provide a performance guarantee of **5% of the amount of the contract** at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the Contracting Authority. If the selected tenderer fails to provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

13. Information meeting and/or site visit

The shortlisted candidates will be invited to participate in a **mandatory** information meeting and site visit.

14. Application validity

Applications must remain valid for a period of 90 days after the deadline for submission of applications. In exceptional circumstances, the Contracting Authority may, before the validity period expires, request that candidates extend the validity of applications for a specific period.

15. Indicative Period of implementation of tasks

August 2020 – June 2022

Subject to obtaining the Building Permit which is expected in the first half of 2020.

SELECTION AND AWARD CRITERIA

16. Selection criteria

The selection criteria will draw the Evaluation Committee to recommend the Contracting Authority to select the most experienced candidate in the relevant works as per point 6 of this document.

The selection criteria for each candidate are as follows:

a **Economic and financial capacity of candidate:**

1. The average annual turnover of the candidate for the last three (3) closed and audited financial years must be at least EUR 10,000,000 (Ten million euro) or equivalent (using the InforEuro exchange rate of the date of publication of this procurement notice).

b **Technical and professional capacity of candidate:**

1. The candidate shall have the appropriate license issued by the relevant National Body or Organisation where the candidate has its head-quarter for the execution of building renovation/construction works in urban context.
2. The candidate shall provide evidence of holding a certificate for the execution of building renovation/construction works in urban context, for an amount of EUR 10,000,000 (Ten million euro) during the last three years, annexed with a description providing sufficient details on their relevance to the selection criteria accompanied by certificates of satisfactory execution for the most important works.

Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects still ongoing, not yet completed.

In the first case, the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity that awarded the contract or proof of final payment or final acceptance for works).

In the second case of projects still ongoing, only the portion satisfactorily completed during the reference period (although started earlier) will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value; namely, a statement or certificate from the entity that awarded the contract or proof of interim payment or provisional acceptance for works.

3. The candidate must propose as a minimum key staff for the execution of the contract with the following qualifications and experience:
 - i Project Manager/Coordinator with
 - a MSc degree in Architecture or Civil Engineering,
 - at least 15 years proven experience as Project Manager of building renovation / construction works contracts in urban context,
 - knowledge and experience of EDF tender procedures is compulsory ,
 - proficient computer skills,
 - good command of English or French and a working knowledge of the other language

17. Award criteria

The most economically advantageous tender is the best technically compliant tender with the lowest price.

SUBMISSION OF EXPRESSION OF INTEREST

18. Clarifications

Clarifications may be sought from the Contracting Authority at the email address clarifications-acpworks1@acp.int (mentioning the publication reference shown in paragraph 1) at the latest 21 days before the deadline for submission of applications stated below.

Responses to clarifications will be published on the website of the ACP Organisation at <http://www.acp.int>, at the latest 11 days before the deadline.

Deadline for submission of applications

The deadline for submission of Applications / Expressions of Interest is **Tuesday, 2 June 2020 at 17:00 hrs - Central European Time (CET)**

The Contracting Authority's opening hours are Monday to Friday, 09:00 – 13:00 hrs and 14:30 – 18:00hrs, except Belgian public holidays; (subject to restrictions for public health reasons).

Any Application / Expression of Interest and relevant supporting documents submitted to the Contracting Authority after this deadline will not be considered.

How applications may be submitted

This pre-selection / shortlisting phase is only to request to be invited to bid. Only pre-selected applicants will therefore, receive the Tender Dossier for the Works from the Contracting Authority.

The candidate's attention is drawn to the fact that there are different systems for sending the application: by post or private mail service, by email in a zipped file to the address 'acpworks1@acp.int', and by hand delivery.

In all cases, the application must be sent before the above-mentioned date and time limit for submission.

Paper submissions must be evidenced by the postmark or deposit slip¹, or the acknowledgment of receipt given at the time of the delivery of the application which will serve as proof.

In the case of submissions by email, the zipped file must be sent by email and/or email marked with high priority, return receipt and delivery status notification.

Paper Applications for being shortlisted may be submitted in **English** or **French** exclusively to the Contracting Authority in a sealed envelope:

- EITHER by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

**Registry Office
The Organisation of
African, Caribbean and Pacific States (OACPS)
Avenue Georges Henri, 451
B-1200 Brussels, Belgium
Contact: Administration, Finance and
Human Resources Department
Direct Tel: +32 2 743 0656 or +32 2 743 0655**

- OR **hand delivered directly** to the premises of the Contracting Authority in return for a **signed and dated receipt**, in which case the evidence shall be constituted by this acknowledgement of receipt, to the same address:

**The Organisation of
African, Caribbean and Pacific States (OACPS)
Avenue Georges Henri, 451
B-1200 Brussels, Belgium**

Opening hours from Monday to Friday, 09:00 – 13:00 hrs, and 14:30 – 18:00hrs
except Belgian public holidays (subject to restrictions for public health reasons).

¹ It is recommended to use registered mail in case the postmark would not be readable.

The **contract title** and the **publication reference** (see section 1) must be clearly indicated on the envelope containing the application and must always be mentioned in all subsequent correspondence with the Contracting Authority.

Email/electronic applications for being shortlisted must be submitted in English or French exclusively to the Contracting Authority and should contain the application documents required saved in pdf format and compressed in one zipped file sent to the same email address '**acpworks1@acp.int**'. It must indicate the contract title and the publication reference (see section 1) in the subject of the email. The size of the **zipped file cannot exceed 50 MB**.

Applications for pre-selection submitted by any other means will not be considered.

The applicant by submitting accepts to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the Contracting Authority sends it to the applicant.

19. Language of the procedure

All written communications for this tender procedure and contract must be in English or French.

20. Legal basis²

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States, and the European Community and its Member States, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

² Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).