



REQUEST FOR PROPOSALS AND EXPRESSION OF INTEREST (RFP/HRADM/0021)

FOR

**FAMILY HOMES FUNDS LIMITED (FHFL) ESTATES RENOVATION AND
REHABILITATION WORKS AT GRAND LUVU NASARAWA STATE**

Submission Due 23rd June 2021, 12:00pm

Family Homes Funds Limited,
3rd Floor Sinoki House, Opposite Ministry of Transportation,
Ademulegun Street CBD, Abuja.

DISCLAIMER

The information contained in this Request for Proposals document (“RFP”) or subsequently provided to Applicants, whether verbally or in documentary or any other form by or on behalf of Family Homes Funds Limited (In Formation (“the Company”) , or any of its employees or advisers, is provided to Applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

The (Company FHFL), its employees and advisers make no representation or warranty and shall have no liability to any person including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this RFP or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP and any assessment, assumption, statement or information contained therein or deemed to form part of this RFP or arising in any way in this Selection Process.

The (Company FHFL) also accept no liability of any nature whether resulting from negligence or otherwise, howsoever caused, arising from reliance of any Applicant upon the statements contained in this RFP.

The (Company FHFL) may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this RFP.

The issue of this RFP does not imply that the (Company FHFL) is bound to select an Applicant or to appoint the Selected Applicant, as the case may be for the consultancy and the (Company FHFL) reserves the right to reject all or any of the proposals without assigning any reason whatsoever. The Applicants shall bear all costs associated with or relating to the preparation and submission of Proposals including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the (Company FHFL) or any other costs incurred in connection with or relating to its Proposal.

All such costs and expenses will remain with the Applicant and the (Company FHFL) shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Applicant in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

INTRODUCTION

The Family Homes Funds Limited (FHFL) is a social housing initiative promoted by the Federal Government of Nigeria as part of its Social Intervention Programme. The Company is a Limited Liability Company with initial shareholding by the Federal Ministry of Finance and the Nigeria Sovereign Investment Authority. Over the next 4 years, the company aims to invest up to N1.3trn in promoting the development of 500,000 homes for people on low income. In the process, the Company also aims to create up to 1,500,000 jobs.

Family Homes Funds Limited is desirous of procuring the services of a Construction Company (Developer) to execute renovation and rehabilitation works at the FHFL Grand Luvu Estates, Luvu-Madaki, Nasarawa State.

The bids should be submitted in accordance with the specifications, terms, and conditions shown in this Request for Proposals (RfP). This RfP is being released to identify an experienced Construction Companies to carry out the services as detailed in this document. Prospective respondents are advised to read this information carefully prior to submitting a proposal.

THE GRAND LUVU ESTATES

The estate comprises of two phases (Luvu 1 & 2) of 582 housing units of one and two-bedroom semi-detached bungalows with the following ancillary infrastructure:

- i. Transformers
- ii. Electric poles
- iii. Borehole facilities
- iv. Underground water storage tanks
- v. Overhead water storage tanks
- vi. Playgrounds
- vii. Road network
- viii. Gatehouse/Security
- ix. Barbed wire perimeter fencing

SCOPE OF WORK

The scope of works involves the execution of specific renovation work within the estates to upgrade the current state of the infrastructure within and outside the estate. The scope of works has been divided into 5 LOTS. Each Applicant can apply to multiple LOTS.

LOT 1

- a. LUVU 1 PERIMETER FENCE: Construction of fence around the Luvu 1 estate with blockwork, plastering, and barbed tape. Removal of existing wire fence and making good existing dwarf block wall fence alongside wall finishing and installation of barbed tape.
- b. REINFORCEMENT AND EXTENSION OF FLOOD CANAL: Reinforcement and extension of the flood canal to ensure effective flow of storm water from the road and estates.

LOT 2

- a. LUVU 2 PERIMETER FENCE: Construction of fence around the Luvu 2 estate with blockwork, plastering, and barbed tape. Removal of existing wire fence and making good existing dwarf block wall fence alongside wall finishing and installation of barbed tape.

LOT 3

- a. LUVU 1 ROAD WORKS: Road surfacing works, liquid applied on road and surface dressing.
- b. ALTERATION, REPAIRS AND CONSERVATION: Careful removal of existing drainage pipes and replaced with larger diameter pipes within the entrance dwarf wall in all blocks. And complete removal of pipes laid in existing surface water drainage to ease floor of surface water.
- c. DRAINAGE BELOW GROUND LEVEL: Construction of V-shaped drainage (open and closed) of reinforced (BRC Mesh) concrete in slant wall to include excavation and disposal, concrete works, and all other associated works.

LOT 4

- a. LUVU 2 ROAD WORKS: Road surfacing works, liquid applied on road and surface dressing.
- b. DRAINAGE BELOW GROUND LEVEL: Construction of covered drains and culverts to ensure effective drainage of surface water and eliminate incidences of flooding of houses.

LOT 5

- a. LUVU 1 & 2 CEILING FINISHES: Installation of ceiling eaves to reduce damage during storm and rains including painting of ceiling finishes.

QUALIFICATIONS OF THE COMPANY/ELIGIBILITY REQUIREMENT

- Evidence of Certificate of Incorporation with Corporate Affairs Commission. (CAC) including form CAC2 and CAC7 or CAC 1.1.
- Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till December 31, 2020, with a minimum average turnover of N50,000,000.00 (any applicant submitting for more than 1 LOT must have a minimum average turnover of N200,000,000.00).
- Evidence of Current Pension Compliance Certificate form valid till December 31st, 2020.
- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till December 31, 2020.
- Evidence of Compliance Certificate with the Nigeria Social Insurance Trust Fund (NSITF) valid till December 31, 2020.
- Evidence of registration in the National Database of Federal Contractors, Consultants, and Service providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid certificate issued by the Bureau of Public Procurement (BPP).
- Company's Audited Accounts for the last three (3) years - 2017, 2018 & 2019.
- Evidence of financial capability to execute the project by submission of Reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for execution of the project when needed.
- Company Profile including the following information: name of firm, office address, corporate email of the Firm, and Corporate profile indicating list and profile of key personnel/directors and the organizational structure of the firm.
- Curriculum Vitae of the key staff to be deployed for the project including copies of their Academic /Professional Qualifications (such as COREN, QSRBN, ARCON, CORBON etc.).
- Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects.
- List of Equipment's and Machinery possessed by the firm as required for the scope of the works itemized in the selected LOT and as available for immediate deployment for the Grand Luvu renovation and rehabilitation works if engaged.
- Conflict of Interest Statement: submit a statement regarding any activities or relationships of the responder that might create a conflict of interest for the responder or FHFL, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit FHFL to appreciate the significance of the conflict and react as appropriate.
- Current sworn affidavit disclosing:
 - That the company is not in receivership, insolvent or bankrupt,
 - That the company does not have any Director who has ever been convicted



in any court in Nigeria or any other country for criminal offence in relation to fraud or financial impropriety,

- Whether or not any FHFL employee or member of the FHFL selection committee is a former or present Director, Shareholder or has a pecuniary interest in the applicant, and - That all documents submitted are true and correct in all particulars.
- Exceptions: If any, kindly note any exceptions to the eligibility requirements in their entirety.

PROPOSAL GUIDELINES AND FORMAT

Prospective Consultants are required to submit their proposals in the following format:

A. CORPORATE CERTIFICATIONS AND COMPLAINE DOCUMENTS: Kindly provide the following.

- Evidence of Certificate of Incorporation with Corporate Affairs Commission. (CAC) including form CAC2 and CAC7 or CAC 1.1.
- Evidence of Current Pension Compliance Certificate form valid till December 31st, 2020.
- Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till December 31, 2020.
- Evidence of Compliance Certificate with the Nigeria Social Insurance Trust Fund (NSITF) valid till December 31, 2020.
- Evidence of registration in the National Database of Federal Contractors, Consultants, and Service providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid certificate issued by the Bureau of Public Procurement (BPP).
- Any other relevant and statutory documents.

B. FINANCIAL CAPACITY: This should include the following information:

- Company's Audited Accounts for the last three (3) years - 2017, 2018 & 2019.
- Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till December 31, 2020, with a minimum average turnover of N50,000,000.00 (any applicant submitting for more than 1 LOT must have a minimum average turnover of N200,000,000.00).
- Evidence of financial capability to execute the project by submission of Reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for execution of the project when needed.

C. TECHNICAL CAPACITY

- Company Profile including the following information: name of firm, office address, corporate email of the Firm, and Corporate profile indicating list and profile of key personnel/directors and the organizational structure of the firm.
- Curriculum Vitae of the key staff to be deployed for the project including copies of their Academic /Professional Qualifications (such as COREN, QSRBN, ARCON, CORBON etc.).
- Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects.
- List of Equipment's and Machinery possessed by the firm as required for the scope of the works itemized in the selected LOT and as available for immediate deployment for the Grand Luvu renovation and rehabilitation works if engaged.

D. STATUTORY CLAUSES

This should include:

- Conflict of Interest Statement: submit a statement regarding any activities or relationships of the responder that might create a conflict of interest for the responder or FHFL, and, if such activities or relationships exist, a description of the facts, legal implications, and possible effects sufficient to permit FHFL to appreciate the significance of the conflict and react as appropriate.
- "Current sworn affidavit disclosing:
 - That the company is not in receivership, insolvent or bankrupt,
 - That the company does not have any Director who has ever been convicted in any court in Nigeria or any other country for criminal offence in relation to fraud or financial impropriety,
 - Whether or not any FHFL employee or member of the FHFL selection committee is a former or present Director, Shareholder or has a pecuniary interest in the applicant, and
 - That all documents submitted are true and correct in all particulars.

E. Financials/Consultancy Fees

The BOQ for each LOT is attached to this RfP. Participating Bidders are complete the BoQs with their proposed costs. This is to be submitted in a sealed enveloped tagged 'FINANCIAL PROPOSAL' and submitted alongside the Technical Proposal.

The following guidelines are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submission and to assist FHFL by simplifying the review process providing standards for comparison of submissions. Statements submitted in response to this RfP shall include a complete response to the requirements in this section in the order presented.

Proposals shall be prepared with easy-to-read font size and style. Pages shall be numbered.

Please note that only soft copy submissions will be accepted. Submissions should be sent via mail to procurement@fhfl.com.ng

Proposals shall contain the following information in the order listed:

1. Introductory Letter

The introductory letter should be addressed to:

The Managing Director.
Family Homes Funds Limited,
3rd Floor Sinoki House,
Ademulegun Street,
CBD- Abuja.

The letter should include contact name, mailing address and telephone number of the Consultant. The cover letter shall include a statement acknowledging the conditions stated in the RfP, referencing any exceptions contained in the response, and be signed by the Consultant.

2. The Proposal

The proposal, as detailed in A to E above. Please ensure that that

EVALUATION AND SELECTION CRITERIA

1. Project Selection Process

In order to be considered, a proposal consistent with the terms of this RfP must be submitted. The responses to this RfP shall be reviewed by a nominated committee for completeness and evaluated against the stated criteria. The committee will then select and recommend the most competent bidder to oversee the various construction projects around the states.

The selected bidders will be invited to a kick-off meeting with the main objective of reviewing the work plan and expectations.



2. Evaluation of Proposals

Applications will be evaluated, and the bidder selected based on the following criteria:

Each bidder shall submit a technical proposal addressing the services required how they will meet FHFL's requirements. The technical proposal will account for 70% of the total combined score.

GENERAL POLICIES

1. Late Proposals

Proposals arriving after the specified date and time will not be considered, nor will late proposals be opened. Each respondent assumes responsibility for timely submission of its proposal.

2. Withdrawal or Modifications of Proposals

Any proposal may be withdrawn or modified by a written request signed by the respondents and received by FHFL prior to the final time and date for the receipt of proposals. Once the deadline is past, respondents are obligated to fulfill the terms of their proposal.

3. Proposal Acceptance and Rejection

FHFL reserves the right to accept any proposal, to reject any and all proposals, and to call for new proposals, or dispense with the proposal process.

4. Proposal Evaluation and Award

Evaluation will be made on the basis of the weighted scoring as noted in Evaluation and Selection Criteria section.

Only successful bidders will be contacted.

5. Request for Information

- Respond completely, accurately and succinctly to each of the items below:
- Provide the legal name of the entity submitting the proposal.
- Identify the number of years that the entity has been in existence and the number of years that the entity has been providing facility services.
- Provide the addresses of the headquarters location of the entity and of the location, if different, that would be responsible for the day-to-day performance of the services.
- Identify the form of your business of the entity (corporation, partnership, limited liability company etc..) If a corporation, identify the state of incorporation and whether the corporation is public or private
- Provide a summary of clients and properties for which you or your team are currently providing services. Indicate the number of years for which your firm has provided such services to these clients/properties.



- Of those identified in the response to the above item, provide a list of (2) references for a similar assignment. Include the name of the client, the contact person for that client site, the contact's titles, phone number and address. Of those two identify one (1) that the site could visit to obtain insight from the client's point of view as to the capabilities of your firm.
- Describe your firm's approach to the assignment.
- Detail any of your firm's special or unique capabilities, technology or operating procedures that would be of direct benefit to the site.
- List any affiliates or joint venture partners your firm intends to utilize in the performance of this assignment. Describe the nature of that utilization and how your firm will coordinate and interact with that affiliate or joint venture partner
- Provide a listing of individual and/or company accreditations, certifications and memberships pertinent to this assignment.
- Describe the quality assurance program that your firm would utilize on this assignment. Include copies of any certifications associated with the Quality program. Please identify the administrator of the program and how long it has been in effect. Discuss your process for monitoring level of service, complaint resolution and customer (occupant) satisfaction and measures to address any shortcomings. Explain and show examples of how you qualify suppliers and staff.
- Discuss your processes and policies regarding utilization of personnel on an overtime basis. Explain how your firm provides cover for personnel on vacation, leave of absence, or illness.

SUBMISSIONS

- Each bidder must submit the technical proposal as a separate document from the financial proposal. Please refer to attached Schedule of Services for guidance.
- **Please note that only soft copy submissions will be accepted. Submissions should be sent via mail to procurement@fhfl.com.ng**
- The bidder's name and the RFP No. must be visible on the outer package of the submissions.
- Only proposals that fully address the mandatory services listed in the bidding requirement will be evaluated.
- Due date of submission: **23/06/2021 by 12:00pm**. Proposals submitted after the stated date and time will be disqualified.
- Bidders must submit one signed original, two copies, and one electronic (USB flash drive preferred) copy of the proposals to Family Homes Funds Limited.
- Only shortlisted bidders will be contacted.
- Shortlisted bidders may be invited to make presentations to the evaluation team.
- Bidders that require visits to the site prior to submission should send an email to request for directions and contact information.
- The Schedule of services is attached below. One schedule is to be used per estate.
- Site layouts are available on request.
- For further clarifications and enquiries, please send email to procurement@fhfl.com.ng between 9th June 2021 and 14th June 2021. The subject of the email should read **"ENQUIRY: RFP/HRADM/0021"**.
- Bidders are strongly advised to refer to the RFP No in all correspondences.

* Nothing herein shall obligate FHFL to award a contract to any responding application.

