



REQUEST FOR PROPOSAL FOR PAINT WORKS AT MEDS

RFP/PW/001/2023-RFP FOR PAINT WORKS

Project Overview

Mission for Essential Drugs and Supplies (MEDS), is seeking proposals from qualified contractors to provide professional paint works services for its business premises (MEDS Centre). The project involves painting the interior and exterior surfaces of the premises located along Mombasa Road.

1. **Scope of Work:** The selected contractor will be responsible for the following:

a) Interior Painting:

- Surface preparation, including cleaning and repairing walls, ceilings, and other surfaces as necessary.
- Priming of surfaces.
- Applying paint to walls, ceilings, doors, and other interior surfaces.
- Ensuring a smooth and professional finish.
- Protecting furniture, fixtures, and flooring during the painting process.
- Clean-up and removal of any paint-related debris.

b) Exterior Painting:

- Surface preparation, including cleaning and repairing exterior walls, doors, windows, and other surfaces as necessary.
- Priming of surfaces.
- Applying weather-resistant paint to exterior surfaces.
- Ensuring a uniform and professional finish.
- Protecting surrounding areas, landscaping, and other structures during the painting process.
- Clean-up and removal of any paint-related debris.

2. Timeline

The project is expected to commence in September 2023. The contractor should provide a detailed timeline for each phase of the project, including start and end dates, in their proposal.

3. Proposal Requirements

You are invited to submit comprehensive Technical and Financial proposals, demonstrating competence in conducting paint works for the entire MEDS premises (MEDS Centre). Proposals will be the basis for contract negotiations and the following terms shall apply:

- (a) A Bill of Quantities document shall accompany this request for proposal as a guide in preparing the proposals
- (b) Original of Proposal shall be placed in a sealed envelope clearly marked “**PROPOSAL FOR CONDUCTING PAINT WORKS AT MEDS CENTRE**”
- (c) Completed Proposals must be delivered at the submission address on or before the submission date. Any proposal received after closing time for submission of proposals shall be rejected without further communication to the bidder.
- (d) Clarifications may be requested up to two (2) days before the submission date.
- (e) Bidders shall initial all pages of the proposal.

The comprehensive proposal submitted shall include the following information:

a) Company Information

- Company name, address, and contact details.
- Relevant licenses and certifications.
- Overview of company experience and expertise in providing paint works services.
- References from previous clients for similar projects.

b) Project Approach

- Detailed methodology and approach for the project, including surface preparation, paint selection, and application techniques.
- Information on the number of experienced painters who will be assigned to the project.
- Any specialized equipment or tools required.

c) Cost

- A breakdown of costs, including labour, materials, and any additional charges.
- Any discounts or promotions offered by the contractor.

d) Timeline

- A detailed project timeline outlining key milestones and deliverables.

e) Insurance and Safety

- Proof of insurance coverage, including liability insurance and workers' compensation.
- Description of safety measures and protocols to be followed during the project.

4. Evaluation Criteria

Evaluation committee will evaluate proposals based on their responsiveness to the scope of work and apply the evaluation criteria and points system specified in the table below. Each proposal will be awarded a score. A proposal shall be rejected at this stage if it does not respond to important aspects of the scope of work.

Criteria Weight

| CRITERIA | SCORE (%) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| Company Profile: Organization profile indicating suitability and capabilities to conduct the assignment | 10 |
| Company Experience: <ul style="list-style-type: none"> ○ Demonstration of successfully conducting similar works in nature and scope, preferably accompanied by references from previous clients ○ Demonstrated ability to meet project timelines ○ Knowledge and expertise in the project execution. | 15 |
| Methodology: Quality and appropriateness of the proposed project approach and methodology. | 30 |
| Technical Expertise: <ul style="list-style-type: none"> ○ Detailed profile(s) of key personnel to be involved in the project execution ○ Number of experienced painters to be assigned to the project ○ Details of any specialized equipment to be used | 15 |
| Value and Cost: Competitive and reasonable pricing based on work to be performed as per the BOQ document provided | 15 |
| Insurance and Safety <ul style="list-style-type: none"> ○ Proof of insurance coverage, including liability insurance and workers' compensation. ○ Description of safety measures and protocols to be followed during the project. | 15 |
| TOTAL SCORE | 100 |

5. Submission Details

Proposals must be submitted in hardcopy to MEDS Tender Box, at MEDS Centre, along Mombasa Road by **31st August, 2023**, at 4:00 p.m East African Time. Late submissions will not be accepted.

Effective with the release of this Request for Proposal, all communications must be directed only by email to info@meds.or.ke. Proposers must not communicate with any other personnel of MEDS regarding this RFP

6. Confidentiality

All plans, reports, documentation produced, and data collected relating to this RFP will be the sole property of MEDS.

Any data and information collected will not be reproduced, disseminated, or discussed with other parties, (apart for the purpose of completing the deliverables required) without the express written approval of MEDS Managing Director.

7. Contract Award

MEDS reserves the right to accept or reject any proposal received. Following the evaluation of proposals, the selected contractor will be notified of the contract award and further contractual arrangements will be made in writing.

You will be required to submit your duly completed proposal in a sealed plain envelope clearly indicating “**PROPOSAL FOR CONDUCTING PAINT WORKS AT MEDS CENTRE REF: RFP: MEDS/RFP/PW/001/2023**” to the contact details below and a soft copy emailed to info@meds.or.ke

**Managing Director,
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