



National Social Security & Welfare Corporation
(NASSCORP)



Request for Expression of Interest

for

The Prequalification of General Contractors

for

The Construction of the New National Social Security & Welfare Corporation Administrative Headquarters

Sinkor, Montserrado County, Liberia

IFB NO. NASSCORP/ICB/004/13/14

April 24, 2014

New Executive Headquarters for National Social Security & Welfare Corporation
Request for Expression of Interest for the Prequalification of General Contractors

Request for Expression of Interest: Prequalification of General Contractors

Date

April 24, 2014

To

General Contracting Firms

From

*NASSCORP Office of the
Director of Procurement*

Project Title

*Expression of interest for the Prequalification of
General Contractors,
New NASSCORP Administrative Headquarters
Building
Bid Reference Number:
IFB NO. NASSCORP/ICB/004/13/14*

Send Prequalification submittals To:

*National Social Security & Welfare Corporation
NASSCORP Office of the Director of
Procurement
14th Street Sinkor, Liberia (indicate solicitation
number and project name on lower left corner of
envelopes)*

Contact:

*William B. Kiahon: 0886.776.619
Karen Barnes: 0880.536.110
PAEG*

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Request for Expression of Interest for the Prequalification of General Contractors

1.0 Introduction

This Request for Expression of Interest (REOI) is the means for prospective General Contractors to submit their qualifications to the National Social Security & Welfare Corporation (NASSCORP) for the services provided in this document. The REOI and all associated documents are available at:

Pan African Engineering Group, Inc. (PAEG)

TECH BUILDING

4th Floor

10th Street, Sinkor

Monrovia, Liberia

Contact: 0886.776.619

2.0 Purpose of this REOI

The National Social Security & Welfare Corporation seeks to prequalify a pool of qualified General Contractors from which to solicit bids for the construction of a new executive headquarters. General Construction firms selected for Prequalification will be given the opportunity to submit bids for the construction of the Project. Selection will be made on the basis of qualifications as outlined in this request. NASSCORP intends to prequalify a group of General Contractor(s) in a timely manner, and solicit construction bids from them shortly thereafter.

All proposers are required to adhere to all of NASSCORP requirements provided herein. All proposers must hold a type "A" **General Contractor's license issued by the Ministry of Public Works or an equivalent license in the proposer's country of origin.**

3.0 Project Description

The Headquarters for NASSCORP will be situated in 24th Street Sinkor, Montsurrado County. Site work includes grading, parking, walkways, site lighting, utilities, mechanical, and other associated site work. The structure is a multi story reinforced concrete on spread footings with window glass curtain wall system, mechanical central air cooling systems, elevator, handicapped accessibility including AV and integrated network, security systems and generator housing. The building also includes an auditorium space, along with support spaces, and totals approximately 60,000 square feet (3716 square meters).

4.0 Responding to the Request for Qualifications

NASSCORP has developed the schedule of events with dates showing the key events in this solicitation process. Prospective proposers must take the following actions according to the specified timelines in order to participate in the process.

4.0.1 Schedule of Events

No	Events	Date
1.0	Advertise Request for Expression of Interest (REOI)	April 24, 2014
2.0	Deadline for submission of Proposer's Request for Clarifications	May 8, 2014
2.0	Mandatory Pre-Prequalification Submittal Conference NASSCORP Head Office, Main conference Room, 15 TH Street Sinkor, Monrovia, Liberia	May 8, 2014 at 2:00 p.m.
3.0	Prequalification Submittal Due Date and Time	May 16, 2014 at 4:00 p.m.
4.0	Notify General Construction Firms selected for interview	May 23, 2014
5.0	Interview selected General Construction Firms	May 30, 2014
6.0	Notify shortlisted General Construction Firms and issue Bid Documents (RFQ)	June 3, 2014

4.0.2 Mandatory Pre-Prequalification submittal conference:

Members of NASSCORP's project team and the Program / Design Consultants team will provide an overview of the project. Questions about the REOI process and the project in general will be answered.

4.0.3 Each Proposer must have verifiable qualifications and experience to perform the specified work.

4.0.4 NASSCORP reserves the right to modify any part of the REOI, including the deadline for submission of the prequalification documents.

4.0.5 Any request for clarification regarding this REOI must be email to Karen Barnes: keejba@msn.com **and** info@paeginc.com. Proposers must include NASSCORP Bid Reference Number: IFB No. NASSCORP/ICB/004/13/14 in the subject line requesting clarification to Karen Barnes email address.

Note that all questions submitted should address the particulars of the REOI process and general questions about the overall nature of the project.

4.0.6 Prequalification by NASSCORP, shall remain valid until the contract for construction is awarded. It is mandatory that all Contractors who intend to submit the complete pre-qualification questionnaire must provide all materials requested, and be approved by NASSCORP to be on the final qualified General Contractors list. No bid will be accepted from a Contractor that has failed to comply with these requirements. If two or more business entities submit a bid as part of a Joint Venture, or expect to submit a bid as part of a Joint Venture, each entity within the Joint Venture must be separately qualified to bid.

4.0.7 All sections of the REOI must be completed, with additional information attached if the space provided does not suffice. Failure to include the information called for may result in disqualification. It is essential that construction experience of the general contractor be demonstrated, as such experience is considered in establishing prequalification.

4.0.10 NASSCORP reserves the right to waive minor irregularities and omissions in the information contained in the REOI submitted and to make all final determinations.

5.0 Preparing the Prequalification submittal

5.0.1 Prequalification submittals should provide straightforward, concise information that satisfies the requirement noted in this REOI. Emphasis should be placed on brevity, conformity to NASSCORP's instructions, and completeness and clarity of content.

5.0.2 The REOI must be received by NASSCORP no later than **4:00 P.M. on May 16, 2014** at: National Social Security & Welfare Corporation, 15th Street, Sinkor

5.0.3 In addition to the applicant's prequalification information, each proposer shall submit the following information:

5.0.3.1 Cover Letter

Provide a cover letter that references this REOI and confirms that all elements of the REOI have been read and understood and that the Proposer takes no exception to the materials provided. The cover letter shall be one page maximum and signed by an individual authorized to bind the Proposer contractually. The letter must be notarized and signed by an individual who has the legal authority to bind the Contractor.

5.0.3.2 Proposed Approach

Provide a project plan for performing the construction activities described in the REOI. The intent is to demonstrate the firm's clear understanding of the proposal, services, scope, and objectives of the project. NASSCORP recommends that the Project Plan should deal directly with the issues identified by NASSCORP as critical to a successful outcome, including but not limited to the following: Maintenance of project schedule, facilitating installation of owner-provided equipment and furniture and building commissioning.

At a minimum, each firm should consider the following:

Provide a construction schedule to show duration of major activities, critical elements and milestone necessary to complete the work. Schedule should specifically address how the site/building will be maintained during the raining season, sub and super structural reinforced concrete works, window glass curtain wall system, mechanical central cooling system, elevator and handicapped accessibility including AV and integrated network systems and commissioning of building systems. Provide a site utilization diagram showing construction activities being contained within NASSCORP property. Provide a plan explaining strategies for addressing site grading and access requirements, security, quality control, anticipation and resolution of issues throughout the project, methodology for coordination and issue tracking; how project objectives will be met, as well as any other information the contractor feels is pertinent. Provide approach to staffing the job and indicate strategy for outreach to the local community.

5.0.3.3 Subcontracting

Provide a project plan for staffing the job and a strategy for subcontracting and reaching out to the local subcontractor and vendor community.

5.0.3.4 Financial Statement

Each Proposer must provide a current financial statement to determine the financial condition and stability of the Proposer. At the minimum, the Proposer's financial statements must include a balance sheet and statement of income. The statements shall be submitted in a separate envelope clearly labeled with the Proposer's name and "Financial Statement - CONFIDENTIAL".

5.0.3.5 Claims / Litigation

A summary of and the value of claims/liens and judgments against the Proposer in the last five years. This shall include a brief explanation of the issues.

5.0.3.6 Insurance

Name of bonding company /surety underwriter. This information shall include a specific individual and their contact information.

6.0 Selection Criteria

The evaluation team will review all prequalification submittals that are received to determine compliance with solicitation document requirements.

6.0.1 Prequalification Submittal Evaluation Process:

6.0.1.1 The Prequalification submittal received will be analyzed and graded by members of an evaluation team. Each member of the evaluation team will review whether the minimum requirements set in Section 6.0.2 and Section II - Essential Requirements for Qualification have been met by the Proposer.

6.0.1.2 If a prequalification submittal fails to meet solicitation document requirement, the prequalification submittal may be rejected.

6.0.1.3 Prequalification submittals that contain false or misleading statements may be rejected if, in NASSCORP's opinion, the information was intended to mislead NASSCORP regarding a requirement of the solicitation document.

6.0.1.4 During the evaluation process, NASSCORP may require the Contractor's representative to answer questions with regard to the Contractor's prequalification submittal. Failure of a Contractor to demonstrate that the claims made in its prequalification submittal are in fact true may be sufficient cause for deeming a prequalification submittal non responsive.

6.0.1.5 NASSCORP may contact any references as necessary. References will be contacted in part, about the reference's opinion of such items as the Proposer's personnel's experience, the quality and organization of its personnel, how well the work was planned and accomplished, its cooperation with others on projects, its change order and claim history, and how problems were resolved.

6.0.1.6 NASSCORP reserves the right to adjust, increase, limit, suspend or rescind the pre-qualification rating based on subsequently learned information.

6.0.1.7 While it is the intent of the pre-qualification questionnaire and required documents to assist NASSCORP in determining a selected list of qualified General Contractor(s) neither the fact of pre-qualification, nor any pre-qualification rating, will preclude NASSCORP from considering and /or determining whether a General Contractor has the quality, fitness, capacity and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness to be awarded a contract.

6.0.2 Quality Evaluation Schedule

- | | | |
|---------|--|--------|
| 6.0.2.1 | <u>Demonstrated Experience of the Firm</u>
Firm experience as relates to this project as described in Section I Par. 5.0.3.4 and Section II Parts 1 -20. | YES/NO |
| 6.0.2.2 | <u>Demonstrated Experience and Training of Project Personnel</u>
Personnel experience as described in Section II Part 21. | YES/NO |
| 6.0.2.3 | <u>Proposed Approach</u>
The proposed Project Plan shall demonstrate the Proposer's approach to this project indicating a clear understanding of the purpose, service, scope, and objectives of this solicitation. See hereto Section I Par. 5.0.3.2. | YES/NO |
| 6.0.2.4 | <u>Subcontracting</u>
Include approach to staffing the job, and strategy for sub-contracting and reaching out to the local subcontractor and vendor community. See hereto Section I Par. 5.0.3.3. | YES/NO |

SECTION II

APPLICATION INFORMATION AND REQUIREMENTS FOR QUALIFICATION

Part I - Organization Information

Firm Name: _____ Check One: Corporation
 Partnership
 Sole Prop

Contact Person: _____

Address: _____

Telephone Number: _____

Name & Title of Principal Officers

Name	Title	Date of Assuming Position

If firm is sole proprietor or partnership:

Owners(s) of company: _____

1. Contractor possesses a valid contractor's "A" license issued by the Ministry of Public Works or equivalent license in country of origin?
 YES NO
2. Contractor possesses a valid Liberian Business Registration or equivalent business registration in country of origin?
 YES NO
3. Contractor possesses a valid Association of Liberian Construction Contractors (ALCC) or equivalent certification or license in country of origin?
 YES NO
4. Contractor possesses current Ministry of Finance Tax Clearance or equivalent issued in country of origin?
 YES NO
5. Has an Insurance firm completed a contract on your behalf, or paid for completion because your firm has default terminated by the project owner within the last five years?
 YES NO
6. At the time of submitting this pre-qualification form, is your firm ineligible to bid on or be awarded a public works contract, or perform as a subcontractor?
 YES NO
7. At any time during the last five years, has your firm or any of its owners or officers been convicted of a crime involving the awarding of a contract of a government construction project, or the bidding or performance of a government contract?
 YES NO

Part II - Organization, History, Organizational Performance

8. Has your firm changed names in the past five years?
 YES NO
If "yes" explain on a separate signed page, including the reason for the change.

9. At any time in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner?
 YES NO
If "yes" explain on a separate signed page, identifying all such projects by owner, owner's address and date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.
10. In the last five years has your firm been denied an award of a public works contract based on a finding by a public agency that your company was not a reasonable bidder?
 YES NO
If "yes", explain on a separate signed page. Identify the year of the event, the owner, the project and the basis for the finding.
11. In the past five years has any claim against your firm concerning your firm's work on a construction project been filed in court or arbitration or gone to mediation?
 YES NO
If "yes" on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).
12. In the past five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration or taken it to mediation?
 YES NO
If "yes" on separate signed sheets of paper identify the claim(s) by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim (pending or, if resolved, a brief description of the resolution).
13. In the last five years has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?
 YES NO
If "yes" explain on a separate signed page. Name the insurance carrier, the form of insurance and the year of refusal.

Part III – Bonding and Insurance

14. Bonding capacity: Provide documentation from your surety identifying the following:

Name of bonding company / surety: _____

Name of surety agent, address and telephone number: _____

15. If your firm was required to pay a premium of more than one and one half percent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than the one and one half percent, if you wish to do so.

16. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates during which each wrote the bonds:

17. During the last five years, has your firm ever been denied bond coverage by a surety company, or has there ever been a period of time when your firm had no surety bond in place during a public construction project when one was required?

YES NO

If "yes", provide details on a separate signed sheet indicating the date when your firm was denied coverage and the name of the company or companies, which denied coverage; and the period which you had no surety bond in place.

Part IV - Statement of Relevant Experience and Recent Construction Projects Completed

18. Submit at least three (3) examples of your organization's relevant projects within the last six years, including at least (1) project which is a public works project.

19. Quality Control & Technology

Describe your organization's philosophy for producing quality buildings and your approach to quality control. Provide information on how you handle minimizing warranty callbacks and typical response time for warranty callbacks. Describe how coordination has been achieved and communicated to the tradespersons on the project of similar size, scope and complexity. Outline/describe your organization's use and application of technology for coordination, including trade coordination and the shop drawings/fabrication process and your approach regarding the use/application of mock-ups and provision of samples for key interior and exterior building finishes.

20. Safety Program

The NASSCORP is committed to safety of all employees, the existing staff on-site, the surrounding community, visitors and the environment. While the NASSCORP has the responsibility for conducting our business in a manner that strives to prevent accidents, the general contractor will have primary responsibility for safety at the project site. Describe your organization's Safety Management Plan and provide an overview of your safety program. Identify how your organization's safety program is implemented, and the lines of authority and communication.

21. Key Personnel

Provide proposed key personnel's qualifications, experience, length of employment with company and training to competently manage the project.

~ END ~

SAMPLE FORMAT

Example Project Description and Information

Names and reference must be current and verifiable. Use separate sheets that contain all of the following information:

Project Name: _____

Location: _____

Owner: _____

Owner Contact (name and current phone number):

Architect or Engineer: _____

Architect or Engineer (name and current phone number)

Description of project, Scope of work performed:

Total Value of Construction (including change orders if any): _____

Original Scheduled completion Date: _____

Time Extensions Granted (number of days): _____

Actual Date of Completion: _____

ATTACHMENTS REQUIRED

The following documents are to be provided to the NASSCORP by the Organization requesting Prequalification for the aforementioned project.

Provide all of the attachments listed below:

- Attachment 1 - Current copy of Liberian Business Registration (or equivalent in proposer's country of origin)
- Attachment 2 - Current copy of Ministry of Public Works Contractor's License (or equivalent in proposer's country of origin)
- Attachment 3 - Current copy of the Ministry of Finance Tax Clearance Certificate (or equivalent in proposer's country of origin)
- Attachment 4 - Current copy of Association of Liberian Construction Contractors (ALCC) Certification (or equivalent in proposer's country of origin)
- Attachment 5 – Financial Statement

NOTE: PRIOR TO CONTRACT AWARD ALL FOREIGN COMPANIES WILL HAVE TO REGISTER LOCALLY AND COMPLY WITH ALL GOVERNMENT MANDATED REQUIREMENTS.