

**UNIVERSITY OF CAPE COAST**



**Tender Evaluation Report**

For

**SELECTION OF CONSULTANTS FOR DESIGN,  
ENGINEERING, ARCHITECTURAL DRAWINGS AND  
SUPERVISION OF ACECoR BUILDING**

**IFT No: CR/UCC/CS/0001/2020(UCC/ACE/07/2020)**

**NOVEMBER, 2020**

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## **Section I. Technical Evaluation Report—Text<sup>2</sup>**

### **Background**

As part of the Africa Centre of Excellence Impact Project (ACEIII), the World Bank and the Government of Ghana (GoG) is supporting a five-year capacity building program at the University of Cape Coast to promote coastal resilience within the West and Central African sub-regions. The objective of the Africa Centre of Excellence in Coastal Resilience (ACECoR) Project is to support the development of technical and scientific capacity of young African professionals to develop integrated solutions to address coastal degradation in the countries of intervention through short to long-term professional and academic training programmes. It will deliver high quality postgraduate courses, international caliber research focused on addressing coastal developmental challenges. In this context, University of Cape Coast is leading the World Bank (ACE III) Impact project on Capacity Building sub-component. This will be achieved through partnerships and collaboration with academia, research institutions and industry, locally and internationally.

As part of achieving the broader objectives, the University of Cape Coast intends to apply part of the World Bank Funds under the contract to carry out the following consultancy services:

### **1. OBJECTIVES OF THE CONSULTANCY ASSIGNMENT**

- 1.1 The Consultant appointed shall be required to put together a team or maintain the same team (for the competition) of very competent and most suitable professional personnel and supporting staff with considerable working experience in Ghana to undertake the consulting exercise for the design and construction of the project .
- 1.2 In a bid to ensure that the design and construction processes are successfully executed, the Consultant must put in place a pragmatic system of quality assurance procedures to effectively organize all team players and stakeholders involved in the process. This should be aimed at creating an unyielding and continued effort by all involved to understand, meet and exceed the requirements of the Client in particular and the society at large.
- 1.3 The Consultants appointed shall assist in preparation of the Tender documents to enable the works go on tender. Upon selection of a contractor for the project, the Consultant would administer the post-contract

/construction phase of the development process, testing, commissioning and eventual hand-over of the facility of the University.

- 1.4 The Consultant must ensure that the full design working details are provided to the building contractor, realistic cost forecasting is prepared for the Client/Employer (with adequate provision for inflation or price escalation) and the works are properly supervised and managed professionally and efficiently to ensure delivery of the facility within the contract period and to budget. In order to fulfill the above objective, it is essential that the following are achieved:-
- 1.4.1 A detailed and realistic development and construction programme including milestones must be prepared for the entire project. This should cover both pre-contract and post-contract stages for the process.
  - 1.4.2 Full architectural, structural/civil engineering, mechanical and electrical engineering design details of the scheme shall be provided.
  - 1.4.3 A comprehensive set of bidding documents (i.e. bills of quantities and other related documents) must be prepared to complement the set of drawings.
  - 1.4.4 An effective strategy for the supervision of the works must be devised and presented for consideration.
  - 1.4.5 Arrangements should be made for the training of Employer's staff to manage all equipment and facilities installed in the building that require specialist skills to operate.
  - 1.4.6 Collection of project data should be conscientiously handled to insure all relevant information of the project is made available to the employer upon completion of the works. This would include all cost data, warranties, accommodation schedules, schedules of all fixtures and fittings and data on any spares that may be available for future usage, full labeling of keys and schedules thereof, and as-built drawings (for all disciplines).

## **2. SCOPE OF SERVICES**

The Consultant shall assist in the production of all Contract Documents and the administration of the Project Contract. Full details must be provided to ensure that the contractor is not hampered on site with gaps/omissions in documentation. The Team shall also ensure that all requisite approvals are obtained, notices to adjoining land owner/tenants are issued and all other requirements that may affect the execution of the project are properly dealt with.

## **2.1 Services by the Architect – Team Leader**

### **2.1.1 Scheme Design Proposal**

- (a) Review and revise the design scheme incorporating suggested inputs by the Client.
- (b) Develop final scheme design incorporating input of other consultants showing special arrangements, materials and specifications to the Client for approval prior to preparation of working drawings.
- (c) Consult planning authorities, building control authorities, fire authorities, and environmental authorities and utilities providers where relevant.
- (d) Provide information to the Quantity Surveyor for the preparation of the cost plan.

### **2.1.2 Detailed Design/ Working Drawings and Production Information**

- (a) Develop detailed design /working drawings and production information.
- (b) Prepare specifications. Provide information to the Quantity Surveyor for the preparation of a detailed cost plan.
- (c) Provide information for the production of bills of quantity.
- (d) Provide information to discuss with and incorporate input of other consultants into production information.
- (e) Invite tenders from contractors named on a list provided by the Employer.

### **2.1.3 Operations on Site and Project Handover Procedures**

- (a) Administer the terms of the building Contract.
- (b) Conduct meetings with the contractor to review progress.
- (c) Provide information to the Quantity Surveyor for the preparation of regular financial reports to the Africa Centre Of Excellence For Coastal Resilience

- (d) Inspect the progress and quality of the works to determine that they are in accordance with the contract documents.
- (e) Co-ordinate the work not forming part of the Building Contract carried out by persons/firms employed by the University in connection with the project.
- (f) Provide as-built drawings. Compile maintenance and operational manuals.
- (g) Arrange for the testing and commissioning of all equipment installed in the facility as required.

## **2.2 Services by the Quantity Surveyor**

The consultant will make himself familiar with the brief and shall use all reasonable endeavours to implement its terms and shall advise the Client where the consultant believes that any objectives of the brief cannot be achieved and /or there is any conflict between other documents on the brief.

### **2.2.1 Scheme Design Proposal**

- (a) Assist the Architect in the preparation of the scheme design proposal.
- (b) Obtain information from the project Co-coordinator, discuss proposals with and incorporate input of the other consultants into the scheme design
- (c) Review with the Project Co-coordinator and other consultant's alternative design and cost implications. Prepare a cost plan.
- (d) Assist other consultants in consultations with planning authorities, building control authorities, fire authorities, environmental authorities and utilities providers where relevant.
- (e) Assist the Architect to submit scheme design incorporating input of other consultants showing spatial arrangements, materials and specifications to the Architect for the Authority's approval. Provide cost advice to the Architect.

### **2.2.2 Detailed Design/Working Drawings and Production Information**

- (a) Examine information provided by other consultants and revise cost plan if appropriate and report to Project Coordinator for the University's approval

- (b) Obtain from other consultants the Authority's approval of the type of construction, quality of materials and standard of workmanship. Examine production information from the other consultants, prepare a detailed cost plan and report to the Employer.
- (c) Prepare bills of quantities and other related bidding documents.
- (d) Review time-table for construction in conjunction with the Architect.
- (e) Liaise with other consultants and prepare tender analysis; obtain clarification of ambiguity and prepare tender reports. If necessary, arrange interview of tenders. Prepare tender award recommendation and obtain instructions.

### **2.2.3 Operations on Site and Project Handover Procedures**

- (a) Attend regular Site meetings and review progress.
- (b) Receive information from the Architect for the preparation of financial reports to the Authority
- (c) Prepare recommendations for payment on account to the Contractor in accordance with the Building Contract.
- (d) Prepare periodic assessment of anticipated final cost and report to the Authority.
- (e) Value variations and provisional sum works in accordance with the terms of the Building Contract
- (f) Adjust the contract sum in accordance with the terms of the Building Contract.
- (g) Prepare final valuation for final Architect's Payment Certificate; prepare final account statement after the defects liability period in accordance with the terms of the Building Contract.

### **2.3 Services by the Structural / Civil Engineer**

The consultant will make himself familiar with the brief and shall use all reasonable endeavors to implement its terms and shall advise the Client where the consultant believes that any objectives of the brief cannot be achieved and /or there is any conflict between other documents and the brief.

### 2.3.1 Scheme Design Proposal

- (a) Assist the Architect in the preparation of the scheme design proposal.
- (b) Provide information to other consultants, discuss proposals with and incorporate input of other consultants into the scheme.
- (c) Arrange for the preparation of geotechnical and environmental investigations of the site and topographical and dimension survey of the site; advise the Architect and other consultants of the results.
- (d) Provide information to the Quantity Surveyor for his preparation of a cost plan.
- (e) Consult planning Authorities, building control authorities, fire authorities, environmental authorities and utility authorities providers where relevant.
- (f) Submit scheme design incorporating input of other consultants showing spatial arrangements, materials and specifications to the Architect for the Authority's approval.

### 2.3.2 Detailed Design /Working Drawings and Production Information

- (a) Develop detail design from the approved scheme design. Provide **structural and civil engineering drawings** to complement the architectural drawings.
- (b) Services to be provided shall include surveys, environmental investigations and drainage below ground.
- (c) Prepare Specification. Provide information to the Quantity Surveyor for the preparation of a detailed cost plan.
- (d) Provide information for the production of bills of quantities.
- (e) Provide information to discuss proposals with and incorporate input of other consultants into production information.

### 2.3.3 Operations on Site and Project Handover Procedures

- (a) Attend regular site meetings and review progress.
- (b) Provide information to the Quantity Surveyor for the preparation of financial reports to the Authority.

- (c) Provide technical information to the Quantity Surveyor for the valuation of variations, preparation of financial reports and interim valuations.
- (d) Inspect the progress and quality of the works and determine that they are being executed in accordance with the Contract Documents.
- (e) Assist the Architect to coordinate work not forming part of the Building Contract carried out by persons /firms employed by the Authority.
- (f) Provide as-built drawings. Assist the Architect to provide maintenance and operating the manuals.

## **2.4 Services by the Services Engineering**

The consultant will make himself familiar with the brief and shall use all reasonable endeavors to implement its terms and shall advise the Client where the consultant believes that any objectives of the brief cannot be achieved and /or there is any conflict between other documents and the brief.

### **2.4.1 Scheme Design Proposal**

- (a) Assist Architect in the preparation of the scheme design proposal.
- (b) Obtain information from the Architect, discuss proposals with and incorporate input of other consultants into the scheme design.
- (c) Provide information to the Quantity Surveyor for the preparation of a cost plan.
- (d) Consult planning authorities, building control authorities, fire authorities, and environmental authorities and utilities providers in conjunction with the Architect where relevant.
- (e) Assist the Architect to submit scheme design incorporating input of other consultants showing spatial arrangements, materials and specifications to the Architect for the Authority's approval.

### **2.4.2 Detailed Design/ Working Drawings and Production information**

- (a) Develop detail design from the approved scheme design. Provide **Mechanical and electrical engineering services drawings** to complement the architectural drawings.

- (b) The scope of services shall include incoming water, electrical and telephone services/ cold and hot water installations/ including sanitary appliances/ above ground disposal installations/electrical distribution services, lightening and power including light fittings, lightening protection/fire detection and protection services/ refuse collection point, rainwater collection and distribution and drainage below ground.
- (c) Prepare specifications obtained from the Architect. The Client's approval of the type of construction, quality of materials and standard of workmanship.
- (d) Prepare service bills of quantities. Provide information to the Quantity Surveyor for the preparation of a detailed cost plan.
- (e) Provide information, discuss proposals with and incorporate input of other consultants into production information.

#### **2.4.3 Operations on Site and Project Handover Procedures**

- (a) Attend regular Site meetings and review progress.
- (b) Provide information to the Quantity Surveyor for the preparation of financial reports to the Authority.
- (c) Provide technical information to the Quantity Surveyor for valuation of variations preparations of financial reports and interim valuation.
- (d) Inspect the progress and quality of works and to determine that they are being executed in accordance with the Contract Documents
- (e) Assist the Architect to coordinate work not forming part of the Building Contract carried out by persons /firms employed by the Authority.
- (f) Provide as-built drawings. Assist the Architect to provide maintenance and operating manuals.
- (g) Arrange for the testing and commissioning of all equipment installed in the facility as required.

#### **MONITORING AND REPORTING**

The Director of DPDEM will serve as Project Manager responsible for reporting the progress of the consultancy to the University of Cape Coast. The Consultants shall prepare

progress reports and assist the DPDEM in reporting progress to Management. The Consultants shall also prepare a detailed final report at the end of the contract.

These reports should cover aspects such as:

- i. Progress achieved since the previous report as well as overall progress in respect of the consultancy mandate.
- ii. Findings and recommendations towards the overall objectives, including the presentation and discussion of options for policies/procedures.
- iii. Identification of any issues or areas of concern identified as relevant but not within the scope of the project.
- iv. Any delays in the consultancy work program, causes of such delays and corrective measures proposed to address these delays.

## **2. The Selection Process (Prior to Technical Evaluation)**

Expression of interest for this consultancy services was published in the Daily Graphic on 7<sup>th</sup> July, 2020. As at the deadline, the University received EOI from Two (2) consultancy firms. The Names of the firms are given below (refer to attached).

The following firms were shortlisted for invitation to submit proposals;

<b>S/No.</b>	<b>Consultant's Name</b>
1	Plan Architects
2	Architectural Design Partnership
3	FAS Consult
4	Strandton
5	Melrose Arc

The above Consulting Firms were invited and 4 of them submitted proposals on 2<sup>nd</sup> November, 2020. Two of them associated to present one proposal. That is Melrose and Strandton.

### 3. Technical Evaluation

A committee was formed prior to Tender receipt and opening. After the approval, members were given copies of the documents to study. The Committee met on 24<sup>th</sup> November, 2020 to discuss modalities for the evaluation of proposals and the timelines for the evaluation assignment. The committee agreed on the following details as provided for in the Request for Proposal Documents;

Form of Evaluation

#### TECHNICAL EVALUATION

**(i) Relevant experience of the Consulting Firm related to the assignment**

Experience in Facilitation of Short-term Training Programmes

**(10 points)** sub divided into similar experience and contract administration experience

**(ii) Conformity with the Requirements of the Terms of Reference**

(work plan and proposed methodology)

Adequacy of proposed methodology and work plan in responding to the Terms of Reference (TOR) and Outline Design Brief (ODB)

**(30 points)**

**(iii) Qualifications and competence of the key staff for the**

Assignment General qualifications

Post qualification experience (General)

**(60 points)**

**Total Points: 100**

**The minimum technical score required to pass is 70%**

#### **Independent evaluation**

The chairman of the evaluation panel and the Procurement Officer reinforced the need to do an independent work. Members were given the opportunity to ask questions related to the evaluation process and answers were duly provided. Members were then given enough time to go and do

independent evaluation. After examining and evaluating the documents individually, the panel met again to compare scores. The following were identified from the proposals and they were grouped into strengths and weaknesses.

S/No.	Firm	FAS Consult
1	<b>Strength</b>	<ol style="list-style-type: none"> <li>1. The firm demonstrated several Projects of similar nature they have worked on in the past and in the last 5 years</li> <li>2. The firm is actively involved in project start to project completion</li> <li>3. Clear demonstration of understanding of the Terms of Reference(TOR) for the assignment. Where necessary, they provided useful comments on the TOR</li> <li>4. The firm visited the proposed construction site and made assessment for its proposal</li> <li>5. A well-developed work plan and schedule of work were clearly presented and appropriate keys provided to aid interpretation</li> <li>6. A well-presented organogram for the project administration was also provided</li> <li>7. The firm has project staff who are very well experienced with several years of practice.</li> </ol> <p>Overall, FAS provided the best proposal</p>
	<b>Weakness</b>	<ol style="list-style-type: none"> <li>1. Some pictures presented were not catchy enough</li> </ol>
2		<b>Architectural Design Partnership</b>
	<b>Strength</b>	<ol style="list-style-type: none"> <li>1. Sufficient understanding of terms of reference</li> <li>2. Experienced staff with 10+ years</li> <li>3. Good organizational structure with UCC incorporated</li> </ol>
	<b>Weakness</b>	<ol style="list-style-type: none"> <li>1. Most of the projects presented are over 5 years. Very old works</li> <li>2. Comments on man months not relevant</li> <li>3. No chart to show detailed work plan or schedule of work</li> <li>4. Association of firms with no agreement seen</li> </ol>
3		<b>Plan Architects</b>
	<b>Strength</b>	<ol style="list-style-type: none"> <li>1. Good general experience especially</li> <li>2. Sufficient understanding of the terms of reference</li> <li>3. Good work plan provided about work schedule</li> <li>4. Well experienced, qualified staff</li> <li>5. Relevant experience in the last 5 years.</li> </ol>

	<b>Weakness</b>	<ol style="list-style-type: none"> <li>1. Some projects listed are not similar to requirements</li> <li>2. No key provided to interpret professional staff schedule</li> <li>3. Individual experienced firms put together with little evidence of working together</li> </ol>
4		<b>Melrose</b>
	<b>Strength</b>	<ol style="list-style-type: none"> <li>1. Firm very experienced in architectural services and contract management</li> <li>2. Firm demonstrated clear understanding of TOR</li> <li>3. Good presentation with good pictures</li> <li>4. Adequate work plan provided</li> <li>5. Experienced and adequate staff</li> </ol>
	<b>Weakness</b>	<ol style="list-style-type: none"> <li>1. Some projects are not similar to requirements</li> <li>2. No team or association agreement</li> <li>3. Some roles played by firm in past assignments were limited</li> <li>4. No organogram for project administration</li> </ol>

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## Section II. Technical Evaluation Report—Forms<sup>3</sup>

- Form IIA. Technical Evaluation—Basic Data
- Form IIB. Evaluation Summary—Technical Scores/Ranking
- Form IIC. Individual Evaluations—Comparison (Average Scores)

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<sup>3</sup> Section II applies to Quality- and Cost-Based Selection (QCBS), Quality-Based Selection (Quality-Based), Fixed-Budget Selection (Fixed-Budget), and Least-Cost Selection (Least-Cost). Supply appropriate data in cases of Selection Based on Qualifications (Qualifications) and Single-Source Selection (Single-Source) in Form IIA.

### Form IIA. Technical Evaluation - Basic Data

2.1 Name of Project Design, drawings, supervision of ACECoR Building

2.2 Employer:  
 (a) name University of Cape Coast  
 (b) address, phone, facsimile, email Cape Coast  
 \_\_\_\_\_  
 \_\_\_\_\_

2.3 Type of assignment (pre-investment, preparation, or implementation), and brief description of sources Design and Supervision  
 \_\_\_\_\_  
 \_\_\_\_\_

2.4 Method of selection<sup>4</sup>: Quality Cost Based Selection  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2.5 Request for expressions of interest<sup>5</sup>: QCBS  Quality-Based   
 Fixed-Budget  Least-Cost   
 Qualifications  Single-Source

(a) publication in Public Procurement Bulletin, national newspaper(s) Yes  No   
 Yes  No

(b) number of responses 14 Responses  
 \_\_\_\_\_

2.6 Shortlist:  
 names/nationality of firms/associations (mark domestic firms and firms that had expressed interest)

1. FAS Consult
2. Plan Architects
3. Melrose
4. Strandton  
Architectural Design
5. Partnership
6. \_\_\_\_\_
7. \_\_\_\_\_

2.6 (a) Date of RFP issuance to \_\_\_\_\_

<sup>4</sup> See Public Procurement Act.

<sup>5</sup> Required for large contracts (see Public Procurement Act).



2.16 Evaluation Criteria/subcriteria<sup>7</sup>:**(a) Consultants experience(10 points)**

General experience of firm	6
Contract Administration experience	4

**(b) Methodology(30 points)**

Demonstration of understanding of TOR;	15
Description of activities and flow of work/work plan	10
Structure for implementation	5

**(c) Key Staff(60 points)**

General qualifications	10
Post qualification Experience of key staff	20
Relevant experience in projects similar to ACECoR's	30

<sup>7</sup> Maximum of three subcriteria per criterion.

## 2.17 Technical scores by Consultant

Minimum qualifying score 70%

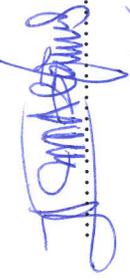
Consultants' names	Technical scores
Architectural Design	
1. Partnership	66.40
2. FAS Consult Limited	85.60
3. Planarchitects	72.60
4. Melrose Arc	77.20

## 2.18 Evaluation report:

(a) submission to the Tender  
Review Board for concurrent  
approval

Date: 12/11/2020

## Evaluation Panel

Name	Designation	Signature	Date
1. Prof. Anokye Mohammed Adam	HoD, Dept. of Finance, School of Business ( <i>Chairman</i> )		03/09/2020
2. Prof. Denis W. Aheto	Director, ACECoR ( <i>Member</i> )		03/09/2020
3. Mr. Innocent E. B. K. Kudu	Quantity Surveyor, DPDEM ( <i>Member</i> )		03/09/2020
4. Mr. Precious Mattah	Deputy Director, ACECoR ( <i>Member</i> )		03/09/2020
5. Mr. Nicholas Ampofo	Procurement Officer ( <i>Secretary</i> )		03/09/2020

**Form IIB. Evaluation Summary**

**Technical Scores/Ranking**

Consultants' names	Melrose Arc	Fas Consult	Architectural Design Partnership	Planarchitects
	Scores	Scores	Scores	Scores
Criteria				
Experience	7.80	8.60	5.80	6.60
Methodology	22.00	25.00	20.60	22.00
Proposed staff	47.40	52.00	40.00	44.00
<b>Total score<sup>a</sup></b>	<b>77.20</b>	<b>85.60</b>	<b>66.40</b>	<b>72.60</b>
Rank	3	1	N/A	2

a. Proposals scoring below the minimum qualifying score of 70% points have been rejected.

### Form IIC. Individual Evaluations—Comparison

Consultants' Names Criteria	ADP			Melrose			FAS			Plan		
Experience	5	5	8	7	10	8	7	10	9	6	9	5
	Av: 5.8			Av: 7.8			Av: 8.6			Av: 6.6		
Methodology	6	5	7	7	9	8	9	8	7	7	6	6
	23	23	24	24	23	24	24	27	24	22	22	21
Key staff	Av: 20.60			Av: 22			Av: 25			Av: 22		
	21	16	19	19	20	20	27	23	23	23	23	22
Total	34	40	45	41	51	48	49	55	50	42	42	45
	48	40	33	54	43	43	60	46	46	45	44	46
	66.40			77.20			85.60			72.60		

a. A, B, C, and D = scores given by evaluators; AV = average score, see Annex I(i)

### Section III. Financial Evaluation Report—Award Recommendation—Text<sup>8</sup>

[The text will indicate:

- (a) any issues faced during the evaluation, such as difficulty in obtaining the exchange rates to convert the prices into the common currency used for evaluation purposes;
- (b) adjustments made to the prices of the proposal(s) (mainly to ensure consistency with the technical proposal) and determination of the evaluated price (does not apply to *Quality-Based (Quality-Based)*, *Selection Based on Qualifications (Qualifications)*, and *Single-Source Selection (Single-Source)*);
- (c) tax-related problems;
- (d) award recommendation; and
- (e) any other important information.]

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<sup>8</sup> Applies to QCBS, Fixed-Budget, and Least-Cost. For Quality-Based, Qualifications, and Single-Source provide relevant information as indicated.

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## **Section IV. Financial Evaluation Report—Award Recommendation—Forms<sup>9</sup>**

- Form IVA. Financial Evaluation—Basic Data
- Form IVB. Adjustments—Currency Conversion—Evaluated Prices
- Form IVC. QCBS—Combined Technical/Financial Evaluation—Award Recommendation
- Form IVD. Fixed-Budget and Least-Cost Selection—Award Recommendation

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<sup>9</sup> Applies to QCBS, Fixed-Budget, and Least-Cost. For Quality-Based, Qualifications, and Single-Source, provide relevant information as indicated.

**Form IVA. Financial Evaluation—Basic Data**

- 4.1 Endorsement of technical evaluation report (Quality -Based, Qualifications, Single- Source) by Tender Review Board Date 3rd December 2020
- 4.2 Public opening of financial proposals Date 10<sup>th</sup> December 2020  
 (a) Names and proposal prices Time 11:00am  
 (mark Consultants that attended public opening)
- 4.3 Evaluation committee: members' names and titles (if not the same as in the technical evaluation - Quality-Based, Qualifications, Single-Source)  
 1. Same as Technical Evaluation Team  
 2. \_\_\_\_\_  
 3. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 4.4 Methodology (formula) for evaluation of cost (QCBS only; cross as appropriate)  
Quality Cost Based Selection  
Weight inversely proportional to cost \_\_\_\_\_  
20 Other 80 \_\_\_\_\_
- 4.5 Submission of final technical/financial evaluation report to the Tender review Board (Quality-Based, Qualifications, Single-Source) Date 21<sup>st</sup> December 2020
- 4.6 QCBS
- | Consultant' Name | Technical scores | Financial scores | Final scores |
|------------------|------------------|------------------|--------------|
| FAS Consult      | 68.48            | 20.00            | 88.48        |
| Melrose Arc      | 61.76            | 6.66             | 68.36        |
| Plan Architects  | 58.08            | 11.35            | 69.43        |
- (a) Technical, financial and final scores (Quality-Based: technical scores only)
- (b) Award recommendation **FAS Consult** to design and supervise the ACECoR Building for a **24 month period** at a cost of **GH¢586,300.00, excluding taxes**
- 4.7 Fixed Budget and Least-Cost
- | Consultant' Name | Technical scores | Proposal prices | Evaluated prices |
|------------------|------------------|-----------------|------------------|
| _____            | _____            | _____           | _____            |
| _____            | _____            | _____           | _____            |
| _____            | _____            | _____           | _____            |
| _____            | _____            | _____           | _____            |
- (a) Technical scores, proposal and evaluated prices

- (b) Award recommendation \_\_\_\_\_
- (c) Fixed-Budget: best technical  
proposal within the budget  
(evaluated price)  
Name \_\_\_\_\_
- (d) Least-Cost: lowest evaluated  
price proposal above  
minimum qualifying score Name \_\_\_\_\_

**Form IVB. Adjustments—Currency Conversion—Evaluated Prices<sup>10</sup>**

Consultants' Names	Proposals' prices <sup>a</sup>		Adjustments <sup>b</sup>	Evaluated price(s)	Conversion to currency of evaluation <sup>c</sup>		Financial scores <sup>d</sup>
	Currency	Amounts (1)			Exchange rate(s) <sup>e</sup>	Proposals' prices (5) = (3)/(4)	
Melrose Arc	GH¢	1,761,184.69	-	(3) = (1) + (2) 1,761,184.69	N/A	1,761,184.69	(6) 33.29%
FAS Consult	GH¢	586,300.00	-	586,300.00	N/A	586,300.00	100.00%
Plan Architects	GH¢	1,032,750.00	-	1,032,750.00	N/A	1,032,750.00	56.77%

- a. Comments, if any (e.g., exchange rates); three foreign currencies maximum, plus local currency.
- b. Arithmetical errors and omissions of items included in the technical proposals. Adjustments may be positive or negative.
- c. As per RFP.
- d. 100 points to the lowest evaluated proposal; other scores to be determined in accordance with provisions of RFP.
- e. Value of one currency unit in the common currency used for evaluation purposes (e.g., US\$1 = GH¢6.00). Indicate source as per RFP.

<sup>10</sup> For Quality-Based, Qualifications, and Single-Source, fill out only up to column 3.

**Form IVC. QCBS—Combined Technical/Financial Evaluation—Award Recommendation**

Consultants' names	Technical Evaluation			Financial Evaluation		Combined Evaluation	
	Technical scores <sup>a</sup> S(t)	Weighted scores S(t) × T <sup>b</sup>	Technical rank	Financial scores <sup>c</sup> S(f)	Weighted scores S(f) × F <sup>d</sup>	Scores S(t) T + S(f) F	Rank
FAS Consult	85.60	68.48	1	100%	20.00	88.48	1
Melrose Arc	77.20	61.76	2	33.29	6.66	68.36	3
Plan Architects	72.60	58.08	3	56.77	11.35	69.43	2
Award recommendation	To highest combined technical/financial score. Consultant's name: <u>Fas Consult</u>						

- a. See Form IIB.
- b. T = As per RFP.
- c. See Form IVB.
- d. F = as per RFP.

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## Section V. Annexes<sup>12</sup>

Annex I. Individual Evaluations

Form V Annex I(i). Individual Evaluations

Form V Annex I(ii). Individual Evaluations—Key Personnel

Annex II. Information Data Monitoring

Annex III. Minutes of Public Opening of Financial Proposals

Annex IV. Request for Proposals

Annex V. Miscellaneous Annexes—Ad Hoc

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<sup>12</sup> Annex I applies to Quality-Based, Fixed-Budget and Least-Cost. For Qualifications and Single-Source, it is replaced by a review of the strengths and weaknesses of the proposal, which may be amended by one or several evaluators.

## Annex II. Information Data Monitoring

### 5.2 General Procurement Notice

(a) first issue date

None

(b) latest update

### 5.3 Request for expressions of interest<sup>13</sup>:

(a) publication in Public Procurement Bulletin

Date 14<sup>th</sup> Sept 2020

(b) publication in international and national local newspaper(s) of wide circulation

Name of newspaper(s) and date(s) Daily Graphic

5.4 Did the use of price as a factor of selection change the final ranking?<sup>14</sup>

Yes \_\_\_\_\_ No  \_\_\_\_\_

5.5 Did the use of "local input" as a factor of selection change the technical ranking?<sup>15</sup>

Yes N/A No \_\_\_\_\_

<sup>13</sup> Required for large contracts (see *Public Procurement Act*).

<sup>14</sup> Compare technical rank with rank in Form IVC.

<sup>15</sup> Figure out technical scores with and without "local input" (Form IIB).

### **Annex III. Minutes of Public Opening of Financial Proposals<sup>16</sup>**

Following approval of the Technical evaluation report, the qualified Firms were invited to the Public Financial proposal opening on 10<sup>th</sup> December, 2020. Representatives of all the three qualified firms were present during the opening of the financial proposals.

The meeting started at 11.00am at the IEPA Conference Room at the Old Site, University of Cape Coast.

Firms present:

1. Melrose Arc
2. FAS Consult
3. Plan Architects

The meeting started with self-introduction of all people present. After the introduction, the Procurement officer announced the technical scores of the firms as follows.

- |                    |       |
|--------------------|-------|
| 1. Melrose Arc     | 68.36 |
| 2. FAS Consult     | 88.48 |
| 3. Plan Architects | 69.28 |

#### **Opening of Financial proposal**

The Chairman of the Committee gave opportunity to representatives of firms present to examine their envelopes to confirm that they have not been tampered with. After they were satisfied, their financial proposals were opened one after the other. The prices of the firms are listed below.

- |                    |              |
|--------------------|--------------|
| 1. Melrose Arc     | 1,761,184.69 |
| 2. FAS Consult     | 586,300.00   |
| 3. Plan Architects | 1,032,750.00 |

Closing:

The chairman brought proceedings to an end and thanked participants for attending.

<sup>16</sup> Annex III applies to QCBS, Fixed-Budget, and Least-Cost.

## Annex IV. Request for Proposals<sup>17</sup>

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<sup>17</sup> Annex IV applies to all selection procedures (*The Public Procurement Board Standard Request for Proposals may be used for Qualifications and Single-Source, with appropriate modifications*).

**Annex V. Miscellaneous Annexes—Ad Hoc**

UNIVERSITY OF CAPE COAST  
CAPE COAST, GHANA

OFFICE OF THE VICE-CHANCELLOR

Telephone: 233-3321-32378 Direct: 03321-32050  
Telex: 2552, UCC, GH.  
Fax: 233-3321-32485  
E-mail: vc@ucc.edu.gh



Telegrams & Cables:  
UNIVERSITY, CAPE COAST

Our Ref: CR/UCC/GD/0001/2020 (UCC/ACE/07/2020)

Your Ref:

22<sup>nd</sup> December, 2020

THE MANAGING DIRECTOR  
FAS CONSULT  
ACCRA

Dear Sir,

NOTIFICATION OF AWARD OF CONTRACT FOR CONSULTANCY ASSIGNMENT FOR DESIGN,  
ENGINEERING, ARCHITECTURAL DRAWINGS AND SUPERVISION OF ACECoR BUILDING

We write to notify you that your proposal for the Consultancy Assignment for Design, Engineering, Architectural Drawing and Supervision of Africa Centre of Excellence in Coastal Resilience (ACECoR) Building in the amount of Five Hundred and Eighty-Six Thousand, Three Hundred Ghana Cedis (GH₵586,300.00), excluding taxes is hereby accepted as follows:

Description of services

Consultancy Services for Design, Engineering, Architectural Drawings and Supervision of ACECoR Building.

This Notification of Award may constitute the formation of Contract. You are therefore invited to negotiate and sign a contract.

We would like to hear from you as soon as possible. Accept our congratulations.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Johnson Nyarko Boampong'.

Prof. Johnson Nyarko Boampong  
Vice-Chancellor

Cc Pro Vice-Chancellor  
Registrar  
Director of Finance  
Director of Internal Audit  
Project Manager, ACECoR  
Procurement Officer