

Guidance Notes

Framework Agreement for Ministries/Departments to Procure Multidisciplinary Consulting Services for “Building Construction and Associated Works” of Values not Exceeding Rs 25 million

1.0 Background

The Ministry of Public Infrastructure and Land Transport, Public Infrastructure Division(MPI) is the designated “Lead Organisation” for this Framework Agreement (FA) to enable Ministries/Departments referred to as Clients to the FA, to procure global Consultancy Services – (Architectural, Civil/Structural, Mechanical & Electrical Engineering, and Quantity Surveying) for their building construction & associated infrastructural works of values not exceeding Rs 25 million. The MPI has through a procurement exercise, retained the four firms listed below as service providers under the FA:

- (i) Luxconsult (Mtius) Ltd
23, Stevenson Avenue, Quatre Bornes
- (ii) Pixel CreationLtee Rue des Arts, Ebène Cybercity
- (iii) Property Design & Management
Consultants Ltd
8, Coombs Lane, Avenue John Kennedy, Vacoas
- (iv) Mega Design Ltd 4, Dupere Avenue
QuatreBornes

The FA would be for a period of 2 years

The allocation of a consultancy contracts by Clients to the service providers would be through a mini-competition process with selection based on financial proposals, project specific criteria, and conditions specified in the FA.

2.0 Operationalising the FA

All the above-mentioned Consultants have to sign the framework agreement with the Lead Organization (MPI). Inputs such as Commencement Date, End Date, staff month rates, are required to be finalized in the framework agreement by the Lead Organization during the signature of the Framework Agreement.

3.0 Responsibility of Ministries/Departments as Client

Client to set up an Operation Cell (O.C) to assist in the preparation of bidding documents for the launching of the mini competition and the monitoring and management of its contracts awarded under the FA. The OC may comprise of required professional staff (Architect/Engineer) on a part or full time basis depending on the volume of work.

Note:

- (i) *While the involvement of the professional staff will be limited to general overseeing of the works and advising the Client on technical matters as and when required, all the professional services including preparation and finalizing the project requirements, architectural and engineering designs, preparation of cost estimates and bidding documents, supervision and contract administration/management of the construction works will have to be carried out by the Consultants;*
- (ii) *The Consultants shall be fully responsible and liable for all their services.*

The Client shall, with the assistance of the O.C,

- Customise the bidding documents for mini competition and invite proposals from the retained consultants.
- Receive and evaluate bids including negotiation with the preferred bidder all as per established procurement rules and regulations and refer preferred bidder to MPI for clearances as per the requirements of the FA.
- Sign call off contract with consultant (with copy to MPI) and administer the contract.
- Monitor the services of the Consultants as defined in the contract document. The O.C shall also advise the client on design, estimates, bid documents and so on.
- Oversee the construction works up to the end of the defects liability period.
- Prepare and submit to MPI quarterly performance reports on Consultants.
- Obtain a performance certificate on the building contractor from the Consultant and inform MPI upon completion of each project.
- Submit to MPI records of all payments made to Consultants.

4.0 Responsibility of MPI as Lead Organisation

For administering and monitoring of the FA, MPI will put in place the appropriate management set up to, interalia:

- Maintain a register of Consultants for the FA.
- Provide copies of the signed FA with all Consultants to Clients.
- Issue standard bidding documents for mini competition (provided by PPO) to Clients (In soft copy for customization).
- Issue clearances to Clients prior to award of call off contracts to Consultants, in compliance with FA regarding percentage and number of completed projects.
- Maintain records of all contracts entered by Clients.
- Maintain record of all payments made to Consultants by clients.
- Obtain Quarterly Report from Clients on the performance of the Consultants.