

Open and selective procedure

Provisions on the procurement procedure for the services of planners

BCC:
 Project name:
 Project number:

290 Local Design Institute (LDI)
 Beijing / Reconstruction New Embassy of Switzerland
 TN10/3710.011

Overview

GATT/WTO-based procedure:

Yes.

Type of procedure:

Open procedure.

1 Contracting authority

1.1 Official name and address of the contracting authority:

Name:
 FAO:

 Address:
 Postcode/city/
 town:
 Country:

Federal Office for Buildings and Logistics FOBL
 Service of Public Tenders
 (b19005) Reconstruction of the
 Embassy of Switzerland in
 Beijing - Local Design Institute
 (LDI)
 Fellerstrasse 21
 3003 Bern
 CH

E-mail:

 Fax:

beschaffung.wto@bbl.admin.ch

 +41 58 463 26 98

1.2 Desired deadline for questions in written form:

Questions on this invitation to tender can be asked anonymously in the question forum for the tender (www.simap.ch) until 04.02.2019. Questions received after this date can no longer be answered.Tenderers will be notified by e-mail as soon as the answers have been posted on www.simap.ch.

1.3 Deadline for submitting offers:

- ☐ request to participate (in the selective procedure):
☒ tenders:
 Date: 28.02.2019 (Submission address: see 1.1 above)

1.4 Date from when the invitation to submit a tender in the selective procedure is expected:

Submission conditions:

- **The complete tender is to be submitted in duplicate (one hard copy and one copy in electronic format on CD / DVD or USB-Stick). The paper copy will be decisive for determining whether or not the deadline has been met or in the event of contradictory content.**
- If handed over to the FOBL reception desk at Fellerstrasse 21, 3003 Berne (by the tenderer or a courier): the tender must be submitted no later than the above-mentioned submission date during the reception desk opening hours (7:30 a.m.-12 p.m. and 1 p.m.- 4 p.m.) in return for issue of a confirmation of receipt from the FOBL.
- When submitting by post: the date used to determine the timeliness of submission is the postmark date or barcode issued by a Swiss post office or a state-recognised postal operator in another country (private or corporate postmarks are not accepted as official postmarks).
- When submitting the tender to a Swiss diplomatic or consular mission abroad: tenderers based in another country may also submit their tender, before the above submission deadline and during opening hours, to a Swiss diplomatic or consular mission in their own country; confirmation of receipt will be issued by the mission. They must then fax the confirmation of receipt issued by the corresponding mission to the procuring entity (fax no. as in A.1) by the submission deadline.

The project name, BCC and category of planner must be indicated on the envelope:

**(b19005) Beijing / Reconstruction New Embassy of Switzerland
Tender BCC 290 Local Design Institute**

In all cases, the tenderer must ensure that it receives proof that the tender was submitted on time. The tender, including all of the required substantiation, will be included in the evaluation only if it has been submitted in full, signed and on time.

2 Objects of procurement

2.1 Detailed task description:

Overview

The project envisions the demolition and the reconstruction of the Embassy of Switzerland in Beijing, the reorganisation of the garden and the conservation of the residence of the ambassador, dating from 1972. The New Embassy will be home to around 130 workplaces.

For the design of the construction works, FOBL launches a call for tender to evaluate a **Local Design Institute (LDI)** which masters the following areas of expertise:

- BCC 291 Architectural / 296.2 Interior Design
- BCC 292 Structural Design
- MEP Design:
 - BCC 293 Electrical Design
 - BCC 294 HVAC Design
 - BCC 295 Plumbing Design
- BCC 296.5 Landscape Design

Overall Services

Management of the entire LDI process necessary for the design services of the Project from Concept Design until Final Documentation, taking into account the Client's requirements in respect of aesthetics, quality, cost, time, etc., including the following:

- Project administration of all LDI services
- Receiving an outline brief from and establishing the Client's needs.
- Advising the Client and his agents and making recommendations.
- Receiving a final brief from and analysing the Client's needs in detail.
- Ensuring that statutory consents are obtained.
- Attending meetings.
- Coordinating the different disciplines within the LDI in order to ensure a throughout aligned and coordinated design in all phases.
- Translation of documents and drawings. The language of the project in Switzerland is English. Documents provided from client and Swiss designers will be in English. The LDI will translate and ensure bilingual documentations English / Chinese throughout for all permit processes, bidding and construction.
- Provision of Cost estimations for concept design (accuracy +/-15%) and development design (accuracy +/-10%)
- Procurement of all necessary building permits, including the preparation and translation of all required plans and documents in all phases under guidance of Local architect (EXH). Coordination and cooperation with Diplomatic service bureau (DSB), client (FOBL) and Embassy.
- Establishment of a complete tender documentation (drawings, specifications, bill of quantities). The approved construction design and tender documentation to be handed over to the local architect (EXH) for tendering and implementation.
- Assistance upon request of the client (FOBL) and construction management (EXH) during implementation with reviews of the site, reviews and comments on construction, methods and proposals of constructors, especially in regards of safety and applicable regulations. Answering questions of construction management and constructors regarding construction design, update of construction documentation during implementation where necessary.
- Preparation of the final, as-built drawings in cooperation with the constructors under guidance of the construction management (EXH).

Architectural / Interior Design Services

The Client (FOBL) has appointed Swiss architects (BWA) to perform design services through all phases. The LDI has to translate the drawings, to ensure compliance with local codes and local constructability in close cooperation with the appointed Local architect (EXH).

Structural Design Services

The Client (FOBL) has appointed Swiss engineers to perform the Concept Design phase and Development Design phase for structural design services. The LDI has to review, to comment and advice on these two phases.

Construction design to be established by LDI, under guidance of the Local architect (EXH) in cooperation with the Swiss structural engineer. The design has to comply with local codes and regulations. In addition the design has to fulfil the requirements of the Swiss anti-seismic regulations.

MEP Engineering Services

The Client (FOBL) has appointed Swiss engineers to perform the Concept Design phase for mechanical, electrical and plumbing services. The LDI has to review and comment on this Concept Design.

Development design and Construction design of complete MEP installations to be established by LDI, under

guidance of the Local architect (EXH). The design has to comply with local codes and regulations.

Landscape Design Services

The Client (FOBL) has appointed Swiss landscape designers to perform design services through all phases. The LDI has to translate the drawings, to ensure compliance with local codes and local constructability in close cooperation with the appointed Local architect (EXH).

2.2 Location where service is to be delivered:

Embassy of Switzerland, Sanlitun Dongwujie 3, Beijing 100600, China

2.3 Division into lots:

A breakdown of the announced construction contract into various lots is

☒ not envisaged.

☐ planned as follows:

- Lot 1

2.4 Will variants be accepted?

No.

2.5 Are partial offers permitted?

No.

2.6 Implementation date:

Publishing Request for Proposal for Local Design Services (via simap)	18. January 2019
Questions (via simap)	4. February 2019
Answer to the questions to all participants	8. February 2019
Return of Proposal for services to FOBL, Bern	28. February 2019
Interviews of bidders	March 2019
Evaluation and award of services	Presumably April 2019
Development Design	30. September 2019
Construction Design	30. September 2020
Tender/award Contractor(s)	15. December 2020
Implementation	2021 - 2022

Handover to client (FOBL)	15. April 2023
Handover to end user (FDFA)	30. April 2023

3 Conditions

3.1 General:

The Federal Act on Public Procurement (PPA; SR 172.056.1) and the accompanying ordinance (PPO; SR 172.056.1) as well as these provisions on the procurement procedure for the services of planners apply for this award procedure.

Tenderers must submit a complete tender based on the tender documentation. By submitting a tender, tenderers implicitly declare their acceptance of the tendering conditions.

3.2 Type of remuneration:

As described in section 4.1 of the service contract agreement for architects or engineers (constructions abroad) see enclosure. Details concerning the fee are to be given in **form 7 (tender)**.

As described in section 5 of the service contract agreement for architects or engineers (constructions abroad) see enclosure.

3.3 Costs to be included:

As described in section 4.3 of the service contract agreement for architects or engineers (constructions abroad) see enclosure.

3.4 Bidding consortia:

Not permitted.

3.5 Subcontractor:

Not permitted.

3.6 Evaluation criteria

3.7 Suitability criteria

Substantiation to be provided by the tenderer **when submitting the tender**:

SC1 Legal capacity:

- SC1.1 Submission of the valid license(s) to carry out complete LDI services according to Chinese regulations in Beijing.

SC2 Technical capacity:

- SC2.1 References for the company on the execution **of one** comparable project involving the specified task in the **last ten years or so** (particularly with respect to LDI services in Beijing for international clients of a size in a range of 5000 – 10000m2 gross area, approximatively).

Please use **form 3 in the tender** to provide the details.

- SC2.2 Adequate human resources (at least 10 FTEs) for the timely implementation of the construction project.

Substantiation is to be provided using **form 1 in the tender**.

- SC2.3 Signed confirmation from the tenderer that, if the contract is awarded, all of the enclosed currently valid FOBL instructions on CAD data (**see enclosure 4.6**) will be fulfilled and that the data and documents of the required quality will be submitted to the FOBL when construction is complete. Confirmation is given by signing **form 2 in the tender**.

- SC2.4 Where applicable, obtaining the necessary personal security screening declarations from the employees involved in accordance with the legal framework regarding confidentiality (see <https://www.vbs.admin.ch/de/dokumente/suche.detail.document.html/vbs-internet/de/documents/ios/personensicherheitspruefung/Merkblatt-PSP-Dritte-d.pdf.html> and the enclosed fact sheet).

Confirmation is given by signing **form 2.1 in the tender**.

3.8 Award criteria

Criteria	Weighting of criteria in % (W)	Weighting of sub-criteria in %	Grade (G)	G x W = P max. points
AC1 Proposed net fee excl. VAT	30%		1 - 5	150
AC2 Quality of contract analysis	15%		0 - 5	75
AC3 Operational and organisational structure	15%		0 - 5	75
AC4 Qualifications of key person(s)	15%		0 - 5	75
AC4.1 Project manager / lead architect		5%		
AC4.2 Lead structural engineer		5%		
AC4.3 Lead HVAC engineer		5%		
AC5 Presentation / interviews	25%		0 - 5	125
AC5.1 Presentation		10%		
AC5.2 Interviews		15%		
Total	100%			500

Award criteria substantiation

AC1 Proposed fee	Proposed net fee excl. VAT as established in the details in form 7 (tender) .
AC2 Contract analysis	Procedural concept relating to the contract to be performed (particularly with respect to: cooperation with international client / high-quality requirements / building for diplomatic mission in Beijing) and Quality assurance and Quality control of the design. The tenderer prepares a statement on the permitting processes. To be submitted as established in form 5 (tender) .
AC3 Operational and organisational structure	Description of the organisation and structure of the tenderer, including the names of the persons who are to fulfil the contract and their roles, as well as an explanation of the chosen project organisation, envisaged committee meetings and conflict management, incl. critical success factors. The tenderer prepares a statement on the coordination of procedures and scheduling. To be submitted as established in form 6 (tender) .
AC4 Qualifications of key person(s)	Quality of one reference project per key person (Project Manager/Lead architect, Lead structural engineer, Lead HVAC engineer) with a similar remit (particularly with respect to: 4.1 international client, building for diplomatic use / 4.2 fair-faced concrete, prefabrication, anti-seismique / 4.3 energy saving, international standards, high comfort) carried out in the last 10 years or so . Reference can also be made to items on which the key person worked to a significant extent for a previous employer or which are mentioned in the tenderer's references. Please use form 4.1 – 4.3 (tender) to provide the details.
AC5 Presentation / interviews	Presentation: brief company introduction, precise bid presentation (particularly with respect to: international client, building for diplomatic use / fair-faced

concrete, prefabrication, anti-seismique / energy saving, international standards, high comfort)

Interviews: professional knowledge and experience, motivation and communication skills of the proposed 3 key persons.

To be evaluated through **meeting in Beijing**.

Evaluation of the proposed fee (criteria 1)

The proposed fee is evaluated using the following evaluation method:

The tender with the lowest price is awarded a **grade 5**. Tenders that deviate from the lowest tender by at least **100%** are awarded a **grade 1**. For tenders in between this range, the grades (rounded to one decimal place) are awarded linearly and multiplied by the weighting.

Evaluation of other criteria (criteria 2-4)

The provided documents in form 4, 5 and 6 are rated according the following scale:

Grade	Based on the fulfilment of the criteria
5	Very good
4	Good
3	Satisfactory
2	Unsatisfactory
1	Very poor
0	Not assessable

Evaluation of presentation and interview (criteria 5)

The procuring entity intends to invite the tenderer to a presentation of the bid and to interviews of the key persons (presentation / interview only conducted with tenderers, who, after evaluating the other criteria, have a chance to win the bid). The presentation and interviews are rated according the following scale:

Grade	Based on the fulfilment of the criteria
5	Very good
4	Good
3	Satisfactory
2	Unsatisfactory
1	Very poor
0	Not assessable

3.9 Languages of tenders:

English

3.10 Validity of offers:

The tender is binding for six months following the deadline set for the submission of tenders.

4 Further information

4.1 Terms and conditions of business:

FOBL General Terms and Conditions of architect/engineer services for constructions abroad, 2013 edition (see enclosure).

4.2 Negotiations:

Are reserved. The project owner reserves in particular the right to require flat-rate or global bids within the framework of subsequent negotiations.

4.3 Procedural rules:

As established in Article 8 of the PPA. The corresponding self-declaration **in the tender must be signed** and submitted.

4.4 Other information:

1. Subject to the procurement maturity of the project and the availability of credit.

2. Site visit:

☒ An official site visit is not envisaged.

☐ An official site visit will take place on .

3. There is no compensation for the preparation and submission of tenders.

4.5 Confidentiality:

The procuring entity and tenderers must keep confidential all information which is not generally known or in the public domain.

4.6 Tender documents:

- Tender with forms for completion
- Project information sheet (enclosure 1)
- Extract of Concept design (enclosure 2)
- Organization chart (enclosure 3)
- Contractual document for the service contract agreement for architects or engineers incl. FOBL General terms and Conditions of architect/engineer services for constructions abroad, 2013 version
- Sustainable building: KBOB Conditions for planning services (building construction) non-residential buildings, July 2017 edition
<https://www.kbob.admin.ch/kbob/de/home/publikationen/nachhaltiges-bauen.html>
- FOBL instructions on CAD data
<https://www.bbl.admin.ch/bbl/de/home/dokumentation/publikationen/projektmanagement/planung.html>
- Fact sheet on personal security screening for third parties
<https://www.vbs.admin.ch/de/dokumente/suche.detail.document.html/vbs-internet/de/documents/ios/personensicherheitspruefung/Merkblatt-PSP-Dritte-d.pdf.html>

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