



## Open procedure

# Provisions on the procurement procedure for planner services

### 0.1 Project title and project description

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Project title: (b22048) Yaoundé, KA+RE+DW, new building / BCC 291

Project description:

On the federal property in Yaoundé, a new building for the embassy with a chancellery, residence and official apartment is to be built. The new premises will offer a working environment that enables employees to perform and represent their tasks under optimal conditions.

A local architect / project manager is being sought to implement this demanding task. He represents the interests of the client, supports the Swiss architects and ensures that the project is executed in the desired quality and within the required time and budget framework.

### 0.2 Type of contract

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Service.

Common procurement vocabulary (CPV):	71000000 71248000
Building cost classification number (BCC):	291

### 0.3 Type of procedure

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Open procedure.

### 0.4 According to WTO/GATT agreement or treaty

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Yes.

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## 1 Contracting authority

### 1.1 Official name and address of the contracting authority

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Name: Federal Office for Buildings and Logistics FOBL  
Project Management Division  
Address: Fellerstrasse 21  
Postcode, city/town: 3003 Bern  
Country: CH

### 1.2 Tenders are to be sent to the following address

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Name: Federal Office for Buildings and Logistics FOBL  
Attn.: Service of public tenders  
(b22048) Yaoundé, KA+RE+DW, new building / BCC 291  
Address: Fellerstrasse 21 Email: beschaffung.wto@bbl.admin.ch  
Postcode, city/town: 3003 Bern  
Country: CH

### 1.3 Desired deadline for questions in writing

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11.11.2022

Up to the deadline specified above, questions on this invitation to tender can be asked anonymously in the question forum for the tender ([www.simap.ch](http://www.simap.ch)). Any questions submitted after this deadline cannot be answered. Tenderers will be notified by email as soon as the answers have been posted on [www.simap.ch](http://www.simap.ch).

Comments:

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### 1.4 Deadline for submitting tenders

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Date: 09.12.2022

Submission conditions:

- The complete tender is to be submitted in **duplicate (one hard copy and one copy in unencrypted electronic format on a flash drive)**. **The paper copy will be decisive for determining whether or not the deadline has been met or in the event of contradictory content.**
- If delivered in person to the FOBL's goods acceptance unit at Fellerstrasse 21, 3003 Bern (by the tenderer or a courier): the tender must be submitted no later than the above-mentioned submission deadline during the acceptance unit's opening hours (08:00-12:00 and 13:00-16:00) in order for a confirmation of receipt to be issued by the FOBL.
- When submitting by post: the date used to determine the timeliness of submission is the postmark date or trackable 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). In the case of dispatch using WebStamp franking, the burden of proof for timely submission lies with the tenderer.
- 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. The tenderer must then email the confirmation of receipt from the respective mission to the contracting authority (email as specified in section 1.2) by the submission deadline.

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

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 evidence, will be included in the evaluation only if it has been submitted in full, signed and on time.



## 1.5 Date of tender opening

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Date: 16.12.2022

The opening of tenders will not take place publicly.

## 2 Subject of procurement

### 2.1 Division into lots

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A breakdown of the announced contract into various lots is

- not envisaged.
- planned as follows:

– Lot 1 .....



### 2.2 Subject and scope of contract

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#### 2.2.1 General description

Yaoundé, the political capital of Cameroon, is an important representation for the Confederation in Central Africa as it is located in one of the most stable countries in the sub-region.

The Swiss representation in Cameroon is currently housed in two rented buildings.

In 1967, the federal government acquired a 2400 m<sup>2</sup> plot of land in the Bastos district in order to build a new embassy there. Most embassies are currently located in this quarter.

The plot is located in the residential area of Bastos north of the center. The area is characterized by the high property walls of the surrounding embassies and the intensive vegetation. The sloping lot stretches 70 meters north-south and 35 meters wide. The project consists of three main building parts; the three-storey chancellery building with a service apartment at the entrance, the one-storey connecting building with a central courtyard and the two-storey ambassador's residence.

#### architecture

The aim is to create a high architectural quality with simple means. Local building materials should be used, as genuine as possible, few different materials built precisely, valuable and easy to care for.

#### Climate-neutral construction

In terms of climate protection, to strive for a climate-intelligent, CO<sub>2</sub>-reduced construction method. This should be achieved as passively as possible, with little technology.

#### operation

The climate concept should lead to the most pleasant room climate possible with little technology.

### 2.2.2 Milestones

Building applications	Q1 2023
IMBO Parliament (approval by swiss parlement)	2023
Building application and tender	2023
Construction period	2024 bis 2027
Commissioning	Q1 2028

Will be optimized in the course of the project.

The draft of the overall schedule can be found in Attachment 3.

### 2.2.3 Project Team

The client plans to engage the following project team (with separate contracts) for the project:

- Swiss Client representative CH
- Swiss Architect/Interior Designer
- Local architect / project manager (local representative client)
- Swiss civil engineer
- Swiss Electrical engineer
- Swiss HVAC engineer
- Swiss Landscape architect

Communication with local and Swiss specialist planners necessary

### 2.2.4 Scope of Architect/Project Manager's Services:

See separate "Responsibility Matrix Architecture / Project Manager". It describes the service to be provided and is used to create the required hours and thus to create an offer.

The local project manager communicates with the Swiss planning team in English. The official language on site is French. All documents for local use must therefore be created in French, e.g. tender documents.

(Appendix 7)

## 2.3 Place of service provision or place of performance

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Yaounde (Cameroun)

## 2.4 Term of contract or framework agreement, performance timetable

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Start: 01.02.2023 and end: 31.12.2028.

As described in section 6 of the envisaged contract for planner services.

## 2.5 Options

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No.

Yes. Description of options:

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## 2.6 Are variants permitted?

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No.

Comments:

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## 2.7 Are partial tenders permitted?

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No.

Comments:

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## 3 Conditions

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### 3.1 General participation conditions

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The Federal Act on Public Procurement (PPA; SR 172.056.1) and the accompanying ordinance (PPO; SR 172.056.11) as well as these provisions on the procurement procedure for planner services apply to this procurement procedure.

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### 3.2 Deposit/security

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None.

In the case of any advance payments (see under 3.3), a corresponding bank guarantee is required.

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### 3.3 Terms of payment

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In principle, services completed can be invoiced as an advance payment.

The customer will deduct a 10% guarantee retention from all payments until the contract has been completely fulfilled.

The client makes due payments within 30 days.

Advance payments up to a maximum of CHF 20,000 are possible but not desired, but are negotiable and must be secured with a corresponding bank guarantee. Advance payments must be explicitly mentioned or shown by the provider in the offer. No effect on the award criteria.

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### 3.4 Costs to be included

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Completed offer (Form 6)

Additional costs 1.5% (includes all additional costs and travel expenses)

Insurance, business liability insurance (are the responsibility of the provider)

No inflation adjustment

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### 3.5 Bidding consortia

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Not permitted.

Permitted.

Multiple bids by bidding consortium members belonging to more than one bidding consortium are not permitted.

### 3.6 Subcontractors

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Not permitted.

Permitted.

Multiple bids by subcontractors are permitted.

### 3.7 Eligibility criteria

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

#### **EC 1 Specialist and technical capacity:**

##### **EC 1.1 Tenderer's references:**

References for the tenderer on the execution of one comparable project involving the specified (especially with regard to new buildings, administration buildings, residences, public clients) in the last 10 years.

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

##### **EC 1.2 Key person's references**

Reference of the key person on the execution of 2 comparable realized projects (in particular with regard to new buildings, administrative buildings, residences, public builder) in the last approx. 10 years. A reference object can also be specified, which was decisively processed by the key person at a previous employer or which is already listed in the reference of the provider.

Evidence is to be provided using **form 4**.

The supplier's references are also used in the evaluation of the award criterion AC 2.

The contracting authority reserves the right to contact the reference people specified in **form 3+4**, in order to check the details of the references provided.

##### **EC 1.3 Sufficient and appropriate human resources**

The provider has sufficient and suitable (English leader) human resources (at least 200 percent of the full-time position) for the timely realization of the construction project. (Construction manager must be on site)

Evidence must be provided on Form 2.

#### **EC 2 Economic and financial capacity:**

Evidence to be provided by the tenderer at the request of the contracting authority following submission of the tender and prior to the award:

- Current extract from the commercial register or, in the case of overseas tenderers, comparable and current official document from the foreign country (original or copy, no older than three months at the time of the request by the contracting authority).
- Current extract from the debt collection register (original or copy, no older than three months at the time of the request by the contracting authority). In the case of overseas tenderers, comparable and current official document from the foreign country.
- Valid proof of insurance or declaration of intent from the intended insurance company to provide professional indemnity insurance to the company or work/bidding consortium upon contract conclusion.

The contracting authority reserves the right to request further supporting documentation following tender submission:

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### 3.8 Award criteria and required evidence

Criteria	Weighting in % (W)	Sub-criteria in %	Grade (G)	G x W = P max. points
AC 1 Price (without Tax)	30 %			
AC 1.1 Proposed fee (without tax)		30 %	1– 5	150
AC 2 Reference	35 %			175
AC 2.1 Reference for tenderer		25 %	0 – 5	
AC 2.2 Reference for key person(s)		10 %	0 – 5	
AC 3 Sustainability	10 %		0 – 5	50
AC 4 Presentation/Interview	25 %		0 – 5	125
<b>Total</b>	<b>100 %</b>			<b>500</b>

AC 1 Price Total remuneration incl. any additional work and ancillary costs **excl.** VAT as established in the details in **form 7**.

AC 2.1 Reference for tenderer Reference from the provider about the execution of a completed project comparable to the intended task (in particular new buildings, administration buildings, residences, public builder) in the last approx. 10 years.

**Form 3** is to be used for the information.

The implementation is evaluated in a comparable context.

AC 2.2 Reference for key person(s) Reference of the key person to be deployed on the execution of a completed project comparable to the intended task (in particular new buildings, administration buildings, residences, public builder) in the last approx. 10 years.

**Form 4** is to be used for the information.

The implementation is evaluated in a comparable context.

AC 3 Sustainability Sustainability: The provider writes a project-related statement on the use of resources in relation to the order to be performed, with special consideration of the issues of sustainability, material cycles, gray energy and the use of existing building fabric.

Submit as per **Form 5**.

AC 4 Presentation/Interview The providers who have a chance of being awarded the contract after checking the other criteria will be invited to an online interview. The invitation will be sent by January 4, 2023. Interviews will take place on January 9, 2023 and will be conducted as a video conference via Microsoft Teams.

The presentation is intended to provide answers on access to the order analysis as well as the process and organization of the provider.

(according to the catalog of questions, **Enclosure 5**).

The tenderer must ensure that all referees listed for the fulfilment of the award criteria (or a representative with sufficient knowledge of the reference project) are available during normal office hours at the specified telephone numbers.

The contracting authority reserves the right to request further evidence following tender submission:

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### Price evaluation

The price evaluation (AC 1) is performed according to the following evaluation method:

The tender with the lowest valid price is awarded grade 5, the maximum grade. Tenders that deviate from the lowest tender by at least 300% are awarded a grade 1. For tenders in between this range, the grades (rounded to one decimal place) are awarded linearly.

### Evaluation of quality criteria

#### Evaluation of reference projects, key person and sustainability criteria

These criteria are evaluated according to the following scale in increments of 0.5 points.

Grade	Based on the fulfilment of the criteria (completeness and quality):
5	Very good
4	Good
3	Satisfactory
2	Unsatisfactory
1	Very poor
0	Not assessable

#### Evaluation of the presentation/interview

The client intends to invite the bidder to a presentation. The invitation is issued after the other award criteria have been evaluated for all providers who have a chance of being awarded the contract after examining these other award criteria.

The presentation will be graded on the following scale, graded in increments of 0.5 grade points.

Grade	Based on the fulfilment of the criteria (completeness and quality):
5	Very good
4	Good
3	Satisfactory
2	Unsatisfactory
1	Very poor
0	Not assessable

### Award

For each criterion, the grades (G) are multiplied by the weightings (W). The tender with the highest number of points overall (P) is awarded the contract. In the event of tenderers receiving an equal number of points, the lower-priced tender will be ranked ahead of the higher-priced tender.

## 3.9 Conditions for receiving tender documentation

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None.

### 3.10 Languages

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#### Language of tenders

English       German       French       Italian       .....

#### Language of the procedure

English       German       French       Italian       .....

#### Language of the tender documentation:

English       German       French       Italian       .....

Comments:

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### 3.11 Validity of tenders

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6 months after the deadline for submission of tenders.

### 3.12 Source for obtaining tender documentation

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www.simap.ch.

Further information on obtaining tender documentation:

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### 3.13 Dialogue to take place?

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No.

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## 4 Additional information

### 4.1 Prerequisites for countries not party to the WTO Agreement

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No. Vendors from Cameroon are welcome.  
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### 4.2 Terms and conditions

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According to the KBOB general terms and conditions for planner services, 2020 edition.  
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### 4.3 Official site visit

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- An official site visit is not envisaged.  
 An official site visit will take place on .....

Additional information:

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### 4.4 Fundamental requirements

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According to Article 12 of the PPA. The relevant self-declaration in **form 1 (tender form) of the annex must be signed** and submitted.

- .. Self-declaration concerning the prohibition regarding the awarding of public contracts pursuant to Article 29c of the Ordinance on measures in connection with the situation in Ukraine

#### 4.5 Already involved tenderers permitted to take part in the procedure

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Anoumedem Piere, Duala has already provided local support for the expansion of the current law firm in 2021. Arquivio Architects, Madrid, has already locally accompanied the construction of the design in 2022. Both firms have no advantages for the present procedure and are eligible for the procedure.

#### 4.6 Other information

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1. There is no compensation for the preparation and submission of tenders.
2. The procedure is subject to the procurement maturity of the project and the availability of credit.
3. Type of remuneration:  
As described in section 4.1/4.2 of the envisaged contract for planner services. Details concerning the remuneration are to be given in **form 7**.
4. Price changes due to inflation:  
As described in section 4.4 of the envisaged contract for planner services (no adjustment of fees due to inflation).
5. The contracting authority and the tenderer must keep confidential all information which is not generally known or in the public domain.
6. The awarding office reserves the right to perform a plausibility check on the bids submitted by the tenderer.

#### 4.7 Official publication

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[www.simap.ch](http://www.simap.ch)

#### 4.8 Statement of rights of redress

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In accordance with Article 53 et seq. of the PPA, a written appeal against the simap publication can be lodged with the Federal Administrative Court, P.O. Box, 9023 St. Gallen, Switzerland, within 20 days. Any appeal is to be submitted in duplicate and must include what is being sought, the grounds for appeal, evidence and the signature of the person lodging the appeal or his or her representative. The complaint must be accompanied by a copy of the present publication and by the available evidence.

### 5 Tender documentation to be submitted and its structure

The following tender documentation is to be submitted in accordance with the **Tender and supporting documentation for planner services procurement procedures** (if there is a checkbox: only if this is checked), completed in full, in duplicate and, where required, duly signed. The prescribed forms are to be used:

- Self-declaration (forms 1a, 1b, 1c).
- Tenderer's details (form 2).
- References for tenderer (form 3).

- References for key person(s) (form 4).
- Sustainability (form 5).
- Proposed fee (form 6).
- Other documents:

– .....

Modifications to the documents submitted by the tenderer are not permitted; such tenders may be excluded from the tender procedure. ....

## 6 Tender documentation

- Tender with forms for completion.
- Form **Reference with evaluation** (enclosure 1).
- Contractual document for planner services incl. KBOB general terms and conditions for planner services, 2020 edition (enclosure 2).
- Overall schedule, indicative (Annex 3)
- Organizational chart project organization, orienting (Enclosure 4)
- Questionnaire presentation/interview of the three first place winners ZK 4 (Enclosure 5)
- Plans inventory/feasibility study (Enclosure 6)
- Scope of Work (Enclosure 7)
- Anti-corruption / Self-declaration (Enclosure 8)
- Sample monthly report (Enclosure 9)
- Sustainable construction: KBOB terms and conditions for planner services (building construction) of July 2017  
<https://www.kbob.admin.ch/kbob/de/home/themen-leistungen/nachhaltiges-bauen.html> (available in German, French, Italian).
- FOBL directives on CAD data  
<https://www.bbl.admin.ch/bbl/de/home/dokumentation/publikationen/projektmanagement/planung.html> (available in German, French, Italian).
- Factsheet on personnel 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> (available in German).