

Request for Proposal (RFP) for complete Renovation Work on the three bed room house adjacent the LCAA Head Quarter

RFP Number: LCAA/RFP/001/24

Issued by: Liberia Civil Aviation Authority

1. Introduction

1.1 Background

The Liberia Civil Aviation Authority (LCAA) is soliciting proposals from qualified contractors for the complete Renovation Work on the three bed room house adjacent the LCAA Head Quarter. The project aims to modernize and improve the structural integrity and functionality of the building into office space.

1.2 Objective

The objective of this RFP is to identify contractor with the experience, expertise, and capability to complete Renovation Work on the three bed room house adjacent the LCAA Head Quarter

2. Project Overview

2.1 Scope of Work

The scope of work includes, but is not limited to the following tasks:

a. Dismantling of Damaged Roof

- Roofing sheet
- Purlins
- Wall plates
- Plywood walls
- Re-installation of new roofing components

b. Demolishing and Constructing Wall for Extension

c. Ceiling Work Complete

d. Doors, Windows, and Frames Installation

- Refer to detailed specifications provided in Section 7.

e. Electrical Work Complete

- Refer to detailed specifications provided in Section 7.

f. Block and Concrete Work

g. Complete Tile Work

- Refer to detailed specifications provided in Section 7.

h. Block Framing Installation

i. Roofing Drainage System Installation

j. Complete Painting Work

- Interior and exterior

k. Complete Plumbing Work

- Refer to detailed specifications provided in Section 7.

l. Landscaping and Walkway Construction

m. Site Cleaning

n. Turnover

2.2 Location

The project site is located at: Liberia Civil Aviation Authority HQ Compound Complex, Habel City, Margibi County, Liberia

2.3 Timeline

The project is expected to commence on **September 1, 2024** and be completed by **November 2024**.

3. Proposal Requirements

3.1 General Requirements

Proposals must include the following:

- Cover letter
- Company profile
- Relevant experience and qualifications
- Proposed approach and methodology
- Detailed project schedule
- Cost breakdown
- References

3.2 Technical Requirements

- Detailed description of how the work will be performed
- List of key personnel and their qualifications
- Equipment to be used
- Materials to be used etc

3.3 Financial Requirements

- Detailed *cost estimate including* labor, materials, equipment, and other relevant costs
- Payment terms and schedule

3.4 Compliance Requirements

- Proof of licensing and insurance
- Adherence to local building codes and regulations
- Health and safety plans

4. Submission Instructions

4.1 Submission Deadline

All proposals must be submitted by June 15, 2024.

4.2 Submission Method

Proposals should be submitted to the Procurement Section (PS) either electronically to email: cpuo@lcaa.gov.lr/togarcyndar@gmail.com//stepkirsten@live.com or in hard copy to;

Procurement Department
Liberia Civil Aviation Authority (LCAA)
Harbel Margibi County, Republic of Liberia

4.3 Inquiries

For any inquiries regarding this RFP, please contact:

Yvette Brewer
Maintenance Supervisor
Liberia Civil Aviation Authority (LCAA)
Contact#: +231-7769998818/888669197
Email: ybrewer@lcc.gov.lr

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications (25%)
- Proposed approach and methodology (20%)
- Cost (30%)
- Schedule (15%)
- References (10%)

5.1 Proposal Vetting

Proposal vetting will take place on June 29, 2024 at about 11am prompt.

6. Terms and Conditions

6.1 Confidentiality

All information provided in this RFP and during the proposal process must be treated as confidential.

6.2 Conflict of Interest

Proposers must disclose any potential conflicts of interest.

6.3 Contract Award

LCAA reserves the right to award the contract in whole or in part, or not to award the contract at all.

6.4 Amendments

LCAA reserves the right to amend this RFP at any time as may be acquired.

7. Specifications

7.1 Roof and Eave

- Detailed specifications for Roof materials types

7.2 Doors, Windows, and Frames Installation

- Detailed specifications for doors, windows, and frames, including materials, dimensions, and installation methods.

7.3 Electrical Work

- Detailed specifications for electrical work, including wiring, outlets, lighting, and compliance with electrical codes.

7.4 Tile Work

- Detailed specifications for tile work, including types of tiles, patterns, and installation techniques.

7.5 Plumbing Work

- Detailed specifications for plumbing work, including types of pipes, fixtures, and installation methods.

7.6 Ceiling and formation

- Detailed specifications for types of ceiling materials

7.6 Painting

- Detailed specifications for types of **painting work and**

8. Appendices

Appendix A: Site Plan

- Include a detailed site plan indicating the location of the office building within the HQ compound complex.

Appendix B: Floor Plans

- Include current and proposed floor plans for the office building.

Appendix C: Relevant Drawings and Diagrams

- Include any relevant architectural or engineering drawings and diagrams with specific reference to the layout on the building (**electrical and plumbing layout and designs**)

Appendix D: Company Profile Template

- Provide a template for the company profile section of the proposal.

Appendix E: Cost Breakdown Template

- Provide a template for the cost breakdown section of the proposal.

9. Conclusion

The Liberia Civil Aviation Authority looks forward to receiving your proposal and working with a qualified contractor to carryout complete Renovation Work on the three bed room house adjacent the LCAA Head Quarter. Thank you for your interest in this project.

Authorization:

Mr. Stephen Johnson

Deputy Director General for Administration

Liberia Civil Aviation Authority (LCAA)

June 3, 2024