

**CHURCH WORLD SERVICE (CWS)
GENERAL TENDER DOSSIER TEMPLATE**

SECTION I: TENDER FACT SHEET

Item	Details
Tender Reference No.	CWS/KE/NBO/007/FY26
Tender Title	Consultancy for Development of BOQs for Office Fit-Out Works
Procurement Type	Request For Proposal (RFP)
Submission Platform	Coupa
Clarifications Contact	procurement@cwsafrica.org
Closing Date & Time	27th May 2026
Validity Period	90–120 days
Questions and Answers (Q&A)	If any, Submit Questions in writing to: Procurement@cwsafrica.org Last Day for Questions: 25th May 2026; 12 Noon Questions will be answered by 26th May 2026; 12 Noon All questions received will be consolidated and responses will be shared with all vendors
Award Date (Tentative)	TBD

SECTION II: INVITATION TO TENDER

Church World Service (CWS) is a global humanitarian and development organization dedicated to serving the vulnerable through relief, development, and refugee resettlement services. CWS Africa implements programs across Kenya, Tanzania, Uganda, and other countries within the region, including remote and underserved communities

Church World Service Africa invites qualified **quantity surveying / cost consultancy firms** to submit proposals for the **development of detailed Bills of Materials (BOMs)** for proposed office fit-out works.

SECTION III: BACKGROUND

Church World Service Africa is undertaking an **office fit-out project** at [location/site], requiring professional support to:

- Prepare detailed BOMs
- Establish accurate cost estimates
- Support downstream tendering for contractors

The BOMs will form the **basis for contractor pricing, evaluation, and contract administration.**

SECTION IV: OBJECTIVES OF THE ASSIGNMENT

The consultant is expected to:

- Produce **accurate, itemized BOMs** aligned to drawings and specifications
- Ensure **measurement standards compliance** (e.g., SMM7, NRM2, or equivalent)
- Enhance **cost control and procurement transparency**
- Reduce risks of **variation claims, scope creep, and cost overruns**

SECTION V: SCOPE OF WORK

5.1 Review of Design Documentation

- Architectural drawings
- Mechanical, Electrical & Plumbing (MEP) drawings
- Fit-out specifications
- Design intent documents

5.2 BOQ Development

The consultant shall prepare:

A. Preliminaries

- Site setup costs
- Contractor obligations
- Health & safety requirements

B. Detailed BOQs by Trade

- Demolition works
- Partitioning and ceilings
- Flooring and finishes
- Carpentry and joinery
- Mechanical works (HVAC, plumbing)
- Electrical and ICT installations
- Fire safety systems
- Furniture (if applicable)

5.3 Cost Estimation

- Detailed cost estimates per trade
- Cost benchmarking
- Market rate validation

5.4 Deliverables

Deliverable	Description
1	BOQs (Excel format – editable + locked version)
2	Cost estimate report
3	Measurement methodology
4	Pricing notes & assumptions
5	Tender-ready BOQ document

All deliverables shall be provided in English, in both PDF and editable formats.

5.5 Timeline

Milestone	Timeline
Site Visit	22 nd May 2026 from 11:00 HRS to 1500HRS
Draft BOQ submission	25 th May 2026 (To review with the client)
Final BOQ submission	Provide alongside with the tender submission
Blueprint	Provide alongside with the tender submission

SECTION VI: ELIGIBILITY REQUIREMENTS

6.1 Mandatory Requirements

No	Description	Confirm Attached
1	Registered QS/Cost Consultancy firm	
2	Valid practicing license	
3	Valid Tax compliance certificate	
4	Professional indemnity insurance	
5	Audited financial statements (last 2 years)	
6	CWS Signed declaration of no conflict of interest See Annex 1	
7	CWS Vendor registration form (to be filled in signed and Stamped) See Annex 2	
8	Accurately filled in CWS pricing template (To be filled in, signed and Stamped) Annex 3 and the BOQ Template Structure	
9	Signed CWS General Terms and Conditions (To be signed and Stamped) See annex 4	
10	Non-disclosure Agreement (NDA) See Annex 5	

6.2 Technical Requirements

- Minimum **5 years' experience in office fit-out BOQs**
- At least **3 similar completed projects**
- Experience with **commercial or corporate office environments**

6.3 Financial Requirements

- Audited financial statements (last 2 years)
- Demonstrated financial stability

SECTION VII: INSTRUCTIONS TO BIDDERS

7.1 Proposal Structure

A. Technical Proposal

- Company profile
- Relevant experience
- Proposed methodology for BOQ preparation
- Risk management approach (critical)
- Key personnel (lead Quantity Surveyor mandatory)
- Work plan and timeline

B. Financial Proposal

- Lump sum consultancy fee
- Breakdown of cost components
- Assumptions

7.2 Validity

Proposals must remain valid for **90 days**

SECTION VIII: RISK MANAGEMENT

Bidders must demonstrate:

- Accuracy controls in quantity take-offs
- Error detection mechanisms
- Cost benchmarking methodology
- Procedures to avoid **measurement omissions**
- Version control for BOQs
- Audit trail documentation

SECTION IX: EVALUATION CRITERIA & SCORING MATRIX (PRM-ALIGNED)

9.1 Evaluation Summary

Stage	Criteria	Weight
Compliance	Mandatory requirements	Pass/Fail
Technical	Quality and capability	70%
Financial	Cost competitiveness	30%

9.2 Technical Scoring Matrix (Tailored to BOQs & Fit-Out Works)

Category	Sub-Criteria	Weight (%)	PRM Audit Focus
A. Relevant Experience	Office fit-out BOQ projects	15	Capability assurance
	Similar project references	5	Performance verification
B. Technical Methodology	Clarity of quantity take-off approach	10	Process transparency
	Alignment to measurement standards	5	Compliance
	Use of cost benchmarking	5	Cost risk control
C. BOQ Quality Controls (PRM Core)	Error prevention & validation processes	10	Accuracy & audit readiness
	Version control & documentation	5	Traceability
	Risk of omissions mitigation	10	Financial risk control
D. Key Personnel	Lead QS qualifications	5	Execution risk
	Team capacity	5	Delivery reliability
E. Financial Standing	Stability and reliability	5	Supplier risk
F. Value Addition	Efficiency tools / digital BOQs	5	Process improvement

Total Technical Score: 70%

9.3 Financial Evaluation

Criteria	Weight (%)	Notes
Price competitiveness	25	Lowest evaluated cost
Cost breakdown clarity	5	Transparency

9.4 Final Score

Component	Weight
Technical	70%
Financial	30%
Total	100%

9.5 Audit Compliance Checklist

The evaluation will test:

- Completeness of BOQs (no missing scope lines)
- Logical structuring of trades
- Separation of preliminaries vs works
- Clear measurement units and descriptions
- Transparent cost build-up assumptions
- Documentation audit trail
- Risk mitigation for variations

SECTION X: AWARD CRITERIA

Award will be made to:

The highest-ranked bidder offering **technically sound, risk-mitigated, and commercially viable BOQ consultancy services**.

SECTION XI: CONTRACT TERMS

- Consultancy agreement to be signed
- Milestone-based delivery
- Penalties for errors in BOQs (if material)
- Confidentiality clause
- Professional indemnity enforcement

ANNEXES (STANDARD)

- Annex 1: Conflict of interest form
- Annex 2: Vendor Form
- Annex 3: Price Offer Sheet
- Annex 4: Code of Conduct
- Annex 5: General Terms & Conditions
- Annex 6: Non-Disclosure Agreement (NDA)
- Annex 7: CWS Site Visit Form

Annex 1: Conflict of Interest Declaration Form

Conflict of Interest
Declaration Form.pdf

Annex 2; Vendor Registration/Information Form

Vendor Form.pdf

Annex 3; Price Offer Sheet

Price-Offer-Office Fit
out.pdf

Annex 4; Code of Conduct

CWS_Code_of_Conduct.pdf.crdownload

Annex 5: Terms and Conditions

CWS Terms and
Conditions.pdf

Annex 6: Non-Disclosure Agreement (NDA)

CWS NDA.pdf

Annex 7: Site Visit Form

Site_Visit_Form.pdf

