CALL FOR EXPRESSIONS OF INTEREST FOR THE SELECTION OF A FIRM OF ARCHITECTS

The International Cocoa Organization is seeking expressions of interest for the selection of a firm of architects to work with the Organization on a project for the remodelling of the ground floor of its headquarters. In order to hold meetings for its various activities, the following spaces are essential:

1. A 120-seat conference hall, duly equipped to host the Organization's international meetings;
2. A 40-seat meeting room;
3. A catering area.

The selected firm of architects will work closely with the Organization's internal services.

The services to be provided under this tender are as follows:

1. Drawing up the definitive remodelling plan;
2. Drafting all specifications;
3. Overseeing remodelling work;
4. Drafting a final report upon completion of the work.

The International Cocoa Organization hereby invites tenders from firms interested in providing the above services. Bids should be composed of:

1. Remodelling plans (2D and 3D);
2. A cost estimate for the remodelling work involved;
3. Information on the firm’s track record, proving that it is qualified to provide the required services. Such information should include relevant records, client references covering similar commissions, experience of comparable projects, and availability of qualified staff (membership of the Association of Engineering Consultants or of the Association of Architects).

Interested firms are invited to visit the ICCO Headquarters on Tuesday, 19 November 2019 at 9:30 GMT and Tuesday, 19 November 2019 at 15:30 GMT. Any request for further information should be addressed in writing to procurement@icco.org

Any applications not meeting the following requirements will be declared null and void: three (3) copies of the application must be placed in sealed envelopes, which must in turn be placed within a further envelope addressed as follows:

For the attention of the Executive Director, International Cocoa Organization
“Remodelling of the ground floor of the ICCO Headquarters”
Immeuble ICCO, 2-Plateaux, ENA, Avenue Boga Doudou

Each application will comprise four (4) separate sections:

- Letter of submission
- Presentation of the structure
- Technical bid
- Financial bid.

Expressions of interest should arrive at the above address no later than Thursday, 19 December 2019 at 11.00 GMT.