



**Ministry Of Health and Sanitation**  
RESILIENT HEALTH SYSTEM STRENGTHENING PROJECT.  
**5<sup>TH</sup> Floor, East Wing, Youyi Building**  
**Brookfields, Freetown**

**Date of Issue: 25<sup>th</sup> June, 2021**

**REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FROM CIVIL ENGINEERING CONSULTANCY FIRMS FOR THE PROPOSED REHABILITATION OF DISTRICT HOSPITALS (RE-ADVERTISED)**

**PROJECT NAME: BUILDING A RESILIENT, SUSTAINABLE AND STRENGTHENED HEALTH SYSTEM IN SIERRA LEONE (RE-ADVERTISED)**

**BACKGROUND**

Sierra Leone has some of the worst health indicators in the world. However, in the last 5 years' life expectancy has improved from 51 to 58 years, infant mortality rate from 92 to 75 per 1,000 live births, under-five mortality rate from 156 to 122 per 1,000 live births and the maternal mortality ratio has moved from 1165 to 771 per 100,000 births (SLDHS 2013; SLDHS, 2019).

Evidently, the country continues to make great strides in improving its indicators, despite the 2014 Ebola Virus Disease (EVD) outbreak, which exacerbated weaknesses in the health system and the more recent COVID 19 outbreak, which is also exerting an immense amount of pressure on current healthcare structures. Implying that the health system in the country is continuously affected, stretched and needs considerable input and support on planning, coordination and financial capacity to provide effective, efficient and coordinated means of building a resilient, sustainable and strengthened health system, capable of addressing the healthcare needs and challenges of the Sierra Leonean population.

The Government of Sierra Leone under the astute and dynamic leadership of His Excellency Brig.(Rtd) Dr. Julius M. Bio firmly believes investing in our health system is an opportunity to:

1. Accelerate economic development and growth,
2. Contribute to saving millions of lives and preventing life-long disabilities, and
3. Move closer to achieving objectives of the National Poverty Reduction Strategy and the Sustainable Development Goals (SDGs).

The GoSL working tirelessly and intensively before and after the outbreak of the COVID-19 pandemic, with health development partners, has been able to secure significant amount of resources that can be invested to build a strengthened and resilient health system. To this end the Ministry of Health & Sanitation has been mandated to put together a proposal focusing on 2 main goals for the health system:

- (1) Improving the health of the Sierra Leonean populace.
- (2) Improving the responsiveness of the health system to the population it serves

A health care package hereto, outlined below has been put together by a team of experts from the ministry to attain the aforementioned goals. The broad strategy is to strengthen structure/infrastructure, improve the quality of the health workforce (staff), and strengthen supply chain system for drugs and medical supplies across the sector in a bid to significantly improve health care services in the short, medium and long term.

To ensure sustained maximal impact, emphasis is on the following service areas:

- Improving national emergency ambulance services
- Improving imaging, scanning and diagnostics/laboratory services
- Improving mortuary services
- Strengthening the integration of dental, Ear, Nose and Throat (ENT) and ophthalmology services
- Establishing a nursing and midwifery training facility
- Strengthening the School of Clinical Sciences
- Establishing a state-of-the-art national warehouse and auxiliary structures to support the drugs and medical supply chain system
- Rehabilitation of districts hospitals

## **1. Description of Proposed Investment Interventions**

In order to ensure that the objectives of this project are achieved, the Sierra Leone Government through the Contracting Authority of the Ministry of Health and Sanitation is desirous to employ a Consulting Firm to manage as well as supervise the execution of the following works components tabulated below.

| <b>Proposed Intervention</b>   |
|--|
| Rehabilitation of District Hospitals (Wards, Theatres, stores, Kitchens etc.)                                      |
| Refurbishment or Construction of Accident & Emergency Units in all hospitals                                       |
| Refurbishment or Construction of Intensive Care / High Dependency Units in all hospitals and diagnostic facilities |
| Refurbishment or Construction of Mortuaries in all hospitals   |

## **Scope of Services**

### **2.0 General**

The Consultant shall perform and provide all services necessary to achieve the above objectives in full and in compliance with the contract agreement and the civil works contract to the satisfaction of the Implementing Agency. The services shall be provided in close collaboration, consultation and cooperation with the established Project Implementation Unit (PIU) of the MOHS and other implementing partners.

The Consultant shall represent the interest of the client with respect to the full execution of the contract agreement as related to the proper and satisfactory implementation of the above civil works contracts.

The Consultant shall appoint an Engineer/Architect that shall act as Team Leader who shall be responsible for supervising the execution of the works and administration of the contract. The Resident Engineer and/or his or her representatives shall satisfactorily fulfil all the duties as defined in procedures under the NPPA

guidelines for civil works contract. The Works General conditions are of the General Conditions prepared by the NPPA. It is critically important that the consultant is familiar and experienced with these conditions. The technical specifications for the above named project, Technical Specifications based on the Ministry of Health and Sanitation specification.

The Consultant shall exercise the highest level of professionalism and perform the assignment with due care and diligence.

The Scope of Services shall be divided into three phases for the purpose of implementing this assignment. The phases shall consist of the following:

- (i) **Phase I:** Pre-construction activities
- (ii) **Phase II:** Supervision and Project Management Services of construction of the related works
- (iii) **Phase III:** Defects Liability Period Services

## **2.1 Phase I: Pre-Construction Activities**

### **2.1.1 Procurement**

The consultant shall provide technical assistance, support with procurement of contractors and final preparation of contract documents for the civil works contract.

### **2.1.2 Preparation of the detailed design and tender documents**

The Consultant shall preparation of the designs (including the basis for the designs) and all drawings to ascertain their conformity to design and other technical standards. The design preparation shall specifically assess the provisions made for the engineering aspects. The preparation of the Designs and the Technical Drawings shall be such that the Consultant will then accept responsibility for the Designs and the Technical Drawings. The Consultant shall take into consideration all comments on the Design and the Technical Drawings that may be provided by the Implementing Agency. The detailed design includes design drawings, design report, preparation of BOQ and confidential cost estimates.

## **2.2 Phase II: Construction Supervision and Management**

### **2.2.2 Contract Administration**

The Consultant shall perform the role of the Engineer/Architect in the administration of the works contracts.

The Consultant shall at all times ensure that the Conditions of Contract, Technical Specifications and Standards (and his sub-contractors, if any), are strictly adhered to and that all contractual obligations are fulfilled.

The Consultant shall review the Contractor's programme of works and/or revisions thereof as shall be required and recommended for approval. The Consultant shall ensure that such programmes are provided by the Contractor in accordance with the Works Contract.

In order to achieve efficient and timely administration of the contract, the Consultant shall have sufficient powers and authority to deal with day-to-day matters and minor changes to the works as may become necessary. All site orders and instructions will be properly documented with written justifications and reporting.

Careful attention shall be paid to the Contractor's operation with regards to method statements, equipment, the environment, safety of works, staff and road users, traffic diversions and the population affected by the works.

In the eventuality that a variation to the contract is found absolutely necessary and to the benefit of the Project, the Consultant shall inform the Implementing Agency (PIU) of all comprehensive aspects and

implications (such as financial and time) that such variations may have on the project. In such cases, the Implementing Agency's approval shall always be sought prior to issuing any variation order to the Contractor.

The Consultant shall maintain up-to-date records of all contractual and administration matters, measurements, payments, and variations as relevant in the project implementation process. This shall include provision and operation of a computerised system with appropriate software, enabling monitoring of the construction by critical path analysis. The Consultant shall also be responsible for ensuring the contractor submit an As-Built drawing(s), progress photographs, and maintenance of the official site diary to record all activities, equipment availability, stoppages, weather related delays, claim incidents, accidents and complaints.

The Consultant shall conduct monthly on-site meetings with the Implementing Agency, all implementing partners and the Contractor in attendance. The objectives of these meetings shall include discussion and review of the works progress, discussion of project related problems, and administrative, financial and technical matters. The Consultant in collaboration with the implementing agency shall also propose optimum technical solutions to any matters arising in the course of works execution. Written notification of meetings as well as reports shall be sent to all parties in sufficient time.

Any contractual claims raised by the contractor together with requests for extension of time, extra or varied work and the like, shall be scrutinised by the Consultant. The Consultant shall then formulate and submit formal recommendations to the Implementing Agency. At all times the Consultant shall endeavour to resolve disputes in an amicable manner within the terms of the contract by liaison with both the Implementing Agency and the Contractor.

The Consultant shall perform all such tasks that are necessary and essential to successfully manage, supervise and control all construction activities in accordance with the Works Contract.

### **2.2.3 Quality Control, Soils and Materials Testing**

The Consultant shall ensure as far as practicable that the originally estimated quantities are not exceeded and that the Contractor's applications for payment for the works executed are a reasonable representation of the works executed.

Levels and other geometric parameters affecting the works shall be carefully monitored to ensure that the project is constructed to the full satisfaction of the Implementing Agency.

Monthly records and measurements shall be taken throughout the duration of the project so as to facilitate the preparation of the Contractor's Final Account as early as possible after the completion of the works.

Where relevant, the Contractor shall be encouraged to explore and utilise methods and materials that would be of benefit to the quality and economy of the project, including for example the opening of more economically located and suitable quarries. Where applicable, amendments to the design and specifications may be proposed to the PIU for consideration and approval, if such variations are believed to be beneficial both in quality and in time to the project, keeping in mind the overall cost factor.

The Consultant shall as far as practicable and cost-effective and without compromising the strength, soundness, or durability of the works, ensure that the design and implementation of the contract shall encourage and/or allow for the use of locally available materials, construction products and labour. The Consultant shall conduct surveys of the materials and construction products available locally and shall establish their availability and suitability for use in the works together with their related costs, for active considerations of their use in the works.

The Consultant shall ensure that the quality of materials and the final product in general, are maintained to the highest level possible, during the execution of the new building construction works. Testing as required by the Technical Specifications, of soils, aggregates, concrete, reinforcement and other products needed for the works shall be carried out at timely and frequent intervals so as to ensure that the highest possible standard is achieved.

Where levels, dimensions, materials and workmanship do not conform to the specifications or are otherwise found lacking, the Consultant shall order the Contractor to make good the relevant portion of the works.

The specific responsibilities of the Consultant shall include but not limited to:

- inspect and evaluate the Contractor's installations, housing, warehouse and other accommodation to ensure compliance with the terms and conditions of the contract;
- furnish the contractor with all necessary engineering information and data for carrying out the works;
- examine and approve all equipment that the Contractor intends to put in place to ensure that interruption to movement by all persons are kept to a minimum;
- furnish timely assistance and direction to the contractor in all matters related to ground survey control testing for the new construction works;
- review and approve the contractors working drawings and drawings for temporary works;
- monitor and oversee the relocation of all utilities;

#### **2.2.4 Cost Control**

The Consultant shall ensure as far as practicable that the original estimated quantities are not exceeded and that the Contractor's applications for payment for work executed are a reasonable representation of the works executed. In addition, the Consultant shall ensure that the Contractor's execution of the works is in accordance with the contract documents.

Continuous accurate records and measurements shall be taken throughout the duration of the project to facilitate reaching agreement on the Contractor's Final Account as early as possible after the completion of works.

#### **2.2.5 Design review and Setting Out of Works**

The Consultant shall review the design and all drawings to ascertain their completeness and conformity with the specified design and technical standards. The Consultant shall provide value engineering advice, such as cost saving methodology and activities, to the Client provided such advice does not in any way compromise quality and standards of the works.

The Consultant shall provide the Contractor with all required data and information for setting out the profiles and cross sections for new construction works and verify that they correlate with the approved construction drawings, benchmarks and other permanent control points established during the design phase. To this end, the Consultant shall identify, locate and where required, re-establish these permanent control points.

The Consultant shall identify and mark all utilities with the help of competent authorities and also assist in effecting the removal/relocation (where necessary) of utilities within the right of way. The Consultant shall identify and locate all benchmarks and hand them over to the Contractor before commencement of the new works to enable the Contractor to set out and construct the works.

#### **2.2.6 Safety Management**

The Consultant shall review the Contractor's safety management plan and monitor the implementation in order to ensure safety to all pedestrians and workers during works execution

The Consultant shall also oversee and report on the Contractor's full time precautions to maintain the health and safety of the personnel in collaboration with local health authorities, and ensure that medical staff, first aid facilities, sick bay and ambulance service are available at all times at the site and that suitable arrangements are made for all necessary welfare and hygiene requirements.

The Consultant shall oversee and report on the Contractor's appointment and maintenance of a qualified accident prevention officer on the site, responsible for maintaining safety and protection against accidents.

### **2.2.7 Measurement and Payment**

The Consultant shall make field measurement of quantities of materials incorporated into the works and maintain up to date books, ledgers, etc containing such computations or other information concerning the use of construction materials, properly classified.

Periodic payment certificates shall be prepared in a form to be agreed upon with the Implementing Agency showing the quantities as per contract, cumulated quantities completed per date and corresponding quantities related to the payment period.

Also payment for development operation and re-instatement of quarries and borrow areas is deemed to be included in the BOQ.

### **2.2.9 Variation Order and Site Instructions**

While keeping all records of works done, the Consultant shall without delay and before any Variation Order or site instruction is issued which might have cost implications shall first obtain the prior approval of the Client. If necessary, site visits by the Implementing Agency, Consultant and Contractor shall be made prior to approval of any such variations.

## **2.3 Phase III: Defects Liability Period Services**

During the Defect Liability Period, the Consultant shall inspect the works at quarterly intervals to ensure that defects identified on the checklist as well as any other occurring during this period are corrected and upon the expiration of the Defect Liability Period issue a Final Completion Certificate.

Prepare and submit a detailed inventory including the detailed “as-built” drawing(s) prepared by the contractor together with the Final Completion Report (FCR) for all components of the project. The FCR shall include all the relevant technical and financial details of the project and a section containing specific recommendations for routine maintenance for locations requiring special care and attention as well as type and schedule of projected periodic maintenance over the life of the project.

The Consultant shall also review and approve the Contractor's As-built drawings in digital format acceptable to the Implementing Agency.

## **3.0 Staffing**

The Consultant shall provide a supervision and management team that will be composed of highly qualified and experienced experts plus administrative and support staff who can execute the expected duties and responsibilities of the services as a fully competent and independent unit. For the purpose of Technical Proposal, the CVs of the proposed short term specialists shall be provided but will not be scored as part of the technical scoring. The following shall be the key professional staff for two teams for the two lots.

### **Team**

Team Leader: Civil Engineer/Architect  
Civil Engineer  
Architect  
Structural Engineer  
M&E Engineer  
Quantity Surveyor/Measurement Engineer  
Land Surveyor

All staff shall be totally and absolutely fluent in reading and writing of the contract language which is English.

### **3.1 Team Leader - Civil Engineer/Architect**

The proposed Team Leader shall be a qualified Civil Engineer/ Architect with an outstanding experience in building construction supervision as well as project management and contract administration. He/she shall have the minimum requirements regarding professional education and experience.

In order to fulfil the obligations under this contract, he/she shall have a mandate from the Consultant to represent the firm in full, in all contractual matters and shall have a degree of autonomy such that the proper performance of the services can be carried out without any unreasonable obligation to consult his Head Office.

Beside the normal duties as Team Leader supervising the project, he/she is expected to stay in permanent close contact with all parties concerned, keeping them informed on progress and problems encountered and he/she shall be able to foresee any difficulties which might arise, well ahead of time so as to enable all parties to evaluate solutions destined to avoid delays as well as unnecessary cost increases.

It has to be noted and accepted, that the services are not limited to the administrative component of supervision and project management. He/she shall take active part in the supervision of works on sites as well. The Team Leader will be responsible for the administration and supervision of works and prepare project management facilities as required by the Contract.

The Team Leader shall have the following minimum qualifications:

Qualified and registered professional engineer with an academic degree in Civil Engineering and a Master's Degree related to this role. He/she shall have a minimum of 15years' experience in the supervision of building and road construction/rehabilitation/maintenance operations. The Team Leader shall have proven ability to manage and administer building construction contracts, in developing environments, and shall ideally have at least 7 years of proven experience in managing projects. Previous successful and evidenced experience in a technical assistance role would also be considered as an advantage. Fluency in written and spoken English is mandatory, whilst excellent communication skills are essential. He shall be conversant with M/S Office and Project computer programs.

### **3.2 Architect**

The Architect shall provide all necessary architectural and design services necessary to complete the project including designs for all construction facilities such that they can provide the standard of service required of them; working drawings and contract documentation; assistance in the preparation of cost estimates.

An advanced degree in architecture from a recognised university and a recognised professional qualification from the country of origin or residence together with fluency in English and Computer skills in AutoCAD and MS Office etc.

At least 10 years professional experience, 5 years of which should have been in developing countries and which should have included the supervision of construction projects and experience of managing a supervision team.

### **3.3 Civil Engineer**

The Civil Engineer shall be a Senior Engineer with thorough experience in building construction projects particular construction management in urban environment. Within the framework of services provided, he/she shall ensure that the Contractor, without compromise or deviations, complies in full with the quality of works and standards as specified in the technical drawings, specifications, and all other contract documents. In addition, he/she will supervise the construction works and shall have:

A minimum of B.Sc. degree in Civil Engineering or a related field and  
A minimum of 10 years' experience in Building Construction  
Experience in construction management in urban areas especially sub Saharan experience.  
Experience in using standard construction design software

### **3.4 Structural Engineer**

The Structural Engineer shall have thorough experience in supervision of construction projects in Sub-Sahara Africa. He/she shall ensure that the Contractor complies with the quality of works as it relates to structures and design standards as specified in the contract documents. He/she will be responsible to the Team Leader.

The Structural Engineer shall have the following qualifications:

A Bachelor's Degree in Civil Engineering  
A Master Degree in Structural Engineering will be advantageous;  
Minimum 10 years professional experience in building design and construction supervision  
Professional certification or registration  
Minimum 7 years' experience in similar projects in Sub-Sahara Africa  
Fluency in English

### **3.5 Quantity Surveyor / Measurement Engineer**

A degree in Civil Engineering/Quantity Surveying  
Minimum 10 years professional experience in civil works  
Professional certification or registration  
Minimum 10 years in Supervision and Management of similar works  
Minimum 5 years' experience in construction supervision and management of similar projects in Sub-Sahara Africa  
Fluency in English

### **3.6 Land Surveyor**

The Surveyor shall be qualified professional with at least 10 years' experience of which 5 years spent on large building. He will be responsible to the Team Leader for the survey requirements

The Surveyor shall have the following qualifications:

A Degree /Diploma in Surveying  
Minimum 5 years professional experience  
Minimum 5years in surveying civil engineering works  
Fluency in English;

### **3.7 Intermediate and Junior staff**

The positions of Inspectors of Works, Quantity Survey technician, draughtsman etc. shall generally be filled by professionals (except for the Inspectors of Works who shall have a minimum of 10 years' experience) whose qualification should be minimum acceptable standards for their respective discipline.

The composition of the Intermediate/junior staff would be as follows:

Inspector of Works for Buildings - 2 No.  
Draughtsman/CAD Specialist – 1 No.  
Quantity Survey technician – 1 No



## **4.0 Training**

Generally, during the supervision and management of the construction works, the Consultant shall maintain a close liaison with the Client and the appointed Counterpart Engineer representing the Implementing Agency (Ministry of Health and Sanitation) and shall ensure proper transfer of Engineering and technological know-how to the Counterpart Project Engineer of the Client. The counterparts shall receive the mentioned training in the form of hands-on participation in daily activities to complement their knowledge of practical aspects of the construction supervision, management, and administration procedure. The precise character of such training will depend on the interest and capabilities of the individuals, but relevant issues and subjects of training shall involve:

- Topographical surveying and use of survey equipment;
- Quantity surveying;
- Use of CAD design tools for road design and “as-built” drawings;
- On site method of inspection of earth works, building structures, paving operations, placing of steel reinforcement and shuttering, concrete mixing and casting, etc.
- Financial control and site administration procedures
- General construction operations

## **5.0 Records and Reports**

### **5.1 Records**

The Consultant shall maintain records of deviations or changes from the Contract plans, and maintain one marked-up master set of all drawings and documents, in such a manner to enable the preparation of a complete set of “as Built” documents and drawings. This shall consist of one negative of each drawing and three bound sets of prints certified by the Team Lead to be submitted together with the final report. The Consultant shall provide all required services for the certification of the project.

The Team Lead shall in particular:

- Prepare monthly, quarterly and annual final comprehensive reports as defined below;
- Maintain the Daily Diary as specified
- Keep record of all work done in the engineering and construction phases of the work and prepare activity and appropriate reports at regular intervals
- Maintain record on technical matters, such as design changes arising during the project. These shall include:
  - Data on which the original bid design was based;
  - Complete record of all new design data relevant to the design review;
  - As-built record showing update location and detailed dimensions of all works carried out under the contract;
  - Copy of all previously approved variations, change orders, and contract addenda;
  - Copy of contractor’s bid, including all tendered unit prices;
  - Description of new design assumptions adopted if they differ from the original assumptions adopted for the project;
  - Drawings clearly showing both the original and the proposed revised designs;
  - Reschedule list of quantities and costs relevant to the proposed revised design, and
  - Drawing showing the exact location of the proposed design changes;

- The Contractor's Professional Staff, labour and equipment on Site for each day of the report period (the latter showing the equipment in full working order, and the equipment broken down)
- Accident Reports,
- Weather Records,
- Delay Records
- Claims and Requests for Extension of Time
- Copies of Key Correspondence between the Consultant and the Client and the Consultant and the Contractor
- Progress Photographs
- The current Interim Payment Certificate
- The status of payments made to the Contractor regarding each Interim Payment Certificate, any deductions made by the Engineer and the Client, the payment amounts and dates of payment. With an explanation in respect of all deductions made.
- The Consultants Resources on Site, the Payment Certificates submitted and the date, the payment amounts received and the date of payment.

## **5.2 Reports**

The Consultant shall prepare and submit the following Reports, in the numbers of copies indicated. The timing for each Report will be specified

Inception Report

Monthly Progress Report

Quarterly Progress Report

Completion Report

In addition, the Consultant shall specifically

The Consultant shall submit electronic copies of all reports in addition to 2 No. hard copies to the Client

The Reports to be prepared are further described below:

### **a) Minutes of Site Meetings**

Site meetings shall be held at fixed intervals as agreed upon at the inception of works. The minutes of site meetings shall be distributed to all stakeholders on the project.

### **Monthly Reports**

Monthly Reports shall be submitted at the end of each calendar month and not later than 8 calendar days thereafter and shall contain detailed and comprehensive review of works accomplished on each section of the Contract including comments to the Client on sections ahead or behind schedule. The Consultant shall make his recommendation in writing to the Client on any action to be taken to expedite the progress on any section of the works falling behind schedule. The reports shall contain the following sections addressed in detail and/or where applicable providing summary information;

Detailed description of all activities (with at least 10 representative progress photographs), including a summary of quality control tests and their results;

Detailed description of any problems encountered (administrative, technical or financial) and shall include recommendations on how these problems may be overcome;

Detailed description of all variations (with representative photographs) and alterations required, any claim received from the Contractor, including proposals for solutions to overcome difficulties and problems arising during the execution of the work (it is mutually understood that claims shall be dealt with immediately after receipt and without delays within a period of 3 weeks from receipt) Progress report and chart highlighting critical area and the critical path of project implementations; Detailed expenditure record;

- Detailed updated estimate of final costs as well as completion date;
- Contractor's administrative and productive staffing (excluding domestic staff, watchmen, etc);
- Status of payment of contractor's monthly certificates, of all claims for cost or time extensions and of actions required to permit unconstrained works implementation;
- Consultant's staffing on site, which shall include all personnel for which he receives remuneration an Annex in the Contract. Any absence for whatsoever reason shall be notified on this list;
- Plant and equipment on site and utilized during the period;
- All materials delivered to site during the period;
- Issues for which proposals for solutions have been submitted with the respective reference and other outstanding issued to be addressed immediately;
- Summary of climatic data including temperature, precipitation, wind and other notable weather-related occurrences;
- Summary of any contractual claims submitted by the Contractor including the status of the evaluation process.

All the aforementioned sections shall be correlated with the estimated works and progress schedules. The reports shall be signed by both the Ministry's designated Engineer and the Contractor's Site Manager.

The Monthly Progress Report shall be distributed to all stakeholders of the project.

#### **b) Quarterly Reports**

Quarterly Report shall be submitted at the end of every three (3) months. This shall be a comprehensive report summarizing all activities under the services at the end of each quarter. It shall include the activities of the Consultant, the progress of the contract, all contract variations and change orders, the status of Contractor claims, if not, brief description of the technical and contractual problems being encountered, and other relevant information of the contract. It serves as a short-term indicator of the progress of works, financial indicators and the overall project management.

The Quarterly Reports shall be distributed to all stakeholders of the project.

#### **c) Final Completion Report**

This report is to be prepared after the Substantial Completion Report is submitted. It will be a comprehensive report on Works (with representative photographs) and Services within one month of Completion of Services, containing "as built drawing", complete and exhaustive financial report

of the whole contract, all variation orders and any other information necessary to illustrate the achievements by both the Contractor and the Consultant. It shall summarize the method of construction, the construction supervision performed, and recommendations for future projects of similar nature to be undertaken by the client. It will describe the aims of the projects and the achievements of the construction works. It will also give progress on the final account, which will be appended.

The FCR will include all the relevant technical and financial details of the project and a section containing specific recommendations for routine maintenance for locations requiring special care and attention as well as type and schedule of projected periodic maintenance over the life of the project. Finally, it shall give details of the Consultant's visits and activities during the maintenance period.

The Final Completion Report shall be distributed to all stakeholders of the project

## **6.0 Claims, Arbitration, and Extension of Time**

The Consultant shall review in accordance with contract for construction of works all claims which the Contractor may present for additional compensation and/or extension of time and recommend variation as necessary during the progress of work to cover possible changes within the general scope of the Contract taking into account the interest of the Client and the finances available as well as the understanding that the project shall be implemented as designed and anticipated.

The Consultant shall explicitly evaluate in detail and give his opinion on all claims and requests for Extension of Time, accounts, questions, disputes and differences which under the Terms of the Contract are left for his opinion and settlement and shall aid and assists the Client in dealing with all such claims and requests for Extension of Time, accounts, disputes and differences related to the execution of the Works. The Consultant may be requested to assist and advise the Contracting Authority with regard to any matter or situation which may be subject of arbitration, injury, or litigation if and when required by the Contracting Authority.

**7.1 Vehicles** Provision of vehicle shall be deemed to have been included in the fee

Provision of vehicles and drivers, including insurance, maintenance and fuel and lubricants is in the cost of the works.

## **7.2 Survey Equipment**

Provision of survey equipment shall be deemed to have been included in the fee

## **7.3 Site Office and Equipment**

Provision of site office shall be deemed to have been included in the fee

## **Regions Covered**

There are 5 regions covered in this projects for implementation. These are:

- 1. Western Area**
- 2. Southern Region**
- 3. Northern Region**
- 4. North West Region**
- 5. East Region**

**Firms are expected to apply for only one region of interest.**

All Expressions of Interests (EOIs) must be submitted to the following address below: -

**The Senior Procurement Officer/Head of Unit**

**Ministry of Health and Sanitation**

**Fourth Floor, Youyi Building**

**Brookfields, Freetown**

Please mark **“Regional Consulting Engineers”** at the top right corner of the envelop

**The deadline for submission is Friday 9<sup>th</sup> July, 2021 at 12:00 noon.**