**ANNEX : TERMS OF REFERENCE**

# TERMS OF REFERENCE FOR THE MANAGEMENT OF THE NEW EAC COMPLEX IN ARUSHA, TANZANIA

## 1.0 Background

The EAC wishes to contract a reputable property management firm to manage its new East African Community Headquarters Complex located in Arusha, Tanzania.

## 2.0. Description of the Property

The land and development is registered under the EAST AFRICAN COMMUNITY, established under the treaty for the establishment of the EAST AFRICAN COMMUNITY and ratified by the Parliament of the United Republic of Tanzania by a resolution of ratification No.2 of the year 2000, P.O.BOX 1096, ARUSHA.

## 3.0 LOCATION

The land and development therein is situated in Block 13 Sekei Area within the Arusha city Central Business District, North of the Arusha International Conference Centre, the Mount Meru Regional Hospital on the western side, accessed by the East African Community clause which branches east from the East African road.

## 4.0 TYPE OF DEVELOPMENT

A four story complex structure with the three East African Community Organs, each with a basement floor together with other single story facility structures over the compound, enclosed by a one foot high concrete strip, reinforced concrete pillars at an internal of

three meters, in filled with welded bar grills with two main entrance gates of welded bars sliding type. The development lies on a piece of land measuring a total of 9.85 Acres of very prime land.

Plot size: The land measuring a total of 9.85 Acres fenced with welded bars and concrete posts fencing on a concrete strip with two entrances from the East African Community close road.

**STRUCTURES:-**

### 1.0 THE HEAD QUARTERS COMPLEX

This is the multi —storey structure with three wings, namely EACJ, EALA and SECRETARIAT Organs, each with a basement area. Ground floor, first to third floors respectively.

The structure is raised on a deep reinforced pile foundation concrete/hard core slab, reinforced concrete pillars and columns infield with dense aggregate sand/cement blocks, plastered and painted internally, partly decorated with polished timber plunks. All external walls cladded with decorative natural stone work art, all internal partitions constructed with MDF boards fixed with mineral fibre insulation materials also plastered and painted.

The floor finish to all common areas is of polished heavy duty granite, insitu-terrazzo to all rear side stair case landing areas and wall to wall carpets to all rooms. Windows are made of heavy duty aluminum alloy frame work and glass panels, All entrance and external doors to floors and conference halls are made of aluminum frame work and heavy duty aluminum alloys, while all internal ones are of solid core flash type and MDF boards to wash places

The roof structure to all floors is constructed with hollow section bricks bonded with light concrete while to terrace floor it is supplemented with percolated colored galvanized iron roofing sheets, provided with rain water gutters and down pour pipes.

The ceiling to all floors is of concrete and to assembly hall it is of suspended gypsum boards and corners.

Access to upper floors is through internal concrete/granite covered stair cases provided with balustrades of stainless steel rails. All internal canopies are protected with stainless steel rails with wooden tops.

All window areas are provided with horizontal sunscreens of glazed facades held in heavy duty aluminum frame work.

**ACCOMODATION:**

**BASEMENT AREAS:** Accommodates

- Storage facilities
- The main store
- Several storage room
- Security control rooms
- Laundry
- Kitchen
- Staff offices
- Enclosed corridor
- Lift and stair case landing spaces

**GROUND FLOOR:**

**East African Court of Justice:** Accommodates

- Office rooms
- Enclosed corridor
- Two wash rooms
- Staircase and lift landing areas
  - Tea kitchen
  - Library hall
  - Two library offices
  - Archives room

**East African Community Secretariat:** accommodates

- Office Rooms
- Two tea kitchen rooms
- Four wash rooms
- Enclosed corridor
- Stair case and lift lauding space
- Court rooms

**East Africa Legislative Assembly:** accommodates

- Office Rooms
- Tea room kitchen
- Enclosed corridor
- Wash rooms
- Staircase and lift landing area
- Main bar catering
- Main bar catering VIP
- Assembly hall
- VIP rooms
- VIP lounge

**FIRST FLOOR**

**East African Court of Justice:** Accommodates

- Office rooms
- Enclosed corridor
- Wash rooms
- Stair case and lift landing spaces
- Tea kitchen room
- Archives Repository central library
- I T
- Archives repository rooms (2)

**East African Community Secretariat:** Accommodates

- Office rooms
- Enclosed corridor
- Wash rooms
- Stair case and lift landing space
- Media store
- Three store rooms
- Tea room kitchen

**East Africa Legislative Assembly:** AccommodatesOffice rooms

- Enclosed corridor

- Wash rooms
- Tea rooms kitchen
- Staircase and lift landing space
- Conference halls (3)
- Wash rooms
- Catering area
- IT room
- VIP room
- Committee rooms (4)
- Assembly hall

**THIRD FLOOR**

East African Court of Justice: Accommodates

- Office rooms
- Wash rooms (2)
- Enclosed corridor
- Staircase and lift landing space
- Library
- Three library offices
- ICT room
- Records office

East African Community Secretariat: Accommodates

- Office rooms
- Tea room kitchen
- Enclosed corridor
- Wash rooms
- Stair case and lift landing space
- Court rooms (3)
- Robbing rooms (2)

- Witness rooms (2)

East Africa Legislative Assembly: Accommodates

- Office rooms
- Tea room kitchen
- Enclosed corridor
- Wash rooms
- Staircase and lift landing space
- IT center
- Video conference room

- Ministers meeting room
- Wash rooms (2)
- Minister rooms (5)
- Wash rooms (3)
- Chairman's suite
- Conference rooms (3)
- Summit room
- Two small tea rooms.

Total Adjusted Floor Area 16,585.16 $m^2$

## 2.0 EX-CUSTOMS BUILDING

This is a single storey structure constructed of sand/cement blocks, plastered and white washed external plastered and painted internally Spanish tiles floor finish/parquet, timber framed windows with glass louvers and welded grills. External doors are of French type while all internal ones are of fine timber panels

**Ex 411.65m2**

The roof is of pitched type constructed with timber trusses and purlins, wide gabble aluminum sheets covering, facia boards and soft boards ceiling underneath

There is an extension at the rear side with similar construction details.

ACCOMMODATION

- Five spacious office rooms
- Two secretarial offices
- Two wash rooms (Gents and ladies) provided with low flush cistern WC and pedestal hand washing basins.
- Enclosed corridors

The rear extension accommodates:-

- Three offices rooms
- Tea preparation room
- Enclosed corridor

SERVICES: Water and electricity is connected from the public mains.

GENERAL CONDITION:-The property has been renovated and currently under good structural and decorative condition.

**3.0 NYERERE CENTER FOR PEACE RESEARCH BUILDING:**

This is a single storey structure constructed of sand/cement block walls, plastered and white washed externally, plastered and painted internally, Spanish tiles floor finish, French type entrance doors, timber panel internal ones, timber framed windows with glass louvers supplemented with welded grills, a pitched type roof constructed of timber trusses and purlins, facia boards, Mangalore tiles covering and a white painted soft boards ceiling underneath.

ACCOMODATION:-

- An open front verandah
- Five spacious rooms
- Two wash rooms provided with western type low flush cistern WCS
- Tea room

SERVICES:-Water and electricity from the public mains. Drainage is to the main sewer system

GENERAL CONDITION:-The structure has been overhauled/renovated and currently under good decorative and structural condition.

4. RESIDENTIAL HOUSE:-

This is a single storey structure constructed of sand/cement block walls, plastered and white washed externally plastered and painted internally timber panels/battened doors, mild steel framed windows with glass panels and welded grills, sand/cement screed floor finish and a hipped type roof constructed of timber trusses and purlins covered with Mangalore tiles, facia boards and white washed soft boards ceiling underneath.

**ACCOMODATION:** The structure accommodates:-

- Laundry area provided with an enamel washing sink
- Kitchen provided with a single drainer aluminum sink
- Kitchen store
- Sitting room with a built up fire place and chimney
- Three bedrooms provided with wall fixed wardrobes
- WC room provided with a low flush cistern WC
- An enclosed corridor

**SERVICES:** Water and electricity is connected from the public mains and drainage connected to the main sewer system.

**5 GATE HOUSES**

**VIP GATE HOUSE:**

This is a single storey structure constructed with reinforced concrete pillars and columns in filled with dense aggregate sand/cement block walls, plastered and painted both sides, marble floor finish, aluminum framed doors with glazed sun breakers, flat roof of reinforced concrete slab with galvanized material covering.

**Total Adjusted Area: 13.60 m²**

**i** PUBLIC GATE HOUSE (OUTER)

This is a single storey structure situated at the main public entrance, constructed with dense aggregate sand/cement block walls plastered and painted both sides marble floor finish, aluminum framed doors, aluminum louvers timber flush internal

doors, aluminum. framed windows with glass panels light concrete roof supplemented with galvanized sheets on top.

Accommodates: One office hall, Two wash rooms provided with western type low flush cistern WCs, under good structural and decorative condition.

**Total Adjusted Area: 34.72** $m^2$

## 6.0 PUBLIC SECURITY EXTRANCE GATE:

This is of similar construction and condition as (i) above **Total**

**Adjusted Area: 13.60** $m^2$

GENERATOR HOUSES:

These are two single storey structures constructed with a strip foundation with concrete slab floors flat bars louvers doors in steel frame work, sand/cement blocks walls plastered and white washed both sides, light concrete slab roof, supplemented with galvanized sheets. They accommodate each, one generator room, under good condition.

**Total Adjusted Area: 142.21** $m^2$

**SITE WORKS: Extensive site works which include:-**

**Fencing:** A dwarf concrete wall around the plot with reinforced concrete posts at an interval of 3 meters, in filled with welded flat bars with two major entrance gates: VIP entrance at the western side and public one at the northern side, of sliding type wedded steel flat bars.

Path ways connecting all structures covered with mazeras slabs/natural stone work edged with concrete.

Tarmac drive ways and parking space edged with concrete

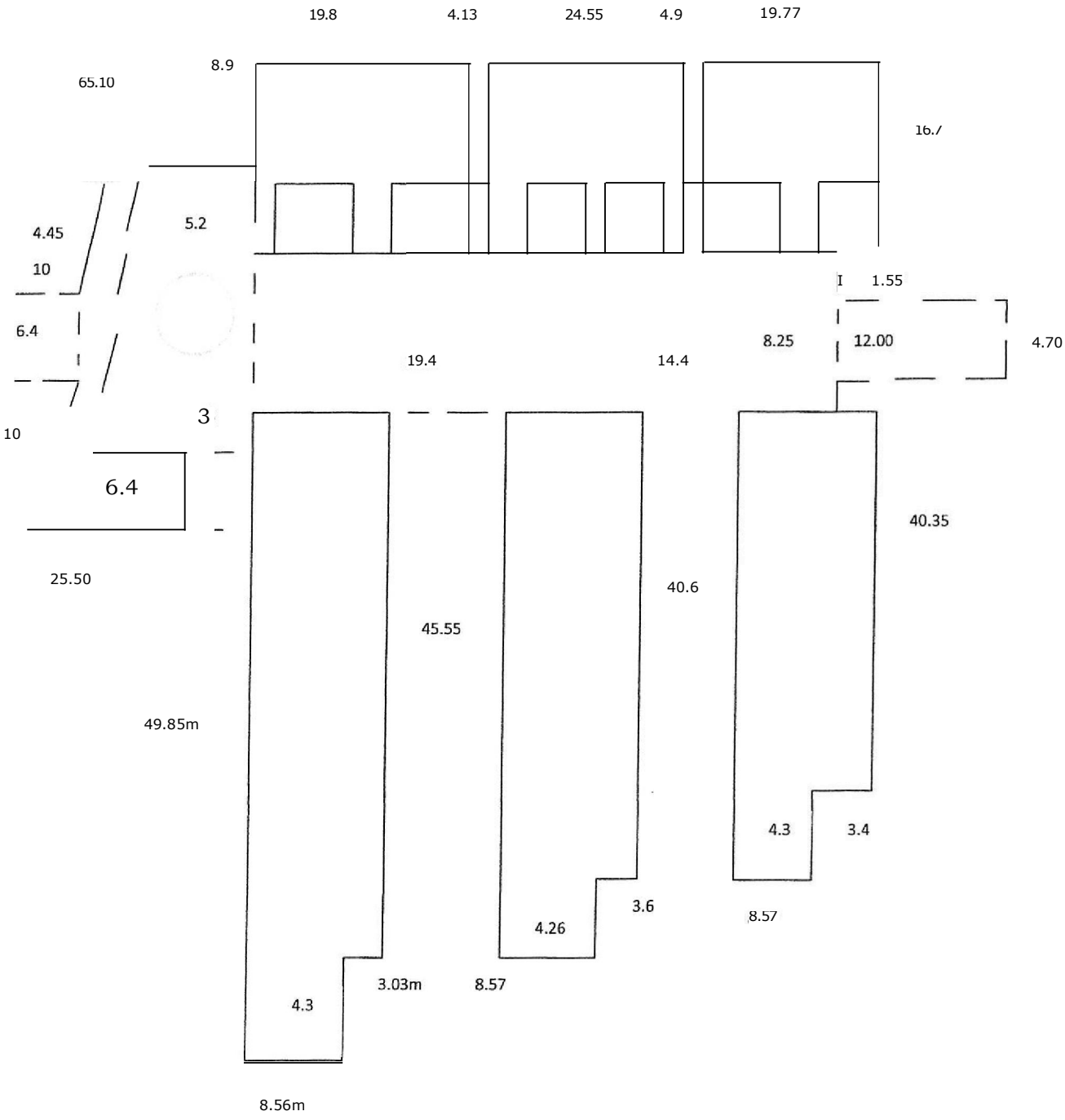
iv. Storm water concrete covered drainage system with culverts.

v. Well maintained green lawns with shrubs and flowers gardens

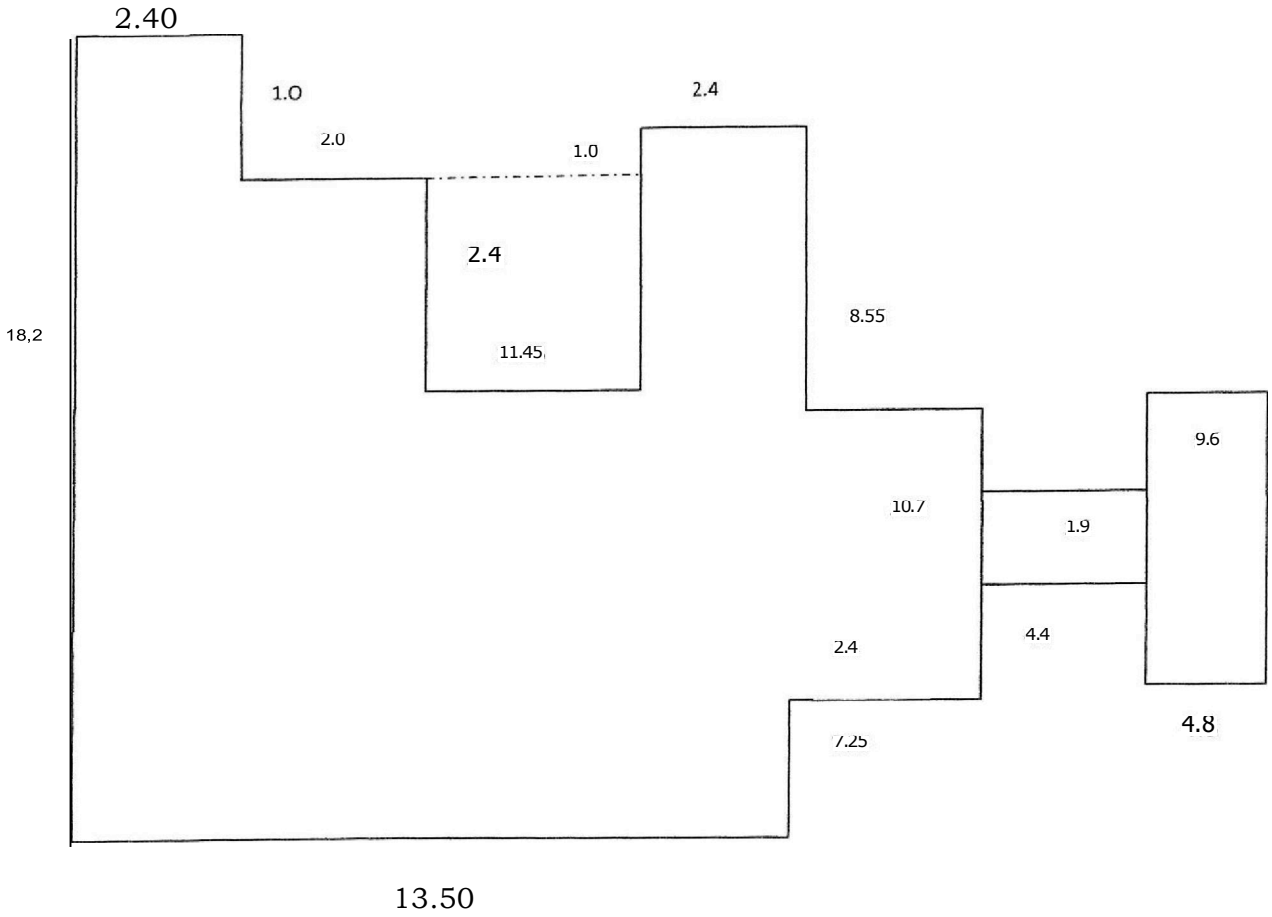
SERVIVES: Water and electricity is connected from the public mains. Drainage is to the main sewer system.

GENERALCONDITION: All structures are under good structural and decorative conditions, structural design, layout and workmanship is of a very high standard.

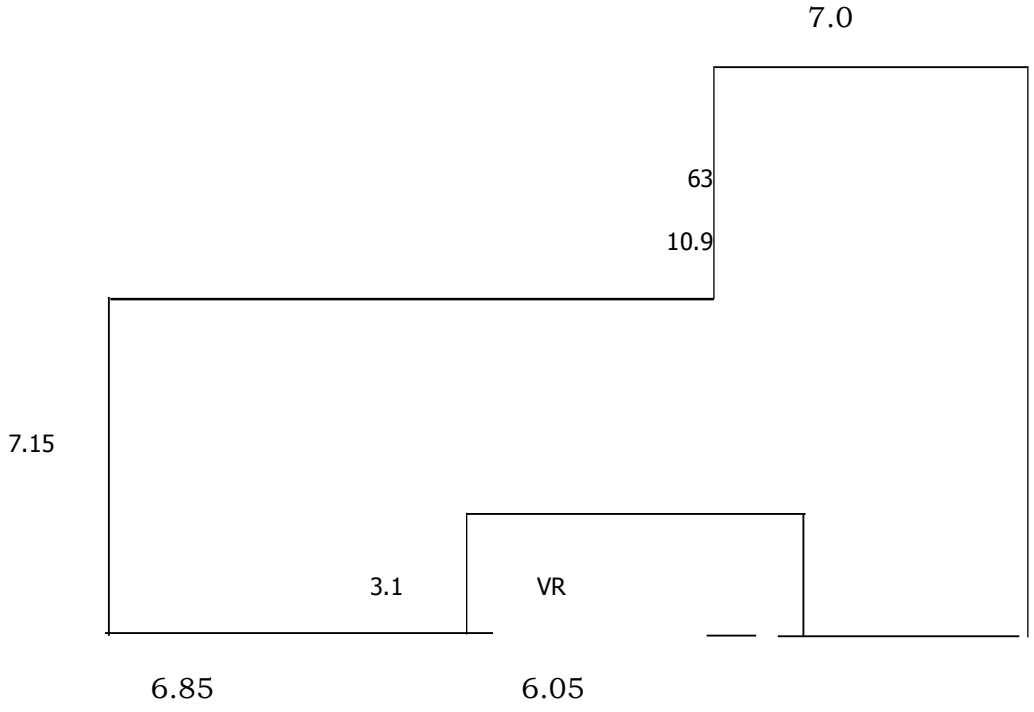
## MAIN COMPLEX BUILDING



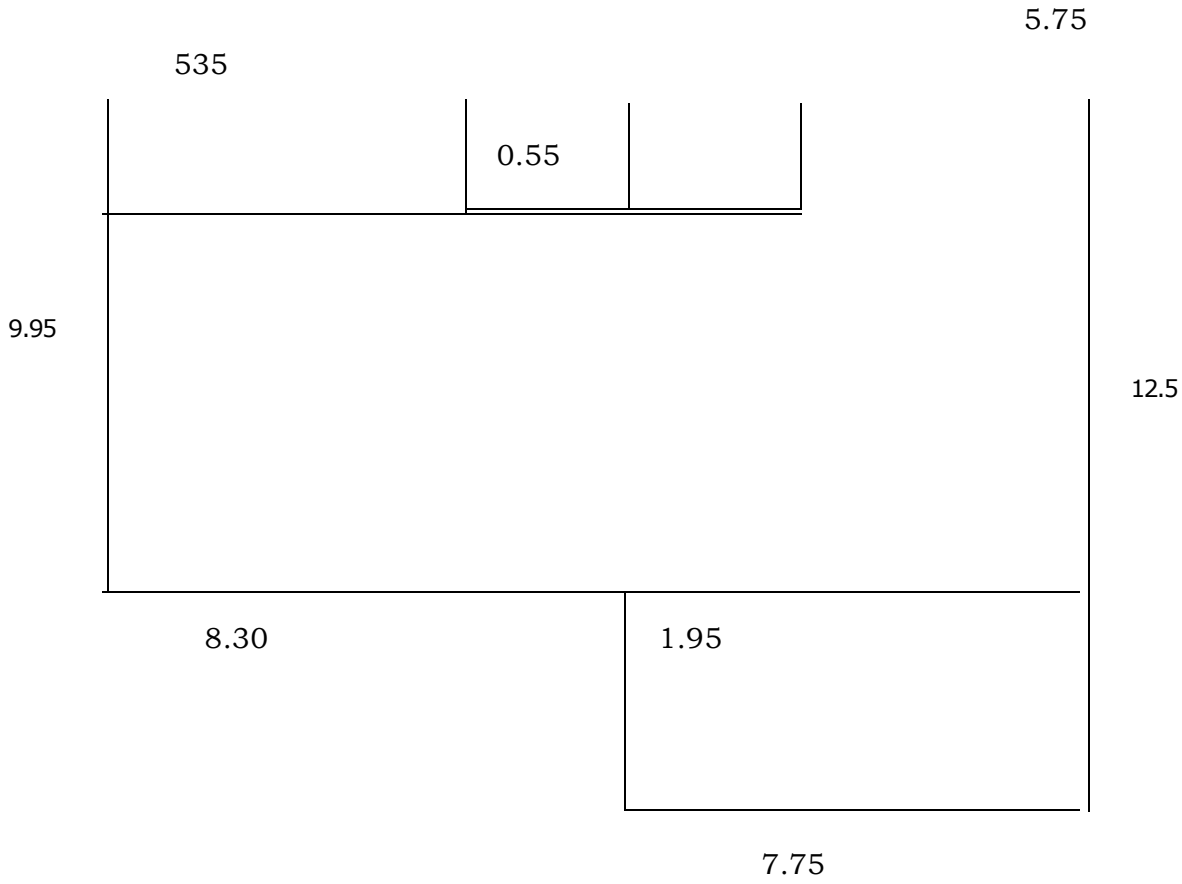
**CUSTOMS BUILDING FLOOR PLAN**



**NYERERE CENTRE FOR PEACE RESEARCH BUILDING FLOOR PLAN**



**RESIDENTIAL HOUSE FLOOR PLAN**



**The Main Complex**

Areas:

**a/ Basement:**

i/ 73.15 x 43.20 = 3, 160.08m²

ii/ 45.55 x 11.96 = 544.77 m²

iiii 36.30 x 11.97 =434.51 M²

= 4,139.36m²

**b/ GF to 3"¹ floor**

i/ ( 73.15 x 16.70) =4,886.44m²

4 ii/ ( 8.25 x71.60) =295.35 m²

50% 10.00 +6.40) — 24.00m²

iii/ ( 12.00 x 4.70) + 20% =

( 65.10) 4 260.40m²

iv/ ( Circumference -

v/ (26.50 x 6.40) + (48.90 x 13.45) 50% = 413.65 m²

vi/ (46.82 x 11.59) +( 8.56 x 3.03) 4 — 2274.31 m²

vii/ (41.29 x 12.17) + ( 8.57 x 4.26) 4 = 2, 155.99 M²

viii/ ( 37.20 x 11.97) + 8.57 x 4.30) x 4 = 1928.52 m²

Total = 16,378.02 m²

**2. Ex- Customs House:-**

a/ 10.70 x 8.55 = 91.49m$^2$

b/ 7.25 x 13.50 = 97.88m2

c/ ( 1.0 x 2.40) 2 = 4.8m$^2$

d/ 2.4 x 4.40 **=10**.56m$^2$

e/ 7.55 x 20.75 = 156.66m$^2$

f/ 9.60 x 4.80 = 46.08m$^2$

g/ ( 1.90 x 4.40) =4.18m$^2$

Total adjustment area = 411.65m2

**3. NYERERE CENTRE FOR PEACE RESEARCH Areas:-**

a/ 6.85 x 3.10 = 21.24m$^2$

b/ 3.10 x 4.85 = 15.04 m$^2$

e/ 4.05 x 17.90 = 72.49m$^2$

d/ 6.50 x 7.0 = 45.50m$^2$

e/ (3.10 x6.05) 15% = 2.81m$^2$

Total adjusted area = 157.08m$^2$

**RESIDENTIAL HOUSE:-**

Areas:-

a/ 7.75 x1.95 = 15.11m$^2$

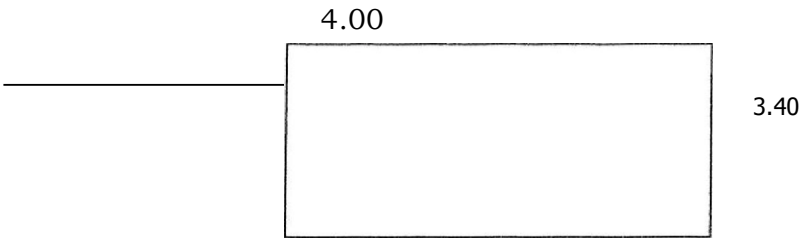
131 (5.75 x 0.55)2 6.33m$^2$

c/ 10.55 x 16.05 = 169.33m$^2$

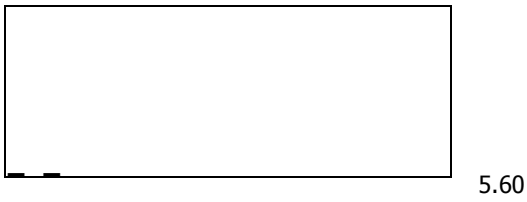
Total adjusted area = 190.77m$^2$

**SKETCH PLANS**

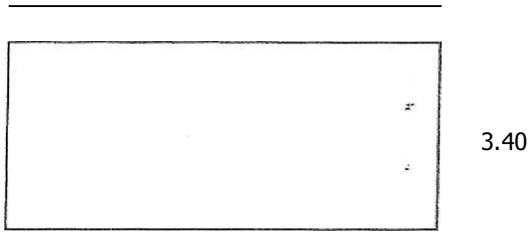
**5. VIP Gate House**




**6. Public Gate**

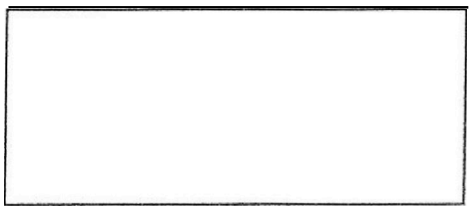



**7. Public Security Entrance**



**Sa. Generator Houses**

**813.**




**VIP Gate/ Entrance**

Area: 3.40 x 4.0 =13.60m$^2$

**Public Gate House**

Area: 6.20 x 5.60 =34.72m$^2$

**Public Security Entrance** Area:

3.40 x 4.0 =13.60 m$^2$

**8. Generator Houses**

a/ Area: 12.60 x 5.27 — 66.40m$^2$

b/ 12.13 x 6.25 75.81m$^2$

**9. The land:-**

Total Area:- 9.85 Acres of prime land

Rate:- Land within the municipal CBD with unexhausted improvements sells between 444.44 - 666.66 USD per m$^2$

A rate of 666.66 USD per m$^2$ is reasonable for this particular piece of land due to:-

1. Complementary facility. Total Area: 9.85 Acres (39,862.40m$^2$)

The Total area of the Land is 9.8 Acres (39,862.40 square meters of prime land).

**4.0 Objectives of the Management Services**

The objectives of the consultancy services include:

(i) To manage the Complex and its surrounding compound on behalf of the EAC
(ii) To maintain and keep the Complex and surrounding compound in good operating condition
(iii) To ensure that the Complex is kept in a conducive working environment
(iv) To supervise all Service Contracts

**5.0Scope of the Management Services**

In order to fulfill the above objectives the Management Firm shall, inter-alia:-

At all times take the necessary measures and provide appropriate advice to EAC in relation to management of the Complex in an efficiently and effective manner, in conformity with the contract conditions. During the contract period the Management Firm shall:-

5.1 Prepare and submit to the Landlord an annual Business / Management Plan and Budget for the upcoming year.

5.2 Manage the affairs of the Complex diligently and prudently to the satisfaction of the EAC.

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5.3 Maintain an event diary and property register containing details of defects reported and remedies applied in a computerized manner using the relevant software.

5.4 Ensure that statutory payments pertaining to the property such as Land Rent & Service Charges, Property Tax, etc are timely made.

5.5 Ensure that EAC makes timely and correct payment of electricity, fuel for generator, water, garbage collection and other charges payable by the EAC in respect of the Complex.

5.6 To guide EAC in making any other payments necessary in the management of the property.

5.7 Make relevant projections relating to proactive maintenance of the Complex and its surrounding compound.

**Others**

(a) In consultation with the Owner to take all such steps as may be necessary to ensure proper and efficient maintenance of all the building's plant, machinery, equipment, furniture, furnishings, fixtures and other items and effects of the property.

(b) Ensure that all equipment and systems shall be operated in compliance with the manufacturers' recommendations as detailed in their manuals and in conformance with good operational practices.

(c) Arrange a programme for regular inspection to ensure that repair and maintenance both preventive and curative (regularly and periodically) of the property are carried out.

(d) Supervise all service providers, suppliers and contractors contracted by the landlord in respect of management and maintenance.

(e) Perform other necessary services related to the management of the Property.

## 6.0 Reporting

6.1 On reporting the Management Firm shall do the following:-

6.1.1 Submit monthly report on the performance of the Complex in terms of its maintenance and expenditures incurred on MS Project software.

6.1.2 Submit quarterly management reports in a summary form covering management, maintenance and financial performance of the Complex on MS Project software; and any other relevant issues requested by the EAC.

6.2 Final reports

In final year of the management period, the Management Firm shall submit a comprehensive performance report in a format to be agreed upon with Client within fourteen (14) days prior to expiry of the management agreement.

## 7.0 Duration of Engagement

The engagement shall be deemed to have started on execution of the management agreement and shall be for a duration of three (3) years unless terminated by either of the parties due to failure to comply with any of the terms and conditions provided in the management agreement; and such failure if capable of remedy is not remedied within a reasonable period being determined by the agreement.

## 8.0 Payment terms to the Management Firm

The Management Firm shall quote his remunerations for the performance of his duties in terms of the following:

8.1 Agreed lump sum amount in US Dollars in form of a Management Fee; based on the scope of work and all expenditures relating to operations and maintenance of the Complex and its surrounding compound as stated in Clause 2.0, 3.0 and 4.0 above, exclusive of Value Added Tax.

8.2 The amount will be reviewed annually as it is based on scope of work and expenditures for the operation and maintenance of the Complex and its surrounding compound as stated in Clause 6.1 above.

The bidder will quote for the following items:

| No. | SERVICE | FREQUENCY | UNIT COST IN (TSHS) | UNIT COST IN- USD | TOTAL COST IN TZS. | TOTAL IN USD |
|---|---|---|---|---|---|---|
| 1. | Office cleaning services | Monthly | | | | |
| | Landscaping, grounds and indoor plants | monthly | | | | |
| | Garbage collection | monthly | | | | |
| | Fumigation | Once every four Months | | | | |
| | Provision of Sanitary Bins | monthly | | | | |
| 2. | Lift maintenance and servicing | Quarterly | | | | |
| 3. | Generator maintenance and servicing | After 200 hrs. | | | | |
| 4. | Fire Prevention and suppression system service and maintenance. | Annually | | | | |
| | Fire alarms | Annually | | | | |
| | Smoke detectors | Annually | | | | |
| 5. | Plumbing, masonry and electrical works | | | | | |
| 6 | Water pumps servicing and maintenance | Twice a year | | | | |
| 7 | Maintenance of Sewer lines. | As and when required | | | | |
| 8 | Minor Repairs and maintenance of plumbing items, electrical, woodwork and Mongeries. | As and when required | | | | |
| 9 | Maintenance of signage and copper plates | As and when required | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| 10 | Air Conditioning systems servicing and maintenance | As and when required | | | | |
| 11 | Management fees | Monthly | | | | |
| | **Total Cost** | | | | | |

- **The bidder will quote for the following:-**

- Price in TSHS/USD;
- Any other information that you believe is important.

**SUBMISSION OF PROPOSALS:**

**i. Technical Proposal**

a) Technical Proposal in one original and two copies
b) Financial Proposal in one original and two copies
c) Administrative requirements including; firm profile, registration and license documents, Tax registration, power of attorney (where applicable), contact details, evidence of experience in similar tasks, evidence of payment of tender fees
d) CVs of Personnel
e) Evidence of payment of tender fees; original cheque or receipt attached in the original technical proposal and copies in the two copies.

**Note that the bidding will be a one stage two envelope. Where the financial proposal will be a different envelope to be opened for those who will have passed the technical evaluation**