



**INTERNATIONAL COCOA ORGANIZATION ♦ ORGANISATION INTERNATIONALE  
DU CACA O EЖДУНАРОДНАЯ МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ОРГАНИЗАЦИЯ  
♦ ORGANIZACION INTERNACIONAL DEL CACA O**

Il-Plateaux ENA, Avenue Boga Doudou, Immeuble ICCO, 06 BP 1166 Abidjan 06, Côte d'Ivoire.  
Telephone: +225 22514950 / 51, Fax: +225 22514979, Website [www.icco.org](http://www.icco.org), E-mail: [info@icco.org](mailto:info@icco.org)

**CALL FOR EXPRESSIONS OF INTEREST  
SELECTION OF A FIRM OF ARCHITECTS TO TAKE CHARGE OF DESIGNING AND  
IMPLEMENTING THE PARTIAL RENOVATION OF THE ICCO BUILDING  
(CONVERSION OF THE GROUND FLOOR INTO A CONFERENCE ROOM).**

**1. BACKGROUND AND RATIONALE**

The ICCO office building was renovated by the government of Côte d'Ivoire and made available to the Organization in 2017. The ICCO wishes to carry out renovation work on the ground floor of the building in order to have a conference room that meets its needs.

The ICCO is planning to select a firm of architects to take charge of the design and implementation of the activities described in this document.

The firm of architects will be responsible for carrying out technical studies, designing the facilities and monitoring the execution of the work.

The present terms of reference have been drawn up in order to provide firms interested in this project with the necessary information.

**2. OBJECTIVES**

The overall aim of the project is to provide a full technical basis for the creation of the rooms listed below:

1. A 120-seat conference hall, duly equipped to host the Organization's international meetings;
2. An adjacent meeting room with seating for at least 30 people;
3. A catering area.

**3. RESULTS EXPECTED**

The project should yield the following results:

- Architectural plans drawn up in accordance with professional regulations;
- A Reinforced Concrete/Material Resistance study to define the dimensions of existing columns and beams or, if necessary, those to be created;
- A schedule for implementation and monitoring/overseeing the work;
- A bill of quantities and a cost estimate for the work;
- An inventory of the electrical circuit; the fire safety system; the building's water network and the air conditioning system.

The project will include the methods proposed in order to achieve these results, in accordance with the terms of reference proposed by the ICCO. The project will be required to comply with national standards on planning, design and implementation in the building industry.

**4. THE FIRM'S PROFILE**

Firms of architects interested in this project are required to have the following profile:

- Have a minimum of 10 years' experience in the management of similar projects (in terms of volume, size, financial importance, etc.).
- Have completed at least 5 similar projects.
- In addition, the firm of architects must propose a staff composed as follows:



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- 1 architect
- 1 civil engineer

The proposed experts must be qualified engineers with a civil engineering or architectural background and have an excellent knowledge of the French language and IT tools. They must have the years of professional experience specified in the overall terms of reference, in one or more fields related to the construction/renovation of buildings, and have at least ten (10) years of professional experience in the preparation of detailed design and technical projects.

Local expertise in civil engineering and/or architecture is highly recommended.

N°	KEY PERSON	QUALIFICATIONS	YEARS OF EXPERIENCE
1	Expert architect	BAC+5	10 years
2	Civil Engineer	BAC+5	10 years

#### **5. PROJECT DURATION AND LOCATION**

The project will be implemented in Abidjan. The duration will be decided by mutual agreement with the selected Firm.

#### **6. REPORTS**

The selected operator will produce progress reports at certain stages. These stages will be agreed by the parties according to the action plan to be established.

**Interested firms are invited to visit ICCO's headquarters on Monday 10 February 2020 at 2.30 pm.**

Any additional information should be sent in writing to [procurement@icco.org](mailto:procurement@icco.org).

Bids must be submitted in three (3) copies in sealed envelopes, which must be enclosed in an envelope marked:

**To the Executive Director of the International Cocoa Organization  
"Redevelopment of the ground floor of ICCO Headquarters".  
ICCO Building, 2-Plateaux, ENA, Avenue Boga Doudou**

Each copy of the bids should comprise four (04) separate parts:

- Letter of submission
- Presentation of the firm
- Technical bid and bill of quantities
- Financial bid for services rendered, distinguishing between:
  - The cost of the study
  - Where applicable, the cost of monitoring/overseeing the work

**Expressions of interest should be submitted to the address above  
no later than Wednesday 26 February 2020 at 11:00 a.m.**