

CIC_RFQ_2026_001 INTERIOR DESIGN CONSULTANCY SERVICES (2026)

RELEASE DATE: August 10, 2026

CLOSING DATE: August 17, 2026

1.0. Background

CIC Insurance Africa (SS) Ltd is a member CIC Group, an insurance company that has been in the market in the region for over 50 years. CIC Insurance Africa (SS) Ltd has been in South Sudan for over 10 years. The company has two branches in South Sudan, with the head office in Juba and second Branch in Wau. CIC's mission is to enable people to achieve financial security. Our vision is to be a world-class provider of insurance and other financial services.

With presence in Uganda and Malawi, it is the leading Cooperative Insurer in Africa. The company is targeting widen its presence in the East and Central of Africa.

2.0. Purpose

CIC Insurance Africa (SS) Ltd requires office re-organization from time to time based on emerging business needs as well as the available spaces within the various premises. To this regard, the organization requires to onboard a qualified, professional and reputable firm to be carrying out surveys of specific spaces, prepare interior designs that consider efficient use of available spaces for review by CIC for further guidance.

3.0. Scope of Consultancy Services

1. INTERIOR DESIGNERS

A. Design Development

- Obtaining the clients brief and agreeing on a course of action
- Site survey and investigations of available base building conditions & services
- Development of Space Plans and Design Scheme including Furniture, Fixtures & Equipment (FF&E)
- Contributory input on services designs as prepared by the Project MEP
- Contribution input on development of detailed project cost estimates including FF&E associated budgets
- Contributory input in the preparation of cost estimates

2. MEP (MECHANICAL, ENGINEERING & PLUMBING)

A. Design Development

- Site survey and investigations of available base building conditions & services
- Services Scheme Design
- Services Cost Estimates
- Contribution and input in value engineering Obtaining the clients brief and agreeing on a course of action
- Site survey and investigations of available base building conditions & services

3. QS – QUANTITY SURVEYOR

A. Design Development

- Provide Builders Cost Estimates in DRC Prices if required
- Services Cost Estimates
- Contribution and input in value engineering

4.0. Technical Requirements

1. INTERIOR DESIGNERS

B1. Detailed Design & Construction Drawings

- Preparing detailed layouts, working drawings, elevations, specifications and schedules as required for the fit-out
- Review and coordination of Services working drawings, specifications and schedules as prepared by the Client Appointed MEP
- Preparation of construction package in conjunction with the appointed QS and MEP

B2. FF&E (Furniture, Fixtures, and Equipment) - Documentation

- FF&E specifications and detailing
- FF&E schedules
- Preparation and submission of Pricing Packages
- Assist the client with ordering for long lead items including furniture, lighting, and accessories

B3. Tender Action

- Contributory input to preparation of bill of quantities.
- Contributory input in the Tender Action.

C. Implementation

- Appraise contractors and suppliers on the project parameters and details.
- Overall Construction Management and quality control.
- Conducting site meetings and issuing certificates as required by the contractor(s).
- Certifying works as complete in conjunction with the Services Engineer and the Client including Testing and commissioning of all installed services
- Preparation of Snagging (Defects) list
- Final Account & Project Closure after Defects Completion Period

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- Preparing detailed layouts, working drawings, elevations, specifications and schedules as required for the fit-out
- Review and coordination of Services working drawings, specifications and schedules as prepared by the Client Appointed MEP

- Preparation of construction package in conjunction with the appointed QS and MEP

B2. FF&E (Furniture, Fixtures, and Equipment) - Documentation

- FF&E specifications and detailing
- FF&E schedules
- Preparation and submission of Pricing Packages
- Assist the client with ordering for long lead items including furniture, lighting, and accessories

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- Contributory input to preparation of bill of quantities.
- Contributory input in the Tender Action.

D. Implementation

- Appraise contractors and suppliers on the project parameters and details.
- Overall Construction Management and quality control.
- Conducting site meetings and issuing certificates as required by the contractor(s).
- Certifying works as complete in conjunction with the Services Engineer and the Client including Testing and commissioning of all installed services
- Preparation of Snagging (Defects) list
- Final Account & Project Closure after Defects Completion Period

3. QS – QUANTITY SURVEYOR

B1. Detailed Design & Construction Drawings

- Preparing detailed layouts, working drawings, specifications and schedules as required for Engineering services in the Fit out
- Coordination of Services working drawings, specifications and schedules with the interior designer
- Preparation of construction package in conjunction with the appointed Interior Designer and QS

B2. FF&E (Furniture, Fixtures, and Equipment) - Documentation

- Collation of related costs of FF&E as per schedules generated by the Interior Designer
- Assist the client with ordering for long lead items

B3. Tender Action

- Preparation of Tender Documents
- Contractors Prequalification in Conjunction with Procurement
- Provide Pre-Tender Priced BQ Estimates
- Tender Action, Report & Recommendations
- Contributory input to final award, to the relevant Services subcontractor/ contractor

C. Implementation

- Prepare the Contract Documentation & Registration
- Attend Site Meetings & Inspections
- Prepare Interim Valuation Statements

- Site Re-Measurements Omissions & Additions
- Prepare Draft & Final Accounts
- Execute the Final Account
- Prepare Final Valuation Statement.

5.0. Financial Proposal

The financial proposal shall be as below:

STAGE	Architect,Project, Manager & Interior Designer (%)	Mechanical & Electrical Engineer (5)	Quantity Surveyor (%)	Stage Total	Duration
STAGE A: Design Preparation					
STAGE B: Preparation of BOQ					
STAGE C: Site Supervision					
Total					

- The financial proposal should be in **USD**.
- The financial proposal should include the cost of providing the service **inclusive of all relevant taxes and all related costs**
- CIC Insurance Africa (SS) Ltd payment terms are thirty (30) days from the date of invoice.
- Note that there shall be no advance payments made by CIC Insurance Africa (SS) Ltd,
- The bidder shall be required to deliver the service/product as per the agreed delivery timelines and expectations as will be agreed by both parties. The tracking of delivery expectations shall be based on issuance of a Local Purchase Order or Written instructions from CIC Group. The bidder shall submit a tentative project schedule of how they intend to execute the contract.
- Partial delivery on the contractual scope shall not be acceptable and CIC Group will not compensate for any partial delivery.

6.0. Deadline for Submission of Proposals

All bidders are advised to conform to the below instructions on bid submission and clarifications in all instances.

- The financial proposal will be submitted **strictly** to info@ss.cicinsurancegroup.com;
- The financial proposal shall be sent in a password PDF protected document. The Procurement team shall request for the password after closure of the bid submission time.
- Any correspondences or clarifications with regards to this invitation should be sent via email to Procurement.dept@cic.co.ke

7.0. Disclaimer

CIC Insurance Africa (SS) Ltd may, at any time, terminate the procurement proceedings without entering a contract and also reserves the right to accept or reject any or all proposals and is not bound to give reasons for its decision or incurring any liability; and is not obligated to award the tender to the firm that offers the lowest price.