



REPUBLIC OF THE GAMBIA

National Assembly, New Assembly Building, Reginald Pye Lane
Banjul, The Gambia

CONSULTANCY SERVICES FOR ARCHITECTURAL & ENGINEERING DESIGNS AND PREPARATION OF BILL OF QUANTITIES (BOQ) FOR THE PROPOSED NEW ADMINISTRATIVE BUILDING ANNEX FOR THE NATIONAL ASSEMBLY SERVICE

TERMS OF REFERENCE (ToR)

1. BACKGROUND

The National Assembly pursuant to Section 100 of the Constitution of the Republic of The Gambia, 1997 is charged with the critical mandates of legislation, oversight, and representation. To effectively support these functions, the National Assembly Service requires a robust administrative infrastructure that keeps pace with the evolving complexities of modern parliamentary governance. As the legislative workload increases the current physical infrastructure has reached a point of institutional saturation.

In recent years, the National Assembly Service has undergone significant structural expansion to better serve the Honourable Members and the public. This growth has led to the creation of new specialized departments and an increase in technical staff. The existing facilities are no longer sufficient to accommodate this workforce. The proposed Administrative Office Complex is a direct response to this institutional exigency, designed to centralize operations, foster inter-departmental synergy, and provide a workspace that meets international standards for parliamentary administration.

As the legislative Organ of the State, the National Assembly is a symbol of national sovereignty and the people's will. The new complex is envisioned as a state-of-the-art landmark that reflects the prestige and dignity of the Legislature. The architectural design must blend aesthetic excellence with functional pragmatism, projecting an image of transparency, stability, and progress.

2. OBJECTIVE OF THE ASSIGNMENT

The primary objective of this consultancy is to provide the National Assembly Service with a comprehensive technical and financial roadmap for the construction of its new administrative office complex.

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Specifically, the consultant is required to develop two (2) distinct, high-fidelity architectural design schemes that provide the National Assembly with flexible options based on future growth projections and budgetary allocations with corresponding detailed Bills of Quantities (BoQ). The designs must optimize space, incorporate modern building technologies, and provide a conducive working environment for the National Assembly Service.

3. SCOPE OF WORK

The Consultant shall undertake a comprehensive architectural and engineering engagement divided into the following functional phases:

Phase I: Needs Assessment, Site Engineering & Diagnostic Analysis

- (a) The Consultant shall perform all necessary preliminary investigations to ensure the design is technically sound and contextually appropriate.
- (b) Conduct a detailed site survey to establish boundaries, levels, and existing physical features.
- (c) Conduct consultative meetings with the Office of the Clerk to ensure the floor plans optimise internal communication and document flow.

Phase II: Architectural Design Development (Dual-Option Scheme)

The Consultant is mandated to develop two (2) separate design packages as follows:

Option 1: High-Capacity Layout (35 Offices)

- Thirty-three (33) Standard Offices
- Two (2) Executive Offices

Option 2: High-Capacity Layout (25 Offices)

- Twenty-three (23) Standard Offices
- Two (2) Executive Offices

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Mandatory Technical Specifications for Both Options

1. Each of the two Executive offices must be designed as a self-contained high-security zone comprising:
 - An Integrated Meeting Room for private consultations (capacity 25 persons)
 - An En-suite Executive Washroom with premium-grade sanitary fittings.
 - A Dedicated Kitchenette equipped for refreshments and basic catering.
 - A dedicated waiting area
 - A reception
 - Office for private secretary
2. **Legislative Conference Cluster**
3.
 - One (1) Grand Hall (Min. capacity 50–100 persons) for large-scale administrative summits.
4. **Support Infrastructure & Amenities**
 - A grand reception and lobby area with secure access control.
 - A climate-controlled server room (IT Hub) with raised flooring and fire suppression specs.
 - A modern lounge with kitchenet
 - Full integration of international accessibility standards, including tactile paving, ramps, elevators and wide-clearance corridors for wheelchair mobility.

Phase III: Multi-Disciplinary Engineering Services

For both design options, the Consultant shall provide full engineering sets:

- (a) Foundation plans, reinforced concrete/steel framing details, and roof structural analysis.
- (b) Power distribution (including dedicated solar/generator backup integration), structured cabling for high-speed internet, and internal communication systems.
- (c) Design of energy-efficient HVAC (Heating, Ventilation, and Air Conditioning) systems or appropriate split air conditioning systems, water storage/reticulation, and modern drainage solutions.

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- (d) Integrated fire detection, alarm systems, hydrant locations, and clearly demarcated emergency exits.
- (e) A possible footbridge connecting the annex building with the main building

Phase IV: Technical Documentation & Visualization

The Consultant shall deliver a comprehensive Tender-Ready technical dossier for both options:

- Floor plans, elevations, cross-sections, and detailed window/door schedules.
- High-resolution interior and exterior renderings and a digital fly-through video to aid stakeholder visualisation.
- A detailed schedule of finishes (flooring, wall treatments, ceiling types) focusing on durability and low maintenance.

Phase V: Financial Engineering & Bill of Quantities (BoQ)

The Consultant shall provide a rigorous financial framework for the project:

- Detailed Bill of Quantities (BoQ): Prepared in accordance with the Standard Method of providing itemized quantities for all work items.
- A priced BoQ
- A comprehensive narrative describing the quality of materials and workmanship required for the construction phase.

4. DELIVERABLES

The Consultant is required to submit the following deliverables:

- (a) Complete Architectural & Engineering Working Drawings (3 hard copies and digital (PDF files).
- (b) Detailed Bill of Quantities (BoQ) for both options.
- (c) Cost Estimate for both options.

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The Gambia Assembly



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5. TIMELINE

The total duration of this consultancy is expected to be one week from the date of contract signature.

6. CONSULTANT QUALIFICATIONS

- (a) The consultancy firm must be a registered Architectural or Construction firm with at least 15 years proven experience
- (b) Experience in designing modern institutional office complexes.
- (c) At least Bachelor's Degree in Engineering and Design or relevant field of key personnel

7. EVALUATION CRITERIA

- Technical approach and methodology (40%).
- Experience in similar projects (30%).
- Qualifications of key personnel (10%).
- Financial proposal (20%).

8. REPORTING ARRANGEMENTS

The Consultant shall report to the Clerk of the National Assembly or a designated Project Focal Person throughout the assignment.

9. OWNERSHIP RIGHTS OF DOCUMENTS

All designs, drawings, BoQs, specifications, reports, and other documents prepared under this assignment shall become the sole property of the National Assembly of The Gambia.

10. SUBMISSION

Submission should be in a sealed envelope addressed to the Clerk of the National Assembly, and clearly labelled "**Consultancy for Architectural Design and BoQ for the proposed New Assembly Staff Building Project**" and delivered at the Tinder Box at the New National Assembly Building, Banjul latest Wednesday 17th June, 2026 at 15:00pm.

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For further inquiries or information, please contact:

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Issued By:

Office of the Clerk

National Assembly Service

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