



Request for Proposal (RFP)

Project Manager for the Construction of Copedu PLC Head Office Building

Background:

COPEDU PLC, a leading Microfinance institution, is planning to construct a new Head Office building. The project involves all aspects of construction, including site preparation, design, building works, and ensuring that the project is completed on time and within the budget. The purpose of this RFP is to invite qualified and experienced engineers to submit proposals to oversee and manage the construction process, ensuring that the project meets all technical, financial, and regulatory requirements.

Objective:

Copedu PLC seeks to engage an experienced engineer who will be responsible for the overall management of the construction project for its new Head Office building. The Project Manager will oversee planning, preparation and evaluation process of hiring a designer, preparation and evaluation process of hiring contractor, construction process, and final handover of the building, ensuring that the project is completed to the highest quality standards, on time, and within the budget.

Scope of Work:

The selected Project Manager will be responsible for the following tasks:

1. Project Planning & Scheduling:

- Develop a detailed project plan and schedule, outlining key milestones, timelines, and deliverables.
- Coordinate with the Internal tender committee for recruitment process of architect, and contractor to ensure smooth execution of the construction process.
- Assist in the preparation and approval of the project budget.
- Oversee cost estimation, monitor ongoing expenses, and ensure the project stays within the budgetary constraints.

2. Procurement & Contractor Management:

- Assist in the procurement process, ensuring that all necessary contractors, materials, and equipment are sourced in a timely and cost-effective manner.
- Supervise and manage the work of contractor, and subcontractor, to ensure adherence to project specifications and timelines.

3. Risk Management & Problem Solving:

- Identify potential risks throughout the project lifecycle and develop mitigation strategies.
- Address and resolve any challenges or issues that arise during the construction process.

4. Quality Assurance & Compliance:

- Ensure compliance with all relevant construction codes, regulations, and standards.
- Implement quality control procedures and ensure the construction is completed to the highest standards.

5. Progress Monitoring & Reporting:

- Provide regular progress reports on monthly basis to COPEDU PLC's management, including updates on timelines, budgets, and risks.
- Manage project documentation and provide detailed reports on project progress, milestones, and budget status.

Eligibility Criteria:

To be eligible the following document and criteria must be submitted:

A minimum of 10 years of experience managing large-scale construction projects, ideally in the banking or corporate sector.

- Proven track record of successfully managing similar construction projects (please provide examples).
- In-depth knowledge of construction regulations, safety standards, and local laws.
- Strong project management skills, including the ability to develop and manage budgets, schedules, and resources.
- Experience in working with multidisciplinary teams, including architects, engineers, contractors, and regulatory bodies.
- Possession of membership in a recognized professional engineering association.
- Excellent communication, negotiation, and leadership skills.

Proposal Submission Requirements:

Interested individuals engineers should submit a proposal that includes the following:

1. Executive Summary:

- Briefly outline your approach to managing the construction project, including key methods, strategies, and goals.

2. Person Profile and Experience:

- Provide details of your profile, including size, years in business, and experience in managing similar projects.
- Include case studies or examples of previous projects you have managed, with specific emphasis on construction management for corporate buildings.

3. Project Approach:

- Outline your approach to managing the project, including risk management, cost control, and communication strategies.
- Include an initial project schedule and milestones.

4. Budget Proposal:

- Provide a detailed cost breakdown for the project management services, including fees, payment schedule, and any additional costs.

5. References:

- Include at least two professional references from previous clients for whom you have managed similar projects.

Proposal Submission Deadline and opening:

All proposals must be submitted no later than 28th April 2025, at 10:00AM, the opening is planned on the same day at 10:30AM

Submission Instructions:

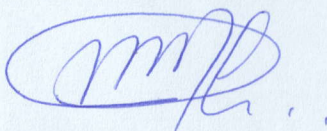
Proposals should be submitted to Copedu Plc's Head office located to Kicukiro Rwandex Sonatube road. Any Inquiries regarding this should be sent 1 day before submission to info@copeduplc.rw and tendercommittee@copeduplc.rw

Selection process:

The proposals will be reviewed by the internal tender committee, and the most competitive project manager will be selected based on the quality of the proposal, relevant experience, and alignment with project goals.

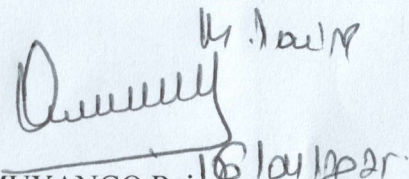
Copedu PLC looks forward to receiving your proposal and working together to make this project a success.

Done on 16th April 2025.



NYANGEZI Joseph

Head of Operations



MUYANGO Raissa

Managing Director