

Carnegie Mellon University

Request for Proposals
For
CONTRACTOR FOR PAINTING WORKS

Proposal Submittal Due Date

10th May , 2023
(5:00 PM CAT)

Overview

Carnegie Mellon University Africa in Rwanda (“CMU-Africa”) is requesting proposals and quotes from qualified companies to supply and apply paint for the interior and exterior surfaces of the CMU building. as detailed below. The CMU-Africa campus is in the Kigali Innovation City in Bumbogo, approximately 20 minutes out of Kigali town center, and comprises an Academic Building and an Amphitheatre, which house classrooms, laboratories, offices, a cafeteria, student resource center, and bookstore. It has the capacity to hold up to 500 people. The Amphitheater is peripheral to the Academic building, with a 500-seat capacity. The combined size of the Academic building, grounds, and Amphitheatre is approximately 6,500 square meters.

Scope of Work

1. Preparation Phase:

- Inspection of the areas to be painted to assess the condition of existing paint, surface defects, and any necessary repairs.
- Surface preparation including cleaning, sanding, and patching of any imperfections.
- Protection of surrounding areas and objects from paint splatter and damage.

2. Painting Phase:

- Application of primer where necessary to ensure proper adhesion of paint.
- Application of multiple coats of high-quality paint using suitable methods such as brush, roller, or spray.
- Ensuring uniform coverage and smooth finish throughout.

3. Finish Phase:

- Inspection of completed work to ensure quality standards are met.
- Touch-up painting as needed to address any missed spots or imperfections.

4. Cleanup Phase:

- Removal of all painting materials, debris, and protective coverings from the work area.
- Proper disposal of waste materials in accordance with environmental regulations.

5. Warranty:

- Offer a warranty on the repair work to guarantee its quality and durability.
- Provide the client with information on how to access warranty services if needed in the future.
- We expect a warranty of at least One (1) year from the date of completion and handover.

Materials and Specifications:

- Use of premium quality paint suitable for the specific surfaces being painted (interior, exterior, concrete, metal, etc.).

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- Colors and finishes to be determined in coordination with CMU Africa's designated representatives.
- Compliance with safety standards and regulations regarding the use and handling of painting materials.

Timeline & Process

This request for quotation is expected to be completed based on the following timeline:

- Issuance Date – 22 April 2024
- Site visit – 30 April 2024
- Response Deadline - 10 May 2024
- Selection - 24 May 2024
- Contract Implementation - 1 June 2024

Site Visit

Site visit is scheduled for 30th April 2024. Kindly complete the [online form](#) to submit the names and contact information of at most two (2) representatives who will make it for the visit. The scheduled time for the visit is at 10am.

Any questions regarding this document must be issued via email to africa-finance@andrew.cmu.edu. All questions will be answered via email to all bid participants. **Prospective suppliers may not communicate with any university staff or related third parties regarding this document or process than the university contact.** Doing so may result in immediate rejection of that company from the process.

Responses are due **via email in PDF form** by the deadline listed above.

University Contact

Chipiwa Zimbwa
Chief Operations Officer
Email: africa-finance@andrew.cmu.edu

Response

Prospective suppliers must provide a response to the following bullet points. Repeat each bullet with your response below. The total response is not to exceed 2 pages in length.

General

- Provide a brief overview of your individual / company profile, including history, core values and strategy.
- Describe the individual / team that will be assigned to the university including experience in the industry and with your organization.
- Include three current references and one past reference of clients similar to Carnegie Mellon University.

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Pricing and Services

- Provide pricing for each of the services below separately:

Service	Price/UOM	Notes
Personnel or Labour cost		
Material Cost		

*Please indicate if prices are tax inclusive or tax exclusive.

** Where applicable please indicate the part numbers and sample pictures of materials to be used.

Other Items

- Include a copy of your company's audited financial statements.
- Include a copy of Tax clearance certificate from Rwanda Revenue Authority.
- Include a copy of your RDB certificate.
- Have you done business with Carnegie Mellon in the past? If yes, please provide details.
- Describe any competitive advantages your company holds that should be considered outside of pricing.
- Carnegie Mellon is committed to Diversity, Equity and Inclusion (DEI) practices and principles which we strongly believe creates opportunity and drives value for our workplaces and communities. We seek partners and suppliers who share our passion for these principles. We request all bidders to detail their company's policies, processes, and commitment to DEI practices.

Terms & Conditions

Suppliers providing a quote agree to the following terms and conditions:

- The University reserves the right to reject any or all proposals received, to request clarification of any proposal, to waive informalities or irregularities; and to award a contract not based solely on the lowest cost.
- All information contained in this document is considered confidential and cannot be shared without permission by the University.
- Pricing included in your quote must be valid for at least sixty days and may not be modified, withdrawn or canceled.
- The University will not pay for any information requested herein, nor is it liable for any costs incurred by the participant in responding to this request. All proposals submitted become the property of the University; they will not be returned.
- None of the information released either verbally or in writing shall be deemed binding to the University in any manner.
- All proposals or offers must be signed by a duly appointed officer or agent of your company.
- The University payments terms are Net 30.

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Should your company's quote be accepted by the university, the standard terms and conditions of university purchase orders apply. To review the standard university terms and conditions, please request from Chipiwa Zimbwa at africa-finance@andrew.cmu.edu.