



**OPEN COMPETITIVE FOR MAINTENANCE OF HEATED VENTILATION
AND AIR CONDITIONING AT NTOMA TELEPORT FOR LOCUS DYNAMICS**

Title: Hiring a technician for Maintenance of Heated Ventilation and Air Conditioning at Ntoma Teleport for Locus Dynamics

Tender Title	Hiring a technician for Maintenance Heated Ventilation and Air Conditioning at Ntoma Teleport for Locus Dynamics
Tender Reference Number	OCB/01/11/LD/2024
Tender Method	Open Competitive Bidding
Date of issue of tender	15/11/2024

Locus Dynamics Ltd is pleased to request you to submit your both technical and financial proposal for the aforementioned service, as per attached Terms of Reference (TOR)

Prepared by:

Charity MUTESI

Procurement Assistant and ITC secretary



**LOCUS
DYNAMICS** **Approved by:**

Ronny TWAHIRWA

Ag. Managing Director

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ADMINISTRATIVE DOCUMENTS REQUIRED

- a) Bid submission form and price schedules well printed and properly organized.
- b) RDB certificate of registration
- c) RSSB Clearance
- d) RRA tax clearance
- e) BNR License

Note: The above is applicable to companies only

TERMS OF REFERENCE

Maintenance Contract Terms of Reference (ToR) for HVAC Systems at Ntoma Teleport

INTRODUCTION

Locus Dynamics Ltd. (LD) is a systems engineering and integration company with a specific focus in areas of Aerospace & Robotics, Information Technology, and Integrated Security Solutions. LD offers key services to Rwanda, with a vision to grow to other African Markets: Engineering, Project Management, Drone Services, Consultancy and R&D, and Training and Simulations. LD operates a Teleport located in Nyagatare District, around 170 km from Kigali.

SCOPE OF WORK

The scope of this maintenance contract includes regular preventive maintenance, emergency repairs, and ongoing monitoring of the following HVAC units located at the Teleport:

- 4 x HVAC (outdoor unit) Alliance FOUSI34X
- 4 x HVAC (indoor unit) Alliance FOUSI34 Inverter Midwall Split
- 6 x HVAC (outdoor unit) Alliance FOU DI60X
- 6 x HVAC (indoor unit) Alliance FOU HI60

DELIVERABLES

The successful maintenance company will provide the following deliverables:

1. Regular preventive maintenance of the HVAC units, following the specified schedule.
2. Curative repairs as needed, with 24/7 availability.
3. Regular monitoring of HVAC system performance.
4. Detailed reports and documentation of all maintenance work performed.
5. Compliance with all local and national HVAC codes, regulations, and safety standards.

REQUIRED QUALIFICATIONS AND EXPERIENCE

The maintenance company should have certified professionals with extensive experience with Alliance brand HVAC systems, particularly the FOUSI and FOUFI series models. The company should also have access to genuine spare parts for these units. Furthermore, the company must carry liability insurance to cover any potential damages or accidents during the maintenance process.

TIMELINE

Given Rwanda's climatic conditions, the following maintenance schedule is recommended:

- **Preparation for Rainy Season:** On-call preventive maintenance should be conducted in February, ahead of the long rainy season, and in early September, before the short rains. Maintenance will be scheduled as needed based on system performance and environmental factors.
- **Preparation for Dry Season:** On-call maintenance checks and cleaning should be performed in May, prior to the start of the long dry season, and in November, before the short dry season begins. Regular checks will be carried out as needed, depending on system requirements and weather conditions.

Note: LD will initiate all kind of maintenance (Preventive, Curative and regular maintenance) services upon request (on-call), based on operational or climatic needs.

CONCLUSION

LD invites companies to submit their credentials, including certifications, experience, references, and proposed cost, to enable LD to evaluate and select the most appropriate maintenance provider for our HVAC systems. It's our aim to ensure the longevity and efficiency of the HVAC units, prevent unexpected breakdowns, and maintain optimal working conditions within the Teleport.