



OPEN TENDER NOTICE

Title: Construction and rehabilitation of WASH facilities at healthcare facilities and public places in Kigali city, Nyagatare, Kayonza, Kamonyi, Ngororero and Nyanza districts.

Water For People has received funds from U.S Government to implement the Isoko y'Ubuzima Project. The Isoko y'Ubuzima Project will be implemented from July 2021 to July 2026 by a consortium led by Water For People to improve WASH service delivery. Other consortium members are IRC, Vitens Evides International (VEI), CARE International, and African Evangelistic Enterprise (AEE).

The overall goal of Isoko y'Ubuzima is to improve access to sustainable water and sanitation services which is critical to improved health outcomes, improving the living standards of Rwandan citizens, and achieving Rwanda's development goals.

Water for People intends to apply part of the funds from the Isoko y'Ubuzima project as defined in the RFP, towards the cost of the Project, to cover eligible payments under the contract for the Works.

Therefore, Water For People invite specialized contractors to submit proposals (technical and financial) for the Construction and Rehabilitation of WASH facilities at Health facilities and public places in Nyagatare, Gatsibo, Kayonza, Kamonyi, Ngororero, Nyanza, Gasabo, Kicukiro, Nyarugenge districts.

Request for Proposal and BoQ may be obtained from [the attachment below](#).

The bids must be submitted online at rwprocurement@waterforpeople.org with the following subject:

“Construction and rehabilitation of WASH facilities at healthcare facilities and public places in Kigali city, Nyagatare, Kayonza, Kamonyi, Ngororero and Nyanza districts.” no later than 14th April 2026.

The Schedule of site visits and departure time are as follow:

District	Meeting location	Site visit date	Time
Kamonyi	Remera Rukoma DH	08/04/2026	09:00
Kigali city			
Nyanza			
Ngororero			
Nyagatare	Nyagatare district Office	09/04/2026	10:00
Kayonza			

Done at Kigali on 1st April 2026.

Eugene Dusingizumuremyi

Country Director

P.O Box 7022 Kigali, Rwanda | +250 788 302 111 | rwanda@waterforpeople.org | www.waterforpeople.org/rwanda



water for people
RWANDA





TITLE OF TENDER

Construction and rehabilitation of WASH facilities at healthcare facilities and public places in Kigali city, Nyagatare, Kayonza, Kamonyi, Ngororero and Nyanza districts.

Source of funding: U.S Government

Procuring Entity: Water for People

Tender Reference Number:

Number of Lots: 1 Lot

Procurement Method: Open Competitive Tendering

Date of Issue: April 1, 2026



TABLE OF CONTENT

SECTION I: INSTRUCTIONS TO BIDDERS (ITB)	5
A GENERAL INFORMATION	5
1. <i>Scope of bid</i>	5
2. <i>Source of Funds</i>	5
3. <i>Ethics and mandatory requirements</i>	6
<i>A bidder who appears on the lists maintained by the UN Security Council, the Office of Foreign Assets Control (OFAC), and the System Award Management (SAM) will be disqualified.</i>	6
<i>USAID requires that Suppliers, Contractors, and Consultants comply with the requirements and report obligations of the following USAID Standard Provisions for non-US organizations (a copy of which is attached as Exhibit C):</i>	6
<i>All bidders, suppliers, contractors, and consultants must comply with the requirements and reporting obligations of the following USAID Standard Provisions for non-US organizations (a copy of which is attached as Section IX:</i>	6
<input type="checkbox"/> <i>M1. Allowable Costs (August 2024) - Applicable if the contract will be cost-reimbursable.</i>	6
<input type="checkbox"/> <i>M2. Accounting, Audit, and Records (August 2024) - Applies to contracts above \$10,000.</i>	6
<input type="checkbox"/> <i>M6. USAID Eligibility Rules for Procurement of Commodities and Services (May 2020)</i>	6
<input type="checkbox"/> <i>M7. Title To and Use of Property (August 2024).</i>	6
<input type="checkbox"/> <i>M12. Debarment and Suspension (June 2012).</i>	6
<input type="checkbox"/> <i>M14. Preventing Transactions with, or the Provision of Resources or Support to, Sanction Groups and Individuals (May 2020).</i>	6
<input type="checkbox"/> <i>M15. Trafficking in Persons (August 2024).</i>	6
<input type="checkbox"/> <i>M20. Limiting Construction Activities (August 2023).</i>	6
<input type="checkbox"/> <i>M22. Enhancement of Grantee Employee Whistle-blower Protections (August 2024).</i>	6
<input type="checkbox"/> <i>M24. Prohibition on Requiring Certain Internal Confidentiality Agreements (May 2017).</i>	6
<input type="checkbox"/> <i>M26. Mandatory Disclosures (December 2025).</i>	6
<input type="checkbox"/> <i>M29. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment (August 2024).</i>	6
<input type="checkbox"/> <i>RAA9. Travel and International Air Transportation (December 2014) - This applies if international air travel costs will be paid under the contract.</i>	6
<input type="checkbox"/> <i>RAA10. Ocean Shipment of Goods (June 2012) - Applies if ocean transportation for goods will be paid under the contract.</i>	7
<input type="checkbox"/> <i>RAA11. Reporting Host Government Taxes (December 2022).</i>	7
<input type="checkbox"/> <i>RAA18. Standards for Accessibility for the Disabled in USAID Assistance Awards Involving Construction (September 2004).</i>	Error! Bookmark not defined.





□ *RAA28. Contract Provision for DBA Insurance under Recipient Procurements (December 2025).* 7

4. *Eligible bidders*..... 7

5. *Qualifications of the bidder* 7

6. *Bids per bidder:* 8

7. *Cost of bidding*..... 8

8. *Site Visit* 8

B BIDDING DOCUMENTS 8

1. *Contents of bidding documents* 8

2. *Clarification of bidding documents* 9

3. *Amendments of bidding documents*..... 9

C PREPARATION OF BIDS 9

1. *Language of bids*..... 9

2. *Documents composing the bid.* 9

3. *Bid Validity* 10

4. *Format and signing of the bid*..... 10

5. *Deadline for Submission of Bids*..... 10

6. *Late bids*..... 10

7. *Withdrawal, Substitution and Modification of Bids*..... 10

8. **BID OPENING AND EVALUATION**..... 10

9. *Confidentiality*..... 11

10. *Clarification of bids* 11

11. *Examination of bids and determination of responsiveness*..... 11

12. *Correction of Errors* 11

13. *Evaluation and comparison of bids* 11

14. *Procurement Entity’s Right to accept any bid and to reject any or all bids*..... 12

15. ***Currency for Bid Evaluation*** 12

16. ***Notification of Award and Signing of Agreement*** 12

17. ***Advance Payment and Security*** 12

18. ***Rights reserved*** 12

SECTION II: EVALUATION CRITERIA 13

SECTION III. BID DATA SHEET (BDS)..... 16

SECTION IV: TECHNICAL SPECIFICATIONS & PERFORMANCE REQUIREMENTS..... 17

SECTION V. SPECIAL TECHNICAL SPECIFICATIONS 54

SECTION VI: DRAWINGS 55

SECTION VII: BILL OF QUANTITIES..... 56

SECTION VIII: FORMS OF BID, QUALIFICATION INFORMATION..... 58



SECTION IX – USAID STANDARD PROVISIONS FOR NON-U.S. CONTRACTORS
.....**66**

--



CD



SECTION I: INSTRUCTIONS TO BIDDERS (ITB)

A General information

1. Scope of bid

The Procuring Entity, as defined in the bid Data Sheet, invites bids for the construction and rehabilitation of WASH facilities at healthcare facilities and public places in Kigali city, Nyagatare, Kayanza, Kamonyi, Ngororero and Nyanza districts.

0.1 Throughout these bidding documents:

- (a) The term “in writing” means communicated in written form (e.g., by mail, e-mail,) with proof of receipt.
- (b) “Day” means calendar day.

2. Source of Funds

Water For People has received funds from U.S Government to implement the Isoko y’Ubuzima Project. The Isoko y’Ubuzima Project is implemented from July 2021 to July 2026 by a consortium led by Water for People to improve WASH service delivery. Other members of the consortium are IRC, Vitens Evides International (VEI), CARE International, and African Evangelistic Enterprise (AEE).

The overall goal of Isoko y’Ubuzima is to improve the access to sustainable water and sanitation services which is critical to improved health outcomes, improving the living standards of Rwandan citizens, and achieving Rwanda’s development goals.

Water for People intends to apply part of the funds from the Isoko y’Ubuzima project as defined in the RFP, towards the cost of the Project, to cover eligible payments under the contract for the Works.



3. Ethics and mandatory requirements

A bidder who appears on the lists maintained by the UN Security Council, the Office of Foreign Assets Control (OFAC), and the System Award Management (SAM) will be disqualified.

USAID requires that Suppliers, Contractors, and Consultants comply with the requirements and report obligations of the following USAID Standard Provisions for non-US organizations (a copy of which is attached as Exhibit C):

All bidders, suppliers, contractors, and consultants must comply with the requirements and reporting obligations of the following USAID Standard Provisions for non-US organizations (a copy of which is attached as Section IX:

- M1. Allowable Costs (August 2024) - Applicable if the contract will be cost-reimbursable.
- M2. Accounting, Audit, and Records (August 2024) - Applies to contracts above \$10,000.
- M6. USAID Eligibility Rules for Goods and Services [December 2025]
- M7. Title To and Use of Property (August 2024).
- M12. Debarment and Suspension (June 2012).
- M14. Preventing Transactions with, or the Provision of Resources or Support to, Sanction Groups and Individuals (May 2020).
- M15. Trafficking in Persons (August 2024).
- M20. Limiting Construction Activities (August 2023).
- M22. Enhancement of Grantee Employee Whistle-blower Protections (August 2024).
- M24. Prohibition on Requiring Certain Internal Confidentiality Agreements (May 2017).
- M26. Mandatory Disclosures (December 2025).
- M29. Prohibition on Certain Telecommunication and Video Surveillance Services or Equipment (August 2024).
- RAA9. Travel and International Air Transportation (December 2014) - This applies if international air travel costs will be paid under the contract.

Page 6 of 87



- RAA10. Ocean Shipment of Goods (June 2012) - Applies if ocean transportation for goods will be paid under the contract.
- RAA11. Reporting Host Government Taxes (December 2022).
- USAID Disability Policy - Assistance (December 2025)
- RAA28. Contract Provision For DBA Insurance Under Recipient Procurements

4. Eligible bidders

4.1 A bidder, and all parties constituting the bidder, must satisfy all the requirements as set in RFP and with a valid trading license.

4.2 Any bidder who forges a document will be immediately disqualified.

4.3 A bidder who RPPA blacklists will also be disqualified, and his/her offer will be rejected.

5. Qualifications of the bidder

5.1 This document invites all qualified bidders to participate in the construction and rehabilitation of WASH facilities at healthcare facilities and public places in Kigali city, Nyagatare, Kayonza, Kamonyi, Ngororero and Nyanza districts.

5.2 Bidders are required to provide all the documents listed below as stated in RFP.

Bidders participating in this tender shall include the following information and documents with their bids:

1. Full company address indicating Country, Province, District, Sector, Cell, Village, street number, E-mail, telephone, post office box and bank account details.
2. Bid submission Letter (Commitment letter).
3. Copy of Trade License.
4. Written power of attorney of the signatory of the bid to commit the bidder.
5. Only the experience of the company from the public institutions, International development partners and international NGO will be considered.
6. Qualifications and experience of key site management and technical personnel proposed for the contract with their CVs.
7. Joint ventures are allowed for this tender.
8. Proof of site visit
9. Valid credit line from a recognized financial institution equivalent to or 200,000,000 Rwandan francs.



5.3 To qualify for financial evaluation, bidders shall meet the following minimum qualifying criteria:

- (a) Experience as a contractor in the construction or rehabilitation works of water supply systems, handwashing facilities, plumbing works, or related projects with a budget equal to or above 300,000,000.
- (b) Present the key staff with professional qualifications and experience as indicated in Section II (Evaluation criteria).

6. Bids per bidder:

Note that this tender is one lot. Each company can only submit one offer either individually or as part of a joint venture. The opposite will lead to the direct disqualification of all bids associated with the bidder.

7. Cost of bidding

The bidder shall bear all costs associated with the preparation and submission of his/her bid, and the PE shall in no case be responsible or liable for those costs.

8. Site Visit

At the bidder’s responsibility and risk, the bidder must visit and examine the site of works and its surroundings and obtain all information necessary for preparing the bid and entering a contract for construction supply and installation of works. The costs of visiting the site shall be at the bidder’s own expense. The delegated member of the company shall be the project manager or site engineer.

District	Meeting location	Site visit date	Time
Kamonyi	Remera Rukoma DH	08/04/2026	09:00
Kigali city			
Nyanza			
Ngororero			
Nyagatare	Nyagatare district Office	09/04/2026	10:00
Kayonza			

B Bidding documents

1. Contents of bidding documents

The set of bidding documents comprises the documents listed below, and addenda issued in accordance with ITB Clause 11:

- Tender Notice /Invitation for bids





- Section I. Instructions to bidders
- Section II. Evaluation Criteria
- Section III. Bid Data Sheet
- Section IV. Technical Specification
- Section V. Special Technical Specifications
- Section VI. Drawings
- Section VII. Bill of Quantities
- Section VIII. Forms of security

2. Clarification of bidding documents

A prospective bidder requiring any clarification of the bidding documents may notify the PE in writing at the PE's address mentioned in the RFP. The PE shall respond to any request for clarification received earlier than four (4) days prior to the deadline for submission of bids. Copies of the PE's response shall be forwarded to all firms that attended the site visit, including a description of the inquiry, but without identifying its source. Any request for clarification should be sent to rwprocurement@waterforpeople.org.

3. Amendments for bidding documents

- a) Before the deadline for submission of bids, the PE may modify the bidding documents by issuing addenda.
- b) Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing to all bidders. Prospective bidders shall acknowledge receipt of each addendum in writing to the PE.
- c) The PE may extend the deadline for submission of tenders to give bidders sufficient time to consider modifications when preparing their tenders.

C Preparation of bids

1. Language of bids

All documents related to the bid shall be in the languages specified in English.

2. Documents composing the bid.

The bid submitted by the bidder shall comprise the following documents:

- (a) Qualification Information Form and documents.
- (b) Alternative offers were invited; and any other materials required to be completed and submitted by bidders, as specified in the RFP.

Page 9 of 87



3. Bid Validity

Bids shall remain valid for the period of 120 days as specified in the RFP. However, in exceptional circumstances, the PE may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing.

4. Format and signing of the bid.

- a. All forms and documents must be signed and stamped by the bidders. All bids will be submitted online through email rwprocurement@waterforpeople.org. No hard copies will be accepted. The Financial proposal and filled BoQs should be protected by a password and that password will be provided by the bidder during the public opening of the financial bids.
- b. All forms and documents must be in PDF. The financial proposal must be submitted in an Excel protected format.
- c. Detailed tender documents will be obtained from the link embedded in tender advert. All bidders will be required to answer all questions highlighted in the questionnaire and attach all valid mandatory administrative documents, proof of financial capacity, equipment, as well as key personnel.

5. Deadline for Submission of Bids

The deadline to submit bids is the **14th April 2026**. No late bid will be allowed. In case there is a challenge, bidders are allowed to request support in the emails highlighted in the tender advert.

Note: Applicants who currently hold an active contract with Water For People are not eligible for this assignment.

6. Late bids

Late submission of bids will not be accepted by Water For People.

7. Withdrawal, Substitution and Modification of Bids

Bidders can only withdraw their bids before the closing of the bid period. No other modification can be made after the bid's submission.

8. Bid Opening and Evaluation

Financial proposals will be considered only for bidders with successful technical results and with all the administrative documents. Bids will be evaluated by the PE and the results will be communicated to bidders via emails from rwprocurement@waterforpeople.org.



9. Confidentiality

No information concerning checking, explanation, opinion and comparison of tenders and recommendations concerning the contract award, will be disclosed to bidders or any other person not officially involved in the process until the name of the successful bidders has been announced. Any attempt by a bidder to contact any member of the Evaluation committee directly or indirectly during the evaluation period will be automatically disqualified.

10. Clarification of bids

To assist in the examination, evaluation, and comparison of bids, PE may, at its discretion, ask any bidder for clarification of the bid through email.

11. Examination of bids and determination of responsiveness

Prior to the detailed evaluation of bids, the evaluation committee shall determine whether each bid meets the eligibility criteria defined in evaluation criteria questionnaire. If a bid is not substantially responsive, it shall be rejected by the evaluation committee and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

12. Correction of Errors

The BoQs in Excel will have formulas and be protected. All bidders must fill in only their unit prices, therefore the successful bidder will be awarded the submitted amount in his or her bid offer. The correction of errors will not be applicable. Whoever changes, duplicates, or changes the format or the formulas in the BoQ will be disqualified.

13. Evaluation and comparison of bids

1. The evaluation team will compare all bids in accordance with the evaluation criteria set in the questionnaire.
2. The PE reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the PE shall not be considered in bid evaluation.
3. The estimated effect of any price adjustment conditions, during the period of implementation of the contract, shall not be considered in the bid evaluation.



14. Procurement Entity's Right to accept any bid and to reject any or all bids.

Water For People reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids, at any time prior to the award of the contract.

15. Currency for Bid Evaluation

Bids shall be evaluated as quoted in Rwandan Francs.

16. Notification of Award and Signing of Agreement

Before the expiry of the bid validity period and after the evaluation of bidders (both technical and financial), the PE shall simultaneously notify the successful and unsuccessful bidders of the provisional outcome of the bid's evaluation.

The notification must specify that the major elements of the procurement process may be made available to bidders upon request, and they have seven (7) days to lodge a complaint, if any, before a contract is signed with the successful bidder.

17. Advance Payment and Security

No advance payments will be made. The contractor shall submit invoices after each phase is completed.

18. Rights reserved

- a) Water For People reserves the right to cancel the entire procurement process without incurring any liability whatsoever.
- b) Water For People reserves the right to amend any segment of the RFP before the announcement of selected candidates.
- c) Water For People also reserves the right to remove one or more of the services from consideration for this contract should the evaluation show that it is in WFP's best interest to do so.
- d) Water For People also may, at its discretion, issue a separate contract for any service or group of services included in this RFP. Water For People may negotiate a compensation package and additional provisions to the contract awarded under this RFP.
- e) Water For People reserves the right to debrief the applicants after the completion of the process due to the expected high volume of applications to avoid the compromise of the process.



SECTION II: EVALUATION CRITERIA

(Any other requirement not cited in this evaluation which is in the tender document may be also considered)

I. Administrative documents

Note: Ensure that all the listed documents below are submitted. To qualify for the technical evaluation, bidders must provide all mandatory documents.

Descriptions	Mandatory (Major) required to be qualified for technical evaluation	Needed but Minor
Valid clearance RRA certificate	✓	
Valid Contribution RSSB certificate	✓	
Valid good standing certificate	✓	
Company registration certificate RDB	✓	
VAT Certificate	✓	
Valid Credit line from a recognized financial institution equivalent or above to 200,000,000 Rwf in Rwandan francs	✓	
Site visit proof	✓	
Bid Submission Letter		✓
Presence in public opening session	✓	
Notarized Joint Venture Agreement (if any)	✓	

II. Technical evaluation /100pts

II.1. Key personnel /32pts

Key personnel	Required qualification/ Work experience (Attach evidence)	Marks
1. Project Manager	Bachelor's degree in civil/ water engineering.	/5pts
	10 years of experience and above on related task	5
	Between 6-10 years of experience in a related task	3
	Below 6 years or missing required document (CV/Academic certificate/ Evidence/Practicing certificate)	0

Page 13 of 87



2. Environmentalist	Bachelor's degree in environmental science or related field.	/3pts
	5 years of experience and above on related task	3
	Between 3-5 years of experience in a related task	1
	Below 3 years or missing required document (CV/Academic certificate/ Evidence/Practicing certificate).	0
3. Site Engineers (6 persons)	Bachelor's degree in civil engineering or water engineering	/9pts
	5 years of experience and above on related task	9
	Between 3-5 years of experience in a related task	6
	Below 3 year or missing required document (CV/Academic certificate/ Evidence/Practicing certificate)	0
4. Site Foreman (6 persons)	A1 or Ao in a relevant technical field	/9pts
	5 years of experience and above on related task	9
	Between 3-5 years of experience in a related task	6
	Below 3 years or missing required document (CV/Academic certificate/ Evidence/Practicing certificate)	0
5. Plumber (6 persons)	Having a certificate from WDA or a recognized company/institutions	/6pts
	5 years of experience and above on related task	6
	Between 2-5 years of experience in a related task	3
	Below 2 years or missing required document (CV/Academic certificate/ Practicing certificate)	0

Notes:

1. All key personnel except the plumber must be members of the relevant professional organ such as the Institute of Engineers Rwanda (IER) with valid certificates for engineers and RAPEAP as lead expert for environmentalist. Any missing certificate from any of the staff shall lead to disqualification.
2. All key staff will present an updated Curriculum Vitae duly signed by the staff himself/herself with evidence and a diploma.
3. For all the staff to be provided in the proposal, only experience(s) with a copy of certificate of good completion will be considered.
4. Statement of exclusivity and availability for each staff (mandatory failure to submit this will lead to zero points based on the score set).
5. The key personnel must show valid and Notarized copies of the required documents (Proof of membership from the professional organ, Curriculum Vitae, certificate of good completion and Statement of exclusivity and availability).



II.2. Proof of company working experience in the field /50pts

II.2.1	Submission of contracts supported by Certificates of good completion of works in the last 3 years or provisional handover not older than 1 year or 12 months.	50pts
	Submission of three (3) certificates of good completion or provisional handovers in construction or rehabilitation works of water supply systems/ handwashing facilities or plumbing works with a budget equal to or above 300,000,000 FRW.	50
	Submission of Two (2) certificates of good completion or provisional handover in construction or rehabilitation works of water supply systems/ handwashing facilities or plumbing works with a budget equal to or above 300,000,000 FRW.	40
	Failure to submit at least two (2) certificates of good completion or provisional handover in construction or rehabilitation works of water supply systems/ handwashing facilities or plumbing works with a budget equal to or above 300,000,000 FRW.	0

II.3 Schedule of contractor's equipment relevant to the project /18pts

Note: The proof of possession or lease will be considered.

	Equipment	Marks
1	One dump truck of 5 tons each.	5
2	One Concrete mixer.	2
3	One pick-up.	5
4	Pipe welding machine	4
5	One DGPS.	2

TOTAL OF THE TECHNICAL EVALUATION: 100 Points

III. Financial evaluation

To qualify for financial evaluation, bidders must meet the following criteria:

1. All mandatory administrative documents must be submitted without exception.
2. The bidder must attain a minimum score of 80% for each of the technical evaluation marks scoring sections: Key personnel; Work experience; and Equipment.
3. The bidder must achieve a minimum aggregate score of 80% in the technical evaluation.
4. The marks obtained during the technical evaluation will not impact the financial evaluation.

The lowest responsive bidder in the financial evaluation will be selected for the award.

Page 15 of 87



SECTION III. BID DATA SHEET (BDS)

A. General
“Client/ Procuring Entity” means the agency with which the selected contractor signs the Contract for the Services.
The Procuring Entity is Water for People also defined as a client in the present contract.
The Works are “ Construction and rehabilitation of WASH facilities at healthcare facilities and public places in Kigali city, Nyagatare, Kayonza, Kamonyi, Ngororero and Nyanza districts. ”
The expected date of completion of the Works is 2 months after the date of signature of the contract and receipt of the service order.
The list of firms debarred from participating in this project is available on the website of the Rwanda Public Procurement Office www.rppa.gov.rw
The information required from bidders is modified as follows: none.
The ceiling for subcontractor’s participation is: not allowed
The qualification data required from bidders are modified as follows: none.
Documents submitted by the bidder: <ul style="list-style-type: none"> A. Administrative documents as requested in the evaluation criteria table. B. Planning and execution of work within realistic timelines (presented in the form of the Gantt chart). C. Financial offers in the shared format. D. The site visit is mandatory, and the delegated member of the company shall be the project manager or site engineer. <p>Note: The site visit is planned on the dates mentioned in section I.</p> <ul style="list-style-type: none"> E. Other documents include performance experience, key personnel and certificates of good completion.
The Procuring Entity will examine the bids to determine whether they are complete. Any bid containing miscalculations or calculation errors will be rejected.
Subcontractors’ experience and resources shall not be considered.
The Procuring Entity address for clarification is: « Water For People, Procurement Office », KG 7 Ave; House #41, Kigali, Rwanda, rwanda@waterforpeople.org
B. Preparation of bids





The language of the bid is: English
Any additional materials required to be completed and submitted by the bidders are “none”.
The contract “is not” subject to price adjustment.
Bidders “are not” required to substantiate the rates and prices.
The bids shall be valid for 120 Days.
Bid variants: NA
The number of copies of the bid to be completed and returned: NA
C. Submission of bids
The warning should read: NA
Bids must be submitted only via rwprocurement@waterforpeople.org no later than April 14, 2026 . Technical and Financial proposals must be submitted in separate documents. The Financial proposal must be protected in Excel format and its password must be presented by the bidder during the opening session.
D. Bid Opening and Evaluation
Bids will be opened in public session on April 15, 2026 at 3:00 PM at Water For People’s office and will be evaluated by the PE. The presence of all bidders in the opening session is mandatory. Results will be communicated to bidders via official email once the evaluation is completed.
E. Award of contract
The Standard Form of Performance Security acceptable to the PE shall be only a Bank Guarantee from a recognized bank. The Performance security is equal to 10% of the contract amount and will be released after the successful final handover of the works. [A Bank Guarantee shall be unconditional (on first demand) (see Section VIII: Forms of bid, Qualification information).
The Intended Completion Date is two (2) months .

SECTION IV: TECHNICAL SPECIFICATIONS & PERFORMANCE REQUIREMENTS

1. INTRODUCTION

This manual lays out the technical specifications for the supply and installation of the equipment of this invitation to tender. The numbers that are used in this document refer to the numbering used in the unit prices slip and in the bill of quantities.

Reference is generally made to European (EN) and International (ISO) standards. As some standards have yet to be converted to European (EN) or International (ISO) standards, it is





sometimes needed to refer to the producer countries' standards, such as the Belgian (NBN), French (NF) or German (DIN) ones. In the event of other standards being used, the bidder shall provide certificates proving that the very standards are equivalent or superior to those referred to in this tender document.

Responsibility of the contractor/ supplier for the materials to be used while implementing construction and rehabilitation of WASH infrastructures in 9 districts.

Standards and specifications

Standards for materials used to construct water systems are sets of rules that outline specification of dimensions, design of operation, materials, and performance, or describe the quality of materials, products, or systems. The Standards should cover the performance expectations of the product for particular applications, as well as, in the case of drinking-water contact, the chemicals that may be leached from the product into the water

As Water For People is a global organization with a national office, the products procured need to follow both the national and international Standards.

Responsibility of the contractor/supplier

The supplier is responsible for the quality assurance of all goods and services delivered. The supplier must:

Be registered and certified by appropriate International, Regional, or National Standards Authority to procure WASH system rehabilitation products.

Ensure that the quality and sustainability of rehabilitation materials (such as metals, polymers, brass, and alloy materials used to manufacture goods and products) delivered to Water For People WASH Projects meet the required standards.

Check all technical and quality specifications of the goods and services supplied to ensure they meet the standards.

Provide evidence of quality by providing documentation, analysis, or certifications showing the compliance of the suggested goods and services requested by the WASH project.

Ensure that the quality of the product is known and controlled.

Global standard

Globally, various organizations have worked in partnership with other stakeholders to set guidelines and standards for products and services. Most widely known are the International Organization for Standardization (ISO) and the National Sanitation Foundation (NSF).





There are two types of materials available for water pipework systems: metallic and non-metallic materials. Of these, the most used materials for Handwashing facilities piping are stainless steel, copper, polybutylene, unplasticized polyvinylchloride (uPVC), chlorinated polyvinylchloride (CPVC) and polyethylene (PE). Materials that are mostly used for Water For People in water systems rehabilitation can be grouped as follows:

Wells and associated plumbing products: (Hand pumps, pipes, riser pipes, connecting rods, etc.). These come in metallic and non-metallic
Plumbing materials used for surface-piped water systems – pipes and pumps for mechanized water systems, including water storage tanks. These come in metallic and non-metallic
Drilling Fluids (both natural and artificial)
Gravel Pack for rehabilitation wells
Cement

International bodies that are accredited to offer certification to wetted contact material safety Standards include, the American Society of Sanitary Engineering (ASSE International), NSF International, CSA Group, International Code Council (ICC), Underwriters Laboratory (UL), Water Quality Association (WQA), International Association of Plumbing and Mechanical Officials (IAPMO) and ALS Trusdail. For the performance of water system products, ASTM International (formerly known as the American Society for Testing and Materials) has Standards that cover these areas. Other bodies have been accredited which is determined by product type. The International Plumbing Code (IPC)), IAPMO – UPC, and National Plumbing Code of Canada (NRC Codes of Canada) have developed plumbing codes, which are also useful to refer to when procuring and installing water system products.

The International Organization for Standardization (ISO) is an independent, non-governmental international organization with a membership of 164 national standards bodies. The American National Standards Institute (ANSI) has granted accreditation to NSF to develop Standards.

The products and rehabilitation/ Construction materials that meet the requirements of the international and national certification bodies are awarded certification marks and seals of approval. The standards applied to the rehabilitation/ construction materials include:

PIPES

NSF/ANSI 61 - Pipes and fittings, valves and coatings water meters, faucets and filters

NSF/ANSI 14 - Large diameter pipes, fittings, drain, vent pipes, liners, waste, plastic piping system components and related materials

Page **19** of **87**



Unplasticized Poly (Vinyl Chloride) (PVC-U) - This applies to pipes used to complete wells and plastic pipes used to pipe water and Afridev pumps.

ISO 1452-1:2009 - Plastics Piping Systems for Water Supply and Buried And above-Ground Drainage And Sewerage Under Pressure - Unplasticized Poly (Vinyl Chloride) (PVC-U) - Part 1: General

ISO 1452-2:2009 - Plastic piping systems for water supply and buried and above-ground drainage and sewerage under pressure — Unplasticized poly (vinyl chloride) (PVC-U) — Part 2: Pipes

ISO 1452-3:2009 - Plastics Piping Systems for Water Supply and Buried And above-Ground Drainage And Sewerage Under Pressure - Unplasticized Poly (Vinyl Chloride) (PVC-U) - Part 3: Fittings

ISO 1452-4:2009 - Plastics Piping Systems for Water Supply And For Buried And above-Ground Drainage And Sewerage Under Pressure - Unplasticized Poly (Vinyl Chloride) (PVC-U) - Part 4: Valves

PE Pipes

ISO 4427-1:2019 - Plastics piping systems for water supply and drainage and sewerage under pressure — Polyethylene (PE) — Part 1: General

ISO 11298-2:2018 - Plastics piping systems for renovation of underground water supply networks — Part 2: Lining with continuous pipes

ISO 4427-3:2019 - Plastics piping systems for water supply, and drainage and sewerage under pressure — Polyethylene (PE) — Part 3: Fittings

ISO 4427-5:2019 - Plastics piping systems for water supply, and for drainage and sewerage under pressure — Polyethylene (PE) — Part 5: Fitness for the purpose of the system

QUALITY RECORDS

The contractor/ Supplier is responsible for providing the following records for each product and service supplied:

1. The manufacturer references
2. Certificates of analysis
3. Certificates of conformity with the specification
4. Results of the laboratory analysis test for Quality

Page **20** of **87**



5. Specified composition on the label

The metric measurement units are used except for the pipes and bolted objects in which case the diameter is generally measured in millimeters.

The last chapter deals with special technical requirements.

2. GENERAL REQUIREMENTS

1. Survey of the Network

As soon as the contractor receives the instruction to start the works and no earlier than 8 days before the beginning of the works, a survey of the water supply network, construction sites will be carried out. On this occasion, the contractor will be provided with complementary documents (maps, etc.) which might be of help and available by the engineer. The contractor will then proceed to staking out and marking the area of the works and will be in charge of their preservation.

2. Works program

1. General program

Within 7 days from the contract signature, the contractor shall submit the general works program to the control office, indicating the location of the works and the area needed for the works facilities as well as the needs in terms of equipment and staff for each type of work. The contractor will set the works program according to these indications.

2. Monthly program

From reception by the contractor of the instruction to start the works, the contractor shall set the detailed works programs, for each month, and shall hand those into the control office. The general and monthly programs will then be permanently kept up to date indicating delays and advances from the initial program. In the event of a delay from what had been forecast, the contractor shall justify the measures he took to suppress its consequences.

3. Maximum deadline for implementation

The maximum deadline for implementation, from the date of instruction to begin the works is set to 6 months. This timeline includes the rainy season and is in calendar days.

Page 21 of 87



4. Documents update and final plans

Complementary to all the drawings, the contractor will be provided with, the contractor shall sketch or have sketched all the details drawings or production plans of the special works needed for the works to be carried out.

These drawings, which may include calculations and bills of quantities, will be submitted to the engineer for approval.

The engineer shall not be accountable for the calculation notes and reinforcement drawings, including steel specifications, provided in the sample plans. If he wishes, the contractor may touch up these drawings.

5. Public domain use

The contractor will take care in the name of the client to get the police permits and licenses to use the public road necessary for the works to be carried out. In the event of an excavation coming across a network of electric lines, transmission of power, lighting, telegraph, or telephone, the contractor will, under his responsibility, comply with the instructions received from the Companies or Administrations running those networks.

The contractor shall get in touch with the competent authorities to get, in due time, the permits that might be needed for the use of heavy works vehicles (lorries, etc.) on rural tracks or local roads; he remains responsible for any damage or possible prosecution. In this regard, the contractor shall have a schedule of the condition of the roads and tracks carried out before the beginning and after the completion of the works, in the presence of the competent authorities. He/she will directly settle the compensation he/she might be requested for this matter, and the cost therefore is included in the price.

3. Area of works

The contractor will be informed by the engineer of the area needed for the work. If needed, the contractor will be freely allowed to use the lands owned by the client for work purposes. All the lands he will occupy for his facilities and for the deposit of materials which are not owned by the client will be used, acquired, or rented temporarily, and the corresponding expenditure will be fully payable by the contractor.

4. Site restoration

No later than one month after the provisional acceptance, the contractor shall proceed, at his own cost do the removal of all the equipment clearing the site. In the event of a delay from the contractor,

Page 22 of 87



these operations shall be carried out at his expense as of right, after due notice by simple order of the client. The site restoration report should be included in the final report.

5. **Inspection document**

Fifteen days before the date of provisional acceptance, the contractor shall provide five hard copies and one electronic version of the post-completion drawings relative to the implemented works.

3. **ORIGIN OF MATERIALS AND SUPPLIES**

1. **Origin of materials**

The origin of materials and products involved in the works (cement, sand, gravels, bricks, quarry stones, wood, sheet metal, ladders, catches) is to be submitted to the technical team made of Water For People, District engineers and supervising firm for approval. In this regard, the contractor shall indicate the origin and production place of these materials and products as well as quality test results of the materials.

It is the contractor's responsibility, who in any event shall be liable in front of the Client, to ensure the producers that their products comply with the requirements detailed in the contract.

2. **Products delivery**

The products needed for works implementation (pipes and hydraulic accessories: sluices, vents, taps, etc.) will be taken to the works site by the contractor. The price of the products includes the delivery, storage, and monitoring of the products.

4. **PREPARATORY WORK**

1. **Site installation**

The contractor shall build for each network or group of networks a service building. The contractor shall be allowed to use it as a works office and storage area for the whole duration of the works.

The building will be built on a place that will be put at the contractor's disposal by the district. The place, with an approximate surface of 300 m² will be prepared and fenced. A description of the building and fencing materials is provided in section VII.

This building will be put back into mint condition by works acceptance.



The contractor is to mount yard boards in a visible place, bearing the following indications: contracting authority, deputy controller of works, name of the project, project administrator, and sources of finances, engineer, and contractor. Before its mounting, the format of the board will be approved by the project manager and the engineer.

Moreover, before being able to be paid 80% of the services of site installation (price n° ...) for the batch considered, outside the office building, the contractor will have to prove that it made at least the following provisions:

Installation of a provisional office building on site, with connection to a water provider (or disposal of a tank minimum 1000 liters capacity) and electricity (or failing this a power generating unit of 5 KVA minimum),

Installation of a place of storage closed and kept for the supplies and cement,

Installation of the panel of the building site,

Placed at the disposal of the building sites of the batch concerned of the material requested from RFP IS 5.5 (c), that is to say:

A truck bucket of 15 tons

A vehicle of connection

A concrete-mixer

A vibrator for concrete

The equipment and tools specific for the assembly of the pipes and accessories

Pump and material for testing the pipes

The 20% remaining will be paid after the fold and the repairing of all the sites of the batch considered as indicated on point 4.

2. Organization and superintendence of the works

The contractor shall provide and install, at his expense and under his/her sole responsibility, the scaffolding and any other device needed for the whole implementation of the works.

He/she shall permanently hold a works diary on the works site, at the disposal of the engineer and the project manager. This diary will compile all the observations, and the instructions prescribed in the field. Before being used, the type of diary will be approved by the project manager.

She/he shall bear the expenses linked to the installation and use of his material without claiming any compensation, except in an event of a duly justified force majeure.

Access to the whole works area shall be forbidden to the public. Outside and inside the workplace, the contractor shall take all the necessary measures to:

Obtain the license to use the public roads for works,

Ensure free access to neighboring residents,

Page 24 of 87



Ensure traffic security. To this end, excavations will, where appropriate, be surrounded by solid barriers,

He/she shall particularly implement, at his expense and under his responsibility, all the provisional works and necessary diversions and shall ensure proper road signaling and supervision according to the regulation in force,

Ensure the passing of vehicles, unless in the event of absolute impossibility,

Ensure the free outflow of wastewater (rainwater or other)

Preserve from any damage the surrounding works, those of the public road such as electric lines, pipes, and any type of cable found in the land,

Keep working order, for the whole duration of the works the existing cables, pipes, and installations.

For all the works being implemented, in any regard, the contractor shall be entirely responsible for accidents, damage, or any loss that might be caused as a result of a lack of precaution or an error caused by his or her workers or employees, staff, equipment, work, to citizens on the public road, passers-by or neighboring residents and their possessions and to any person.

The contractor shall also be held responsible for the cables, pipes, and any other works found in the land. She/he shall respect them and have them repaired should he damage them and pay for the possible compensation she/he should be requested for service failure of accidents and in a general way, deal with all the complaints issued by public services or private persons.

The contractor shall eventually be responsible for the damage that could arise to neighboring buildings. Where necessary, bailiffs' reports over the condition of such buildings, before and after the works, will be done at his expense, as will the repairs of the damage caused, irrespective of their cost. He/she will deal with any complaint in this regard.

It is expressly stipulated that for everything regarding the above-mentioned points, the client, engineer, and their agents are exempted from any responsibility. It will be considered that the prices proposed by the contractor in his bid implicitly include all the accessory costs, expenses, and consequences caused by anything resulting from the implementation of the works referred to. The obligations mentioned above will under no circumstances lead to compensation.

3. Staking and Implantation

Before the beginning of the works, the contractor is to carry out herself/himself and under her/his sole responsibility the staking of the works. This operation will be carried out in the presence of the engineer or his representative. Before that, the contractor will have surveyed the field and will have checked that the information presented on the plans relative to the land inspection is correct.

Page **25** of **87**



The contractor will, at his expense, mark on the site, the reference implantation points. After carrying out the general staking, the contractor will make the final leveling. He/she will put as many dimensioned markers around the layout as necessary for the proper execution of the work.

The contractor will have to look after the protection of those points, to restore them or replace them in case of need, either at their initial location or moving them if requested by the progression of the works, but referencing any modification that was made. The contractor will let any check requested by the engineer be carried out at his/her expense and will hold all the necessary topographic equipment and skilled staff at the engineer's disposal.

4. Specifications of the Supplies

The supplies will be transported and stored by the company until they are installed. In the event of supplies not being installed, these will be handed into the Client by the acceptance of the works. The pipes transported in 20-foot containers will have an overall length of 5.80 meters. The bidder will take this into account in her/his calculations.

All the products must be checked by the producer regularly according to the quality requirements of the European standards (EN), or equivalent, and the ISO 9002 prescriptions.

They might be inspected in the factory by a control body appointed by the project manager. Should that be the case, the expenses linked to those checks will be at the contractor's expense (fees, transport, accommodation, journey expenses).

The prices indicated are those of the work supplies, including storage monitoring, excavation, backfilling and laying out in trenches including finishing and cleaning and all accruals.

Assembly parts

The materials and parts necessary for the assembly of the pipes accessories and hydraulic devices will be delivered in sufficient quantity by the provider. The price of these goods is included in the price of the pipes and accessories. It consists of, but is not limited to:

Stripping compound for HDPE pipes

Adhesive bonding for HDPE pipes

Dope for easy jointing of HDPE pipes

Lip seals for jointed HDPE pipes, 10% extra parts of each diameter will be delivered

Yarn and sealing compound for bolted galvanized steel joints

Welding rod for assembly of tubes and iron parts, including the necessary rust protection products

Flat gaskets for flanged jointing, 10% extra parts of each diameter will be delivered

Page 26 of 87



Bolts, swivels, and cadmium-plated steel washers are needed for flanged assembly, 10% extra parts of each diameter will be delivered

Any other material needed for assembly, in sufficient quantity

The provider will hand to the project manager the calculations of the quantities for all the goods for approval before packing them and sending them out for delivery. These goods will be approved like any item being supplied under the contract. Furthermore, the provision and temporary approval of a set of spare parts will create a buffer stock. These equipment will be paid according to the price of the supplies.

For information purposes, this stock will include no less than:

Pipes of every dimension and type used on the network, at the rate of 1% of the lengths being installed, rounded up to the next number of pipes,

Wet connections with valves and valve boxes (one of each type being used),

3 water meters for drinking fountains

10 faucets

Yarn and sealing compound for bolted galvanized steel joints, equivalent to a hundred 1" joints

A set of elbows, tees, steel coupling, and cast-iron join parts according to the equipment being installed in the network, with corresponding sealing, screws, and bolts

5.1 Pipes and HDPE parts

Pipes and couplings will be made of HDPE (High-Density Polyethylene Pipes). They comply with HDPE pipe and fittings Standard Specification ASTM D 3350 and EN 12201, BS 12201.

They are defined by their external nominal diameter (ED) in millimeters and by their maximal pressure in service (PN) expressed in bars: PN 10,16 and 25.

They are made for adhesive bonding for interlocking diameters inferior to 63 mm ($ED < 63$) and for elastomeric seal coupling for interlocking diameters superior or equal to 63 mm ($ED \geq 63$).

Seals and dope necessary for the assembly are part of the supplies. They will be delivered according to the quantities foreseen by the provider (evidence) and increased by 20%.

The measurement unit is the meter of pipe, measured in effective length (without the jointing part).

5.2 HDPE pipes for adhesive jointing

The pipes comply with the quality requirements of the European standard EN 12201. They are dark with colored lines.

All the pipes with external diameters inferior to 63 mm are for male and female joints (adhesive jointing). They are part of the series 10 (PN10) or 6,3 (PN 16).

Their joining is made by adhesive bonding.

Page 27 of 87



5.3 HDPE pipes to be jointed

Pipes with an external diameter superior or equal to 63 mm are push-fit fittings. Joints are made with lip seals for underground works. Resistance to pressure of pipes and joints is identical. All the products must be checked by the producer on a regular basis according to the quality requirements of ISO1167-1:2006.

5.4 HDPE parts for adhesive bonding

For diameters inferior to ED 63, coupling parts are of HDPE for adhesive bonding. They comply with standard ISO 1167-1:2006, ASTM F1962 and AWWA M55.

5.5 Cast-iron parts for push fittings

For diameters superior or equal to ED 63, coupling parts are made of cast iron and are fully compliant with standard ISO 2531-1979.

They are made of ductile cast-iron lined (internal and external) in resin coating. The provider will give the same warranties as for pipes. Assembly using threads or flared nipples are forbidden. The diameter of the parts is defined as the main diameter of the part of the largest diameter of the reduction.

All the parts are of the pressure type PN 16.

5.6 Steel and cast-iron pipes

5.6.1 Galvanized steel pipes

The pipes and joints must comply with the standards in force. The tubes are welded with continuous welds, either lengthwise or helix-wise.

The pipes will be pressure tested in factory. Unless otherwise stated, this test will be done with such pressure that the hoop stress induced will not go over 50% of the minimal breaking strength. These tests will be made systematically and the contractor shall provide all the factory certificates. Seamless pipes are made by hot-rolling.

All fittings (elbows, tees, etc.) will be manufactured in factory. For special pieces, final assembling and adjustment will be done with prefabricated parts manufactured in factory. For special pieces, final assembling and adjustment will be done with prefabricated parts manufactured in factory.



All the fittings and couplings will be lined in factory or on the work site with internal and external coatings or additional coating with protection property equivalent to that of the pipes they are coupled with.

5.6.2 Cast-iron pipes

Pipes are made with ductile cast-iron with unlocked lip-seal fitting. Their production complies with standard ISO 9001 and NCN EN 545 and ISO 2531. **CAST IRON MUST BE THE TURKEY TYPE.** They are 6m long and are lined internally with centrifugal cement mortar. External protection will consist of a layer of epoxy resin.

5.6.3 Threaded parts for galvanized steel parts

Coupling parts are made of malleable iron for screw joints. They are fully compliant with standard ISO 49-1983. The diameter of the parts is defined as the main diameter of the tee or by the largest diameter of the reduction.

5.7 Taps and accessories

Taps parts for the network and for works installation will be supplied with cadmium plated bolts and swivels in sufficient quantity for assembly, including their soft seals. 10% extra parts (bolts, swivels and seals) will be supplied.

5.7.1 Gate-valves

Gate-valves will be made of cast-iron with bolted bonnet and flanged ends, short type. They comply with standard ISO 5996-1984. They will close clockwise. The frame will be made of cast iron, with an epoxy paint interior lining with straight-through flow with no inserted valve seat.

The core part of the lid will be of cast-iron with vulcanised synthetic rubber moulding. The one-piece screw will be stainless steel with a cold moulded knuckle thread. Superior water tightness is made with thoracic collars. The flanges are drilled GN 10. All the gate-valves are of the PN 16 pressure type.

The valves are delivered with separate stem adapter and operation wheel. Furthermore, three plug valve wrenches will be delivered for each network or group of networks.



5.7.2 Ball valves

Cast-iron valve body, rubber-covered shut-off, stainless steel float. They must be designed as to maintain maximum level in the reservoir. No element of the float arm will come above the valve body. For 1" equipment, the ball valve will be made of copper alloy with tapped inlet port.

5.7.3 Flow limiters

The flow limiters are made with a flexible rubber diaphragm. This diaphragm is calibrated and is laid on a metallic circle seat with divergent section downstream.

Bores 20, 30 and 40 mm are hexagonal in shape and have tapped inlet port and threaded outlet port (series 3380)

Bores 50, 60, 80 and 100 mm are circles that are to be inserted between two flanges (series 3390).

5.7.4 Non-return valves

Cast-iron body, the hinged disc lies on a bevelled seat allowing free flow when fully open. The shut-off must be designed as to ensure full water tightness at low backpressure and silent working

5.7.5 Strainers

Strainers are made of cast-iron with cast-iron saddle flanges.

For 1" materials, the strainer is made of stainless steel with a tapped inlet port made of synthetic material so as to avoid any dielectric phenomenon between stainless steel and galvanized steel.

6. Network security equipment

6.1 Vents

The body is made of cast-iron, making up a tank with a connection flange at the bottom. It has a cast-iron bonnet with on the top part a calibrated device for air outlet. The float is spherical and made of a steel sheet body moulded in elastomer. It moves vertically in the tank along the guide ribs. The vents tapped 3/4" are made of copper alloy.

6.2 Water meters

Connection meters

Drinking fountains, private or multiple connections and metering points on the network pipes with flow rate of up to 3litres per second are equipped with single jet dry-dial meters, with pipe roll totaliser readers that can be set in any position.

Page **30** of **87**



These readers' ends are threaded. There is a shut-off valve upstream the meters so that the meter and a filter can be dismantled. The drinking fountains and their connections which are exposed to a pressure superior to 5 bars are equipped with a pressure reducing valve tuned for a maximal outlet pressure of 5 bars.

Network propeller flow meters

Propeller flow meters are spools with simple tangential helix. Assembly must be possible horizontally, vertically and diagonally. The metering device is removable and identical for any diameter. It must be watertight and with magnetic transmission.

Before the beginning of the works the contractor will hand in to the project manager for approval, a draft list of those tools with technical information proving the quality of the equipment proposed.

7. Prescriptions for laying the pipes

7.1 Excavations

7.1.1 Width of works

The width at the contractor's disposal for laying the pipes is 1 m, however due to local conditions (forest, habitations, roads...) this width might be reduced without compensation allowed to the contractor.

District will be responsible for the expropriation and will control the necessity.

7.1.2 Works in a private property

Unless another agreement is reached between the contractor and the landowners of the lands, the workers and vehicles will only commute using a track of land located to the sides of the work site. This track will not exceed 5m in width.

The contractor will be fully responsible the damage caused inside and outside that area. Before the completion of the works, the condition of the ground will be restored and the fences that were taken off will be put back to their original condition.

Where appropriate a site inspection will be carried out in the presence of the coordinator and the project manager.

7.1.3 Excavations

Trenches will be dug to the depth indicated in the long profile. Unless specifically specified by the engineer, the depth will be at least 0.80 m above the upper part of the pipe. Excavated soil will be

Page **31** of **87**



sorted and laid along the trench so as not to be mixed or transported to a dumping area. If trench is opened in woody area, the area will be cleared, the trees will be cut, the stumps will be removed and every product will be put in a place approved by the engineer.

When masonry and rocks are met in the trench, it will be removed at least until 0.20 m under the lower part of the pipe and replaced by soft soil. The width of the trench will be wide enough to make the works easy: lay the pipes and fittings, backfill, make the joints, etc. At the bottom, the width will be at least equal to the external diameter of the pipe plus 0.20 m on each part, with a minimal overall width of 60 cm. If necessary, extra width will be dug locally to make easier the works on joints.

For structures and manholes, excavations will be done with an extra-width of 0.50 m taking into account the actual size of any structure.

The price for the excavations is paid according to the arrangements described above. No additional payment will be given to the contractor for additional unjustified excavation, given that the price in the bill of quantities is understood with all the timbering and sheeting, shoring, etc.

In flooded area the max length of excavation which can stay open before back filling is 100 m. Any extra unnecessary excavation of the trench will be carefully backfilled with successive layers to the responsibility of the contractor. When implementing the excavation, the contractor will follow state of the art procedures to ensure the good completion of the works. He/she will take care of the following:

- provide any means for working in compact soil or rocks;
- ensure security of the staff: timbering and sheeting, shoring, draining (the water level of the aquifer will be maintained at least 0.20 m under the bottom of the trench);
- systems to be developed in order to protect structures and wiring, pipes etc.
- diversion, links of pipes, wiring etc... met during the implementation of excavations.

Methods and means to be used are the responsibility of the contractor, but the engineer has the right to refuse anything that he would consider as inappropriate or dangerous.

The contractor will stay responsible for any accident that may occur because of inappropriate timbering, sheeting, drainage, to people or assets of the Client or third party.

All the excavation will be laid in such way that it doesn't disturb the traffic. The responsibility of the contractor is clearly engaged if any accident may occur on the works or nearby and caused by a deficiency of the contractor.

The excavation will be cleared in such way that it will be free of any stones or plant debris. If necessary, a layer of excavated soil carefully cleared and screened if necessary, will be laid at the



bottom of the excavation to serve as laying bed. In case of excavation in hard ground and thus rocky, a layer of loose ground or sand will be laid to this end.

7.1.4 Types of soil

Loose soil: excavation that can be carried out with a hoe or shovel without great difficulty (default soil, paid by the cubic metre effectively excavated down to a maximal depth of 1.5 metre.),

Uneven soil: soil with a hard or gravelled surface that must be removed with a pickaxe and jumper bar, the surplus will be paid per m³,

Hard soil: soil mainly composed of hard rock that must be excavated using a jumper bar, sledge hammer or even explosives; the surplus will be paid per m³.

7.1.5 Bracing and shoring

For trench with more than 2m deep, the contractor will have shore the walls of the trench (semi closed, closed or double walled cribbing) in order to avoid any landslides and protect the workers according to the regulations.

The final arrangements will be decided considering the nature of the ground, the action of the weather (rain) etc., the depth of the trench and loads applied to the soil next to it (constructions, roads, deposit of heavy equipment/materials).

In case of creeping soil, the support will be closed or double-walled. The bracing and shoring will be removed as the trench is being backfilled or cement-filled, taking the hardening of the concretes and mortars into account.

This bracing and shoring can only be abandoned in the excavations with the agreement of the Engineer.

7.1.6 Excavation using mechanical engineering

It is not foreseen to use mechanical engineering for excavations, with the exception of compressors for hard and rocky soil demolition.

7.1.7 Drainage under the pipes and strengthening of the bottom of the trench

If the soil and the laying bed for the pipes and works must be strengthened because of unstable water-bearing soil and risks of scour by water, the contractor will follow state of the art procedures to install the necessary drainage installing drains under the pipes or the works, all of which will be surrounded by a sufficient layer of gravels or filter material.

The engineer may also impose a cement-based sub base with a view to ensuring accurate levelling or bottom slabs in order to strengthen the pipes in rather loose soil.



7.2 Laying the pipes

7.2.1 Pipes storage

Brutal unloading of the pipes is forbidden. A storage area will be foreseen by the works. It will consist of a levelled and flat ground or a wooden floor in order to avoid bending or damaging the pipes. In the event of pipes being stored for a long period of time or in very sunny conditions, the pipes will be protected from direct sunlight. Maximum stack height will be 1.5m unless otherwise stated by the engineer.

7.2.2 Handling of the pipes

The pipes will be handled very cautiously and according to the engineer's instructions. The pipes are carefully laid on the ground or down the bottom of the trenches and rolling those on rocks or on a rocky ground will be avoided unless rolling tracks using baulks have been previously installed. Any pipe that would have fallen due to mishandling will be considered as suspect and may only be laid after a double check.

7.2.3 Pipe inspection before installation

When being laid, the pipes will be checked inside and carefully freed of any foreign body that could be present. The contractor will be fully responsible for this check and will be accountable for any foreign body that would have been left in the pipe before it is put in operation. All the prescriptions above also apply for joints and accessories.

7.2.4 Cutting of pipes.

If necessary, the contractor will cut pipes. However, any precaution shall be taken in order to avoid it. The cut will be done with cut-off wheels or saws in order to achieve a clean cut. The pipe will always be cut on the spigot side and the contractor will carefully take care that the new spigot end is smooth and produces a jointing with the next pipe as strong as a normal end.

7.2.5 Laying of pipes

During the laying of the penstock, the contractor shall use every precaution to prevent damage to the protective coating on pipes and fittings. The pipes will be carefully laid in the trench or on the supports. Alignment will be done by means of temporary wedges. Stones are not allowed.

Page 34 of 87



The engineer will check that the slopes foreseen have been respected. In the event of steep slope he will instruct to lay anchor blocks. At every stoppage, the pipes' tips will be sealed in order to avoid debris to enter.

It is not allowed to take advantage of the ease between the coupling and the pipe to bend it to an angular value higher than the one allowed by the manufacturer.

7.2.6 Couplings

The pipes will be joined by means of adhesive bonding for HDPE pipes with diameters inferior to 63 mm and by elastomer or rubber seals for any other pipes. For galvanized steel pipes, the threaded ends of the pipes will be joined using threaded couplings for pipes up to 2" in diameter. Ductile cast-iron pipes with diameters of 63mm or more will be joined with express automatic joints and elastomer collar.

Before being installed, the male and female ends will be cleaned. They will be lubricated with an appropriate paste according to the provider's specifications. After the joint is assembled, there will remain longitudinal play inside the jointing between the male and female ends for extension and contraction of the pipes.

Generally speaking, the contractor will strictly follow the recommendations of the manufacturer for the installation of couplings. HDPE pipes and couplings will be assembled with special cast-iron parts using adapters that comply with ISO 3606 or equivalent standards. The installation of the coupling will be done in the trench.

7.2.7 Thrust and anchor blocks

Concrete thrust and anchor blocks may be built in order to avoid using self-anchored joints and to tackle the issue of pipes under pressure:

- At each end of the pipes (blind flanges),
- At each change of direction (elbow or curb),
- At each diversion (tee).

The anchor blocks are determined by the soil reaction on their bearing surface using the following formula:

$$F = K \times P \times S$$

where:

F is thrust

P is the testing pressure on the work site, in bar

S is the surface of the section of pipe, expressed in cm²



K is a coefficient depending on the geometry of the element in question: 1.0 for a blind flange, 1.4 for a 90° elbow, 0.7 for a 45° elbow and 0.4 for a 22° elbow, etc.

The anchors will leave the joints clear.

Strong point penstocks lay on steep slopes and for aerial sections the penstocks will be anchored in concrete blocks and laid on support blocks. These blocks will be installed behind the jointing of each pipe.

7.2.8 Hydraulic tests

After being laid, the pipes will be tested by section not exceeding 500 m. The joints in the sections in trench will not be buried. The centre of the pipes will also be cleared. The tests will be done in presence of the engineer and a report including pictures will be done and signed by each party. All the equipment for the tests (pump, meters, manometers, thrusts etc.) will be provided by the contractor. All the system put in place will have to be approved by the engineer.

Manometers will be precise in the appropriate measuring range and the gauges will have a diameter of no less than 15 cm. The pressure will be raised by 5 bars compared to the static pressure at the point of the test. The minimal testing pressure will thus be of at least 15 bars. The length of the test will be 2 hours during which the pressure shall not decrease more than 0.5 bar. While filling, the contractor will check the good working order of the vents.

The costs relating to the pressure tests are included in the "delivery and laying of pipes" prices.

7.2.9 Backfill of the trench

When tests are positive, the backfilling will be authorized by the engineer. Soft soil will be used. Excavation soils can be used as long as the stones and gravel are removed.

The backfilling will be done by layers not exceeding 0.20 m. The excess excavation will be levelled or evacuated following the instruction of the engineer.

Good drainage of runoff must be always effective. Gutters must be cleaned after backfilling. Backfill around structures wiring etc. will be especially careful.

The contractor is responsible until the final acceptance of any defect on the backfilling. She/he will ensure maintenance of the works if required by the project manager or the road administration.

7.2.10 Sterilization of the pipes

Before being put into service, the whole network will be sanitized using sodium or calcium hypochlorite or any other substance approved by the engineer according to the following

Page **36** of **87**



prescriptions: before being sanitized the pipes will be cleaned with water amounting to three times the volume of the pipes. The disinfectant water must contain 30g of chlorine per m³ of water (in case of sodium hypochlorite). During sterilization, taps and valves will be operated several times. After disinfection the pipes will be flushed with at least twice their volume of water.

Disinfection time is 24 hours. The contractor will receive no compensation for disinfection. Its cost is included in the bill of quantities relative to “operation starting”. Provisional acceptance will not take place before disinfection.

8. Prescriptions relative to civil engineering works

1. Foundations excavation

For dry or wet excavation, the contractor will be solely responsible for the stability of the slopes and for taking the necessary measures (sloping or shoring). In the event of dewatering, its cost will be payable by the contractor.

The contractor must ensure foundation land quality. Depending on the geophysical soil tests, modified foundation dimensions might be needed. Should that be the case he will submit foundation dimensions in a written proposal to the control office. He/she will not be able to make any claim in the event of faulty works stability if he submitted no written proposal to the control office. The surplus excavation will be deposited by the work site (200 m max.) with the engineer’s approval.

2. Hydraulic binders

1. Origin and storage of the cement

All the cements will come from factories approved by the engineer and should be of class CPA 325. Approved cements will be delivered in 50 kg bags made of strengthened and waterproof paper. The contractor will have to provide the date of bagging of the cements. During delivery and transportation, the bags of cement are permanently protected against water and humidity. Cement bags will not be laid on the ground or in open air, unless for a short period of time while loading and unloading, and only under favourable weather conditions. The delivery of cement is included in the bill of quantities.

On the work site, the bags of cement will be stored in a depot or warehouse that will be dry and away from draughts. The bags will be laid on wooden platforms. They will be bound with no empty space between them and will not lie against exterior walls. Storage of cements will under no circumstance exceed six (6) months after date of manufacture. Dust shall not be reused.

Page **37** of **87**



2. Cement quality

Portland cement of class 325 (CPA 325) will be used. Any other type of cement will require the engineer's approval. The engineer may ask the contractor for the results of the manufacturer's inspection. The engineer will have the possibility to request that all the cement coming from a network or group of networks be delivered in one batch and submitted to tests in an accredited laboratory on the contractor's cost.

Should that be the case, three samples will be collected from a batch of maximum 10 tons. For the whole duration of the laboratory tests the cement bags will be locked in a closed place. Only the engineer will have a key and it will be under the supervision and responsibility of the contractor. When the outcome of the test is issued, all the bags will be permanently marked and according to the results, either they will be allowed for use on the work site or they will be refused and removed.

The cement will have the following properties:

Initial set no earlier than after 3 hours, final set no later than after 6 hours,

Expansion to heat inferior to 3 mm,

Mechanical strength at 7 and 28 days.

If chemical composition of the soil and water require it, Portland cement might be replaced with a binder with guaranteed resistance to the identified weathering agents.

3. Admixtures

The use of admixtures will be submitted to the engineer for approval. Only approved admixtures shall be used. They will be used according to the product approval document, namely regarding the maximum dosing, precautions and contra-indications.

3. Aggregates for mortars and concretes

1. Source and storage

The origin, use and quality of the aggregates comply with international ISO standards. Sands and gravels will either be sourced from quarries or river beds. They will be used either naturally or crushed. They will be screened and might be washed at the request of the engineer. They will be free of any animal or plant debris.

The final decision will be down to the engineer depending on the outcome of the tests. This decision will have no impact on the price paid to the contractor for concretes and mortars.

Page 38 of 87



Aggregates from different categories will be stored separately in order to avoid mixing them. The layout of the storage areas will be done accordingly and particular care will be taken to avoid segregation during storage or resumption and prevent any accumulation of mud at the bottom.

In case of necessity these storage areas will be drained and covered with a layer of concrete or black-top pavement in order to ensure that the site remains clean. No compensation or additional payment will be paid for this. The areas will require the engineer’s approval.

2. Quality

Sands must comply with the following properties:

Natural sands will be screened with a 5 mm sieve so that they are cleared of large elements and unsuitable materials,

Sand equivalent will be no less than 75 %,

Grain size between $D < 5 \text{ mm}$ and $d > 0.1 \text{ mm}$ (undersize on D is less than 10%, oversize on d is less than 5%),

Proportion of solids will be less than 1%.

Natural and crushed gravels will have the following properties:

Los Angeles coefficient should be less than 35,

Oversize on the largest D diameter less than 10 %,

Undersize on $d < 5 \text{ mm}$ should be less than 5%,

Proportion of solids will be less than 1 %,

Gravels will have a regular shape, neither long nor flat. Percentage of flat and long admixture will be less than 15% of the total weight. Gravels of regular shape are described as follows:

Length should be no more than 3 times the width,

Length + width should be no more than 6 times the thickness.

The grain size of the admixture will be separated in sand (0/5) and two fractions of gravels. The grain size distribution curve will be decided according to the study of the concretes.

The grain size curves here under are given for information purpose:

Sieve Opening	0/8	0/16	0/31,5
	undersize %	undersize %	undersize %
31,5			100 – 100
16,0		100 - 100	80 – 62
8,0	100 – 100	76 - 60	62 – 38



4,0	74 – 61	56 - 36	47 – 23
2,0	57 – 36	42 - 21	37 – 14
1,0	42 – 21	32 - 12	28 – 8
0,5	25 – 11	20 - 8	20 – 6
0,25	11 – 5	8 - 3	8 – 2

Special care will be taken to remove the materials that would have been altered in such way that their mechanical, physical or chemical resistance is reduced (kaolinization of aggregates from granite origin, for example)

The sieve and any aggregate control device will be put at the engineer’s disposal by the contractor.

3. **Mixing water**

The water to be mixed with concrete will contain no more than 0.2% suspended load in weight and no more than 0.3 % dissolved load in weight. It will contain no organic matter, either suspended or dissolved. Doubtful water will be subject to chemical analysis. The cost of the analysis will be payable by the contractor.

4. **Steel for reinforcement**

1. **Source and storage**

Steel will be sourced from recognized and approved factories. Their delivery will be payable by the contractor. Upon the owner’s request the contractor will provide the certificates of origin and the factory or foundry tests certificates.

Use of welded bars is strictly forbidden. There is no item for steel transportation on the bill of quantities. No particular remuneration is foreseen. Storage duration and condition of the steel will be submitted to the engineer for approval. Steel will be stored at least on a floor 0.3 m above ground level and protected from the rain. The different steel batches will be clearly separated.

2. **Quality**

Reinforced concrete will be made with steels with the following characteristics:

High bond steel, minimum elasticity of 4 200 kg/cm² and tensile strength 5 000 kg/cm². After a folding test of 180° by temperature of 20°C the metal will show no sign of tear according to the approval certificate and to standard NBN A24-302. Folding and unfolding is forbidden.



Smoothed round reinforcing steel, minimum elasticity 2 200 kg/cm² and tensile strength 3 400 kg/cm². A 90° bend done cold must be possible without producing any tear in the metal.

Type of reinforcement mat must be approved.

3. **Miscellaneous steel**

Steel sheets, flat bars, extruded bars and steel tubes will be made of soft non-brittle malleable steel, free of scales, scratches, cracks, snowflake or blow hole. The dimensions and quality will be compliant with the standards in force. Parts that require a layer of zinc protection will be hot dip galvanized. Zinc will not weigh less than 200 g per square meter (single side).

5. **Masonry**

1. **Burnt bricks**

Minimum tensile strength relative to the gross surface of the bricks will be:

Average minimum strength = 40 kg/ cm²

Minimum strength = 32 kg/ cm²

Bricks must be burnt in ovens approved by the engineer. After being unloaded, the bricks will be strictly checked. Improperly burnt bricks will be discarded as they soak up water and are less resistant.

Bricks of poor quality can be identified by the hollow sound they produce when they are hit. When hit, bricks of good quality make a clear sound and soak up very little water. The bricks will not show systematic flaws such as cracks, breaks, deformity, blistering or tears.

2. **Cement blocks**

Cement blocks will have mechanical characteristics at least equal to those of bricks. The blocks will be made in metallic moulds using approved release agents (drain oil is forbidden). They will be vibrated. They will be made under the monitoring of the engineer and possibly on the work site.

3. **Stones**

Besides bricks, different rocks (rubble) may be used for masonry. The proportion of bonding mortar for rubble remains the same as for masonry with baked bricks. The rubble must have no cracks, breaks, deformity, blistering or tears. It will be hard and free of gangue or mud and will be clean. Rubble used for masonry and pitching will be at least 10 cm (ten) thick and have a tail of 20 cm (twenty). The quarries where the rubble is sourced must be visited and approved by the engineer.

Page **41** of **87**



6. Casing and Formwork

Casing will be made of timber wood or metal, mortar proof and enough rigid to prevent deforming under the weight of concrete or any other stress inherent in construction.

The casing is built and maintained in such a way as to avoid twisting and dismantling when the wood is removed. The casing and formwork must be solid and will not be prone to slump. They will be drawn in such way that the concrete complies with the appropriate dimension and outline. The study of the casing will take into account the effect of vibration of the concretes when they are put into place.

Before installing the formwork, ground resistance will be carefully checked. For visible surfaces, the casings will be made of surfaced lumber of regular thickness, with or without sleeve and will be of an approved type.

Unless otherwise stated in the drawings or unless another instruction is received from the engineer, all the apparent edges and corners in the concrete will be chamfer trimmed to 45 degrees with 2 cm on each side of the square.

The fasteners or metallic anchors inside the casing will be laid in such a way as to be removable to a depth of at least 5 cm from the surface and without damaging the concrete. Should fasteners made of steel wires be allowed, as soon as the casing has been removed all the wires will be cut at minimum 1 cm from the face of the concrete with a chisel or pincers.

When the concrete is fresh, pincers will be mandatory. All the metallic fasteners will be of such type as to leave the smallest possible cavity after the fasteners have been removed. The cavities will be filled with cement mortar and the surface will be left in good and smooth condition. The colour will be the same and uniform.

When or before the concrete is being implemented, if the casings are not satisfying in any way, the engineer will give the instruction to stop the works until the flaws have been fixed up.

When casings are being reused, their shape, strength, rigidity, tightness and the smoothness of their surface must be ensured.

Wood that is out of shape or curved will be discarded. In case of narrow walls where the bottom of the casing is not accessible, some play will be left to the planks at the bottom of the casing so that it is possible to move these planks in order to remove foreign matter just before placing the concrete.

Page 42 of 87



All the casings will be oiled or water soaked. The use of drain oil is strictly forbidden. For parts with visible faces, the casings will be treated with oil or varnish approved against concrete adhesion. No material that can adhere to concrete or that may fade it will be used. The casings will be regularly sprayed with cold water in order to decrease concrete temperature.

The casing and shoring will be removed with the engineer’s approval after the concrete has hardened enough for it to stand its own weight and external stress without damage. The casings will be removed after 72 hours for walls and 7 days for slabs provided that the concrete has 75 % of its strength at 28 days.

Out of plumb and alignment tolerance on a length of 2.5 m is 2 mm. Total out of plumb will not exceed 5 mm. Alignment tolerance between shells is 5 mm and flatness tolerance on a slab floor is 2 mm.

7. Shaping and placing of steel

Reinforcement steel will be shaped and cut according to the approved implementation drawings. The bending will be done mechanically and never hot in order to reach the foreseen bend radius. When being placed, the steel will be clean, free of non-adherent rust, traces of mud, paint, grease or any other harmful matter. They will be installed according to the implementation drawings. They will not be moved during concreting.

Steel stands, made of steel, mortar or any other matter must be rigid and stable before and during concreting. Folding and unfolding high bond steel in stock is forbidden.

Semi-hard and hard steel, deformed bars or cold worked steel will always be bent using a mandrel of the appropriate diameter, described in the table below, for semi-hard and hard steel:

Nominal diameter of the bars [mm]		5	6	8	10	12	14	16	20	15
Minimum diameter of the mandrels [mm]	Pins and frames	25	30	40	60	80	No bending			
	Anchorage	50	60	80	100	120	140	160	200	
	Elbows				140	170	200	250	320	400

The lengths of restraint and overlap length stated on the plans will be strictly respected. Welding two crossing or following reinforcement parts is only allowed if the weld does not decrease the mechanical characteristics of the steel.

Undefined distance between reinforcement steel and the closest casing wall is 5 cm for walls in contact with water or in corrosive condition; it is 3 cm in other cases.



Reinforcement steel will be submitted for approval before concreting.

8. Concrete composition and strength

The following concretes will be used:

Type	Designation	Concrete proportioning PCA 325	Strength after 7 days	Strength after 28 days
B1	Neatness concrete	150 kg/m ³	--	--
B2	Filler concrete	250 kg/m ³	110 kg/cm ²	180 kg/cm ²
B3	Reinforced concrete	350 kg/m ³	200 kg/cm ²	270 kg/cm ²
B4	Watertight reinforced concrete	400 kg/m ³	220 kg/cm ²	300 kg/cm ²

Thirty days before first concreting, the contractor will submit a study of the concretes regarding proportions and strengths to the engineer for approval.

The study will state the volume proportion to make the concrete on the work site. Should there be additives, they will be submitted to the engineer for approval.

Gravels for B1 and B2 will be of classes 5-8, 8-16 et 16-32. For B3 and B4 concretes different formula will be studied:

Thickness of the element < 10 cm: gravel of class 5-8,

Thickness of the element 10-15 cm: gravel of class 5-8 and 8-16,

Thickness of the element > 15 cm: gravel of class 5-8, 8-16 and 16-32.

9. Production and installation of the concretes

1. Production of the concrete

Concrete will be made mechanically by mixing all its constituents together. It will contain the minimum quantity of water strictly necessary for appropriate concreting and proper compression. To this end the proportion of water put in the mix will be measured using a precise measurer. The tools must make it possible to measure out the admixture and bonding with a margin of error inferior to 5 %.

Humidity of the admixture will be taken into account when determining the quantity of water needed for mixing.

Page 44 of 87



The water proportion will be monitored by the contractor at least twice a day and the result, as well as concrete composition, will be stored in the works diary. Any input of water after mixing is forbidden.

The use of additives will be submitted to the engineer for approval, as is the case for the outcome and conditions of concreting.

The concrete will be transported in appropriate conditions that do not lead to the segregation of the elements or to the setting of the concrete before it is installed.

Manual production of the concrete is not allowed barring special written derogation from the engineer. This derogation will be granted for one work at a time and will be justified by the difficulty to take a concrete mixer to the site.

For small work and with the engineer's approval, the contractor may make concrete on site with an adequate engine and a volumetric measurement.

When bagged cement is used, the quantity of admixture for each batch will be proportionate to one or more full bags of cement. No batch with fractions of cement bags will be allowed.

The study will state the volume proportions for mixing with full cement bags and will foresee gauged containers for each fraction of admixture.

Representative samples of each admixture will be taken and the content of humidity will be determined for each category of admixture, namely for the fraction 0/5 and the proportion of water will be calculated accordingly.

The concretes will be closely mixed in a mixer with approved type and dimension. It will ensure uniform mixing of the materials in the bulk. The mixer will have a device for precise measurement of the water inserted in each batch.

Batching time of all the concretes will not be less than 2 minutes after the introduction of all the ingredients in the mixer, including the water. The first load of material for concrete put in the mixer will contain an excess of cement, sand and water in sufficient quantity so as to cover the inside of the drum without reducing the content of mortar needed for the mix.

2. Preparation before installing the concrete

While preparing concreting, the inside of the casings will be cleared of any sawdust, chips and any other waste and foreign matter. The casings will be wetted before concreting.

3. Concretes installation method

Page 45 of 87



While concreting, care will be taken to avoid material segregation and moving the reinforcement bars. The use of chutes, slopes and piping for transportation from the mixer to the casings will only be allowed with written agreement of the engineer. In the event of lower quality concrete due to such transportation, the engineer may give the instruction to stop their use and implement another satisfying method of concreting.

Chutes and open-air slopes will be made of metal or covered in metal; where rigid slopes are requested; the slopes will be equipped with chicanes or there will be short straights in the opposite way to the movement of gravity of the concretes.

All the chutes, slopes and pipes will be kept clean and free of hardened concrete by flushing them with a batch of water after each concreting operation. The water used for cleaning will be discarded far from the work site.

When the concreting operations consist of spilling the concrete from more than 2 m of height, it will be done using metallic foil piping or other approved piping. Whenever possible the pipes will be kept full of concrete while it is being installed and the bottom end will be drowned in the fresh concrete already in place.

4. Compaction and vibration of the concretes

All the concretes when being installed and just after installation will be carefully compacted. Barring concretes installed under water or unless a contrary authorisation is granted from the engineer, concretes will be compacted by mechanical vibration according to the following instructions:

Internal vibration unless special authorization granted from the engineer to use other methods. The vibrators will be able to transmit the vibrating motion to the concrete with frequencies that will not be under 4,500 cycles per minute.

The contractor will provide a sufficient number of vibrators as to compact effectively each batch immediately after it has been laid in the casings.

The vibrators will be handled in such way as to get all the reinforcement bars and other parts entirely embedded in concrete. Furthermore, concrete will be in perfect contact with all the angles and corners of the casing.

The vibration will last for long enough and will be of sufficient intensity to compact the concrete entirely but it will not be continued until causing segregation. The vibration will not be continued in any place until creating areas of liquid mortar.

The vibrators will be put in service in places uniformly spaced and separated between them by a distance no larger than twice the effective area of the vibration ray.

Page **46** of **87**



The vibration will be completed with a spading tool if necessary in order to ensure that the surfaces are smooth and the concrete is dense along the casing walls and in the corners and places impossible to reach with vibrators.

5. Resumption joints

The rehabilitation joints will be made only on the places represented on the plans, unless other instruction by the engineer. If they are not detailed on the plans or in the event of an emergency, the resumption joints will be located according to the engineer's instructions.

Reinforced structures laid on a slope will be used in certain places where necessary in order to transmit shear strength or to link the two sections together.

The surface of the hardened concrete will be cleared of loose gravel parts. It will then be retouched with a hammer and chiselled on a depth of 1 cm and then cleaned with a wire brush in order to get a smooth and rough surface totally cleared of foreign matter.

The joint will be soaked in water for 24 hours before restarting concreting. The first batch of concrete will be made with fine aggregate 0/8.

6. Works interruption

When concreting is interrupted temporarily, the concrete, after it is firm enough, will be considered as if there was resumption joint. The steel structures and casings will be cleaned and freed of any mortar.

7. Concretes cleaning

Unless other instruction, the concretes will be cleaned with water. Formworks of vertical elements will be permanently wetted until they are removed and the fresh concrete will be stripped at the engineer's request until 7 days after concreting.

The contractor may propose another cleaning method that will be submitted to the engineer for approval.

8. Surface finishing

The finished surfaces will be straight and smooth and will have no "potholes" or other irregularity. Right after removing the formworks all the irregularities will be retouched down to the hard concrete, wire brushed, soaked with water for 24 hours and filled with concrete made with fine aggregate 0/8 or mortar 0/5. The visible surfaces will then be treated with abrasive stone. The surfaces will be uniform and straight, to the engineer's approval.

Page 47 of 87



9. Leakage tests

After sealing the works (water tanks, manholes ...), they will be progressively filled and a 48-hour-leakage test will determine that they are properly watertight. The exterior surfaces will remain visible.

After a check has been carried out by the engineer, the authorisation to refill will be given. In the event of leaks or oozing during the tests, the works will be drained, repaired and tested again. The contractor will take care of the water provision and delivery.

10. Tolerance for concrete works

The dimension tolerances will never exceed 0.5 cm. The holes, cable pipes or embedded elements will be located with a tolerance of 0.5 cm unless otherwise stated on the working drawings.

All the dimensions will be checked for equipment and electrical devices installation before works delivery. The contractor will immediately fix up all the flaws. In the event of dimensions not being respected he will be held responsible for the consequences and possible modifications to be made.

11. Checks and concretes strength

The concretes will be submitted to strength tests. At least three test specimens will be taken while concreting from each batch chosen by the engineer. Strength tests will be payable by the contractor.

Depending on the test result, the demolition of part or all of the work made with unsatisfying concrete may be requested. The demolition and rehabilitation of the work will be at the contractor's expense.

10. Mortars composition

Depending on its use the mortar will have the following proportions:

Mortar M 250 : for masonry jointing

Cement: 250 kg

sand 0,1 - 2 mm: 1 000 l

Mortar M 300 : for sealing, smooth finish, screed

Cement: 300 kg

sand 0,1 - 2 mm; 1 000 l

The binder used for mortar will be:

Blast furnace Portland cement 85 or pozzolanic blast-furnace cement or works in contact with aggressive water,

Portland cement for works that are not in contact with aggressive water.

Page **48** of **87**



1. Production of mortar

The mortar will be mixed mechanically. Exceptionally and at the engineer's approval the ingredients may be dry mixed on a flat and levelled area made of planks, iron sheets or concrete until the mix is perfectly homogenous. Water will be added progressively. The mix will be ground until the mortar is perfectly homogenous and binds properly. The mortar will be used as soon as it is ready. Any discarded mortar should never be mixed with fresh mortar. Adding additives to the mortar will require the engineer's approval. The same applies to the choice of product.

2. Coatings

The surfaces to be coated will be clean, free of dust, product or form oil. They must be rough so that the coating binds properly. If the surface is not rough enough, it will be improved by wire brushing, stabbing, roughening, etc. The substrate must be wetted in order to be humid inside but wipe in order to be dry on the surface when the coating is being applied.

There are two types of coatings: standard coatings and sealing coatings that are applied to walls in contact with water. The difference between these two types is the addition of a waterproofing agent.

The coatings are made of three layers:

The first layer, the base coat ensures proper binding. It consists of applying with a trowel a thin layer of rather coarse mortar. It will be left rough without paying attention to flatness.

The second layer, the core coat, has the following purposes :

Create a flat surface parallel to the end finish,

Give uniform absorption properties to the binding surface ; this condition that is necessary in order to get uniform colour and prevent the underlying masonry joints from reappearing implies a thickness of 15 mm,

Ensure water tightness of the coating by adding a waterproofing agent (only applicable to sealing coatings). Mortar will be very densely compacted and applied in two or more layers depending on thickness, leaving enough time between layers to decrease the effect of shrinkage.

The core coat is laid when the base coat has partly shrunk.

The third layer or « finish coat » gives the final aspect to the surface. It must be free of cracks. When a uniform colour is not particularly sought after, this layer will be laid 2 to 8 days after the core coat, and 8 to 15 days when colour uniformity is important. Its thickness will range from 5 to 7 mm.

The different layers or coating will be as follows:

1st layer (base coat) of mortar M 300

2nd layer (core coat) of mortar M 400

Page **49** of **87**



3rd layer (finish) of mortar M 600

The accepted tolerances will be:

Flatness < 1 mm under a 1 m hawk and no more than 3 mm under a 3 m hawk.

Uprightness < 3 mm over 3m of height.

3. **Standard screed**

The screed covering the floor concrete, flooring, landings etc. will be made of a layer of at least 2 cm of mortar M 400 compacted and smoothed many times in order to avoid hairline cracks.

If needed, the roughening will be done when the mortar is starting to set. The built-in screeds will be laid at the moment of concreting the substrate and will be vibrated or installed in any way that ensures such compactness that laitance comes out; it will then be surfaced with a ruler or a hawk.

11. **Paints**

The contractor will submit the source of the paints, the way they must be laid and their characteristics to the control office. The colours will be set by the engineer.

1. **Paint on concrete and coatings**

On this type of support a resin-based paint formulation in accordance with ISO international standards will be applied inside and outside, with fungicide additive.

Surfaces previously finished or coated will be brushed or flushed clean and free of dust or any deposit.

Paint will be applied on a substrate that has been drying for at least 15 days; it will be of the prescribed shade and will be applied in two layers.

2. **Paint on ferrous metal**

If the metal shows signs of oxidation, the raw oxide parts will be scratched and cleaned with a wire brush in order to remove any trace of rust.

All the metallic parts (metal millwork, checker plates, gates, etc.) will receive two coats of lead paint, one of which will be put in factory and two layers of gloss glycerophthalic paint.

Faces in contact with metallic parts will be painted with one-layer-minium before assembly.

Metallic parts in contact with water will be treated with paint that is non-toxic harmless for the food chain.

3. **Bituminous coating**

Page **50** of **87**



Parts in contact with the ground will be covered in bituminous coating and 10 cm higher. This coating will be applied with a brush on clean and masonry. Refilling will only take place after the coating is completely dry and hard.

12. Prefabricated parts

The contractor may prefabricate all the concrete or reinforced concrete parts involved in the works. She/he will nonetheless submit to the engineer for approval, the working drawings with all the precise characteristics of elements that are frequently used and whose characteristics are very close to those requested for the works. She/he will also submit to the engineer their production and implementation method.

13. Mortared stonework

Mortared stonework will be sourced from the best quarries or ore beds. They will be made of stones regular in shape and with dimensions between 20 and 30 cm. They will be laid on a 10cm thick bed of fine concrete 0/8 with a batching of 300 kg/m³ so that the fine concrete fills in the joints. The final jointing will be done with mortar.

14. Protection gabions

Gabions will have a mesh of around 100 mm, in galvanized wires of 3 mm. The stones will be sourced from the best quarries or ore beds and will have dimensions between 20 and 30 cm. They will be placed as instructed by the engineer.

15. Riprap

Riprap will be sourced from the best quarries or ore beds. They will be made of stones of at least 50 kg and will be larger than 30 cm.

16. Protective shafts

At each difficult location (road, river, swamp ...) where it is foreseen to lay HDPE pipes, protections will be needed, either:

Replacing HDPE pipes with cast iron pipes of the equivalent diameter on the necessary length (2 m at each side of roads, 4 m for rivers and swamps);

Passing the HDPE pipes in galvanized steel pipes (same lengths as above). The galvanized steel pipes will be assembled with threaded couplings.

Page **51** of **87**



For river or swamp crossing the shafts will be firmly anchored in stone masonry structures when they cross in open air. Otherwise they must be buried 1 m deep.

Laying the shafts must not hamper traffic in any way. This operation and the provision of the shafts will be included in the item “miscellaneous” of the bill of quantities.

The pipes will be attached to the bridges by steel collars anchored to a main beam of the work, at a rate of one fixing per meter. Fixing will be done by rot resistant ankles. The collars will have a minimal thickness of 3 mm and will be closed and tightened by bolting. A rubber part 5 mm thickness at least will be posed between the pipe or the shaft and the collar.

17. Trapdoors

Access hatches will be made of steel and installed at every concrete or masonry reservoir, manhole and tank. They will all be painted with 3 layers, including one anti-rust coat. They will be anchored in such way as to ensure that the catch is firmly attached to the work. Closing is ensured by a simple system that will involve no lock or padlock.

The hatches are equipped with a venting system made of a 2" steel tube covered with a protection cone on top of it. It is closed by a rot-proof screen gauze.

Three keys opening the catches will be handed in for each network to the control office. The catches to be provided by the contractor are described in the standard plans.

The trap door used for masonry tanks will be equipped with legs in order to be attached to the ladder.

9. Miscellaneous works

1. Supplies and others

This contract also includes the provision and installation by the contractor of the following equipment:

Collars: steel collars are used to improve the stability of aboveground penstocks around masonry works. The collars are embedded in masonry. Their dimensions vary and depend on the diameter of the pipes (1", 1½", 2", 3" and 4").

Steel rungs: the rungs are made of steel (concrete steel 20 mm). They are located in manholes and allow access to the works. Their shape and number are described in the standard plans. They are protected with a layer of non-toxic anti rust paint.

A metallic ladder made of angle iron and round bars of galvanized steel will be installed in masonry tanks ($V \geq 25 \text{ m}^3$). It will be laid on the bottom of the reservoir using a weight distribution shoe plate and will be bolted to the catch via retaining brackets installed to this end.

Equipment quality

Page 52 of 87



All the materials, supplies and miscellaneous accessories provided by the contractor will be brand new and of high-grade quality, professionally produced and will apply with the latest technical progress in order to propose, in terms of industrial concern, the best of possible safety and running services.

Equipment will be proportioned so that their high safety factor will be guaranteed in all respects. They will apply with the specifications given by the provider. Moreover, the project manager will have to give his consent when choosing any equipment. They must apply with working conditions while bearing the changing of load, pressure, temperature as well as climate variations and changing in the quality of the liquid to be carried. In working order, the material will not show neither any sign of unusual wear nor unusual overheating.

Equipment must be high-class ones; the project manager reserves the right to refuse any inadequate material and to impose, in particular cases and in the aim of standardisation, the equipment of a particular brand and type.

The running will be as quiet as possible and there will be no vibrations. The elements that could be prone to wear will be equipped with wear parts easily removable.

The equipment will be protected against oxidation and humidity: windings will be vacuum-impregnated, bolts and clamping screws will be either stainless or protected by galvanising, cadmium plating or other equivalent process.

The material will be set up to support, without damage and in the worst conditions, the electrodynamic efforts due to short-circuit. The insulation voltage will be sufficient enough to avoid any risk of sparkover or short-circuit in the worst conditions.

The operating safety will be totally guaranteed in the limits of voltage variations of the continuous and alternative accessories, the extreme limits being permanently supported without harmful overheating. The operating safety will also have to be guaranteed under any ambient temperature likely to occur, and the contractor will have to make arrangements accordingly.

The contractor will take the suitable precautions and arrangements in order to avoid condensation, water and dust entering the material and its accessories.

Bolts and screws will not be able, under no circumstances, to loosen at an untimely moment in running order. Connections will be made so as to avoid any galvanic couple effect between different materials.

Storage and monitoring

The material will be stored in easily accessible areas, well-equipped, delimited and identified accordingly. The contractor will make sure the different equipment is neatly categorised so that the identification will be easier and any mix-up in the identity will be avoided.

The contractor is fully responsible for the monitoring.

Page **53** of **87**



2. Water quality assurance plan

The water Quality testing should be done by the contractor at each new water source before construction to ensure that water will not have negative effect on human health as well as on pipe material, to be on safe side ,it is recommended that per each sample three tests be carried out and the mean of them will be taken as the result of the sample. The recommended elements to be tested are: PH, Turbidity, Temperature, Total Coliforms, E. Coli, Faecal Coliform, Hardness, Aarsenic, fluoride, Chloride, Nitrate, Electro-conductivity, Total dissolved solids (TDS), Iron, Phosphates, Copper, Manganese, Aluminium, Ammonia nitrogen. The contractor should perform water quality testing before and after completion of the works.

Section V. SPECIAL TECHNICAL SPECIFICATIONS

3. Manholes

Two types of manholes will be used depending on the size of the equipment to be protected. They are made of stone or baked brick masonry. The exterior face will be parged; the interior will be left quarry-faced. The parts that are buried in the ground will be protected with a bituminous coating. Bleeding manholes for will be equipped with an outlet block. The dimensions refer to the interior dimensions of the works

3.1 Manhole # 1.70 m

This square manhole will have sides of 1.7 m and will be 1.5 m deep. Its equipment will be laid on pipes no smaller than ED 63: valves, outlet, vents, meters, etc. A concrete base will be foreseen for the installation of heavy equipment, anchorages will be added if necessary. The manhole is equipped with rungs made of 20 mm concrete reinforcing bars embedded in the wall.

3.2 Manhole # 1.50 m

This square manhole will have sides of 1.50 m and will be 1.00 m deep. Its equipment will be laid on pipes smaller than ED 63: valves, outlet, vents, meters, etc. A concrete base will be foreseen for the installation of heavy equipment, anchorages will be added if necessary. The manhole is equipped with rungs made of 20 mm concrete reinforcing bars embedded in the wall.



SECTION VI: DRAWINGS

All drawings and maps will be shared to the successful bidder.

Page 55 of 87

P.O Box 7022 Kigali, Rwanda | +250 788 302 111 | rwanda@waterforpeople.org | www.waterforpeople.org/rwanda



SECTION VII: BILL OF QUANTITIES

VII.1 Bills of quantities in figures

The bills of quantities will be acquired independently and provided as an Excel file attached to this document.

VII.2 General Conditions and content of the unit prices

The entrepreneur is reputed to have a perfect knowledge of all vassalages imposed for the execution of works and all local conditions susceptible to influence on this execution, among others:

Of the nature and the quality of soils and lands,
Of the conditions of transportation and access to the Building sites,
Of the régime of waters and rains in the region,
Of the possibilities of food in waters and electricity of the Building site,
Of the relative particular conditions to the present Building site.

He/she won't be able to raise any complaint having for basis of the difficulties or unforeseen vassalages, with the exception of the case of absolute necessity.

The unit prices of the present works consist of the entrepreneur's expenses without exception in order to achieve the totality of works foreseen to the present contract, the profit as well as the rights, taxes and various expenses (except the rights and taxes that, according to arrangements of the Convention of Lomé, must not be supported by the entrepreneur), general expenses, incidentals, and broadly speaking, all expenses, to Rwanda, that results from works and notably;

All expenses of hand-d'œuvre (wage, overheads holidays etc.) supplies, amortization, working and maintenance of the material, the expenses for the edible matters bought to Rwanda or abroad, tooling, installation of Building site and careers, insurances of all nature, general expenses, tax and profits, incidentals of all natures, all vassalages of planning and maintenance of the temporary tracks for deviations, access to the characters, loans and points of water, all expenses of laboratory and secondary prospectings, all supplies of water, the logistical support provided to the control, the preparation of areas of storage of materials, all vassalages dragged by the maintenance of the circulation during the execution of works,.

The prices also consist of all services out of Rwanda as freight, aerial, maritime transportation, by road etc.

The prices also consist of the expenses of various studies of establishment, working and fold of the Building site, all expenses dragged by the obtaining of the supplementary lands which enterprise could have need for his/her/its bases except free discount possibility by the administration.

The prices consist then of all royalties, all expenses of control necessary to the receipt of works, of accidental damages to the cultures, of access, extraction of the materials, purification with regard to the lodgings etc.

In a general manner, all expenses imposed to the entrepreneur for the correct execution of works, that are explicitly or non-foreseen in the section of Technical prescriptions, are to his expenses and

the entrepreneur is perfectly reputed to know them for himself in to be given personally account on the land before bidding.

Broadly speaking, the prices consist of all expenses resulting from the included or quoted documents in the pieces written, administrative and technical sections of the present bidding document for the execution of all works foreseen to the Project, on the basis of the economic and fiscal conditions in force to the month preceding the notification of the offers.

The prices also consist of the installation and the working of the entrepreneur's facilities as well as the stake at the disposal of the Mission of supervision and control, of the offices and the laboratory for material, the prices consist of the transportation, the harbor expenses, brought it until the places of intervention as well as repatriation at the end of Building site and all vassalages. In a general manner, the unit prices consist of the cost of the materials of setting in work, the transportation of type until the Building site, the hand over of work and other inherent expenses to the realization of the work.

SECTION VIII: FORMS OF BID, QUALIFICATION INFORMATION

Contractor’s bid

Proposal Submission Form

[Location, Date]

To: [Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the construction and rehabilitation of WASH infrastructures in accordance with your Request for Proposal dated [Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal attached here.

Our financial offer is equal toRwandan Francs”

If negotiations are held during the period of validity of the Proposal, i.e., before [Date] we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Name and Title of Signatory:

Name of bidder:

Address:

1 In Quality-Based Selection, the proposal may include only a Technical Proposal. If this is the case, delete: “and a Financial Proposal sealed under a separate envelope.”



Bidder's references

Relevant Services Carried Out in the Last Five Years that Best Illustrate Qualifications

Using the format below, provide information on each assignment for which your consultant/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

#	Project Name	contract amount	Start Date (Month/Year): Completion Date (Month/Year)	Name of the Procuring Entity:
1				
2				
3				

Consultant's Name and legal status:

Authorized Signature:

Curriculum Vitae (CV) for Proposed Professional Staff

(this format is required and the information is mandatory)

1. Proposed Position [only one candidate shall be nominated for each position]:
2. Name of Consultant [Insert name of consultant proposing the staff]:
3. Name of Staff [Insert full name]:
4. Date of Birth: Nationality:
5. Education [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:
6. Membership of Professional Associations:
7. Other Training [Indicate significant training since degrees under 5 - Education were obtained]:
8. Countries of Work Experience: [List countries where staff has worked in the last ten years]:
9. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:
10. Employment Record [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: To [Year]:

Employer:

Positions held:

<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: Year: Location:</p>
--	---

	Client: Main project features: Positions held: Activities performed:
--	---

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

[Name and Signature of staff member or authorized representative of the staff]

Activity (Work) Schedule

	[1st, 2nd, etc. are months from the start of assignment.]												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													



Form of Performance Guarantee

Bank Name

Performance Bank Guarantee (Unconditional)

[The bank providing the Guarantee shall fill in this form in accordance with the instructions indicated in brackets, if the Procuring Entity requires this type of security.]

[insert bank’s name, and address of issuing branch or office]

Beneficiary: [insert name and address of Procuring Entity]

Date: [insert date]

PERFORMANCE GUARANTEE N°: [insert Performance Guarantee number]

We have been informed that [insert name of contractor] (hereinafter called "the contractor") has entered into contract N° [Insert reference number of the contract] dated with you, for the execution of [insert name of contract and brief description of Works] (hereinafter called "the contract").

Furthermore, we understand that, according to the conditions of the contract, a performance guarantee is required.

At the request of the contractor, we [insert name of Bank] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of [insert amount in figures] ([insert amount in words]), such sum being payable in the types and proportions of currencies in which the contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the contractor is in breach of its obligation(s) under the contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire no later than thirty days from the date of issuance of the Taking-Over Certificate, calculated based on a copy of such Certificate which shall be provided to us, or on the [insert number day of [insert month], [insert year], whichever occurs first. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

Date:

Name:

Address:

Position:

Signature:

Seal:



NOTE

Bidders are required to submit Administrative, technical proposals documents and financial offer bids shall be laid out in order or formats as per RFP. bids not laid out in the required formats will be disqualified. Water For People reserves the right to accept or reject any bid and is not bound to give reasons for its decision.

Blacklisted companies by government of Rwanda & Water For People Rwanda will be disqualified. Water For People and USAID Standard Terms and General Conditions shall apply (encl.). The selected firm will be contractually required to comply with Water For People's Vendor Code of Conduct [Water For People Vendor Code of Conduct 2022.pdf](#) Vendor-Code-of-Conduct and will be required to deliver a Conflict-of-Interest Certificate prior to execution of the contract. The Conflict-of-Interest Certificate requires the disclosure of any potential or actual conflicts of interest with Water For People employees or their relatives including past, current or proposed business transactions, employment or offers of employment, or certain gifts or entertainment. Water For People will evaluate any disclosures of conflicts of interest; if Water For People determines it cannot waive or mitigate the conflict of interest it will result in the disqualification of the selected proposer.

Section IX – USAID Standard Provisions for non-U.S. contractors

Contractor shall comply with the standard USAID requirements specified in this Appendix. The term “Contractor” shall also mean “Recipient”, “Organization” or “Grantee” and the term “Agreement” shall also mean “Contract”, “Award” or “Grant” for the purposes of these requirements.

The Contractor’s obligations are to Water For People. As such in all instances of notification, submission of documentation, and the requesting of approvals and disclosures as required in the provisions below, the Contractor’s obligations are to Water For People and not to USAID. The Contractor will communicate with the individual identified in article 2 of the Contract. This is applicable to all instances that reference USAID in the Provisions below except Standard Provision M.28, Mandatory Disclosures, which requires disclosures to be submitted to both Water For People and USAID.

M1. ALLOWABLE COSTS (AUGUST 2024)

a. The recipient will be reimbursed for costs incurred in carrying out the purposes of this award in accordance with the terms of this award and the applicable cost principles in effect as noted below . The recipient may obtain a copy of the applicable cost principles from the Agreement Officer (AO):

2 CFR 200, Subpart E, Cost Principles

48 CFR 31.2 Federal Acquisition Regulations (FAR) and 48 CFR 731.2 USAID Acquisition Regulations (AIDAR) - Cost Principles for Commercial Organizations

b. It is the recipient's responsibility to ensure that costs incurred are reasonable, allowable, and allocable as defined in the applicable cost principles.

c. The recipient must obtain any prior written approvals from the AO that are required by the applicable cost principles. The recipient may obtain the AO’s written determination on whether specific costs not clearly addressed in the applicable cost principles are allowable or allocable. The AO reserves the right to make a final determination on the allowability of costs.

d. USAID will not pay any profit or fee to the recipient or subrecipients of a grant or cooperative agreement. This restriction does not apply to procurements under this award made in accordance with the Standard Provision, “Procurement Policies.”

e. The recipient must retain documentation to support charges to this award for a period of three years from the date of submission of the final expenditure report in accordance with the Standard Provision, “Accounting, Record Retention and Access, .”

f. This provision must be incorporated into all subawards and contracts, which are paid on a cost reimbursement (non-fixed) basis.

[END OF PROVISION]

M2. ACCOUNTING, AUDIT, AND RECORDS (AUGUST 2024)

a. Accounting and Record Retention and Access.

(1) The recipient's financial management system, including records documenting compliance with applicable statutes, regulations, and the terms and conditions of this award, must be sufficient to permit the preparation of reports and track expenditures to establish that funds have been used in accordance with the terms and conditions of this award. The records must comply with accounting principles generally accepted in the United States, the cooperating country, or by the International Accounting Standards Board (a subsidiary of the International Financial Reporting Standards Foundation). Accounting records and supporting documentation must, at a minimum, be adequate to show all costs incurred under this award; receipt and use of goods and services acquired under this award; the costs of the program supplied from other sources; and the overall progress of the program.

(2) The recipient must maintain all award records, including financial records, supporting documentation, statistical records, and all other records to support performance of and charges to this award. The recipient must retain all award records for three years from the date of submission of their final financial report. For awards that are renewed quarterly or annually, the recipient must retain records for three years from the date of submission of the quarterly or annual financial report, respectively. Exceptions to this three-year retention period are as follows:

(i) The records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken, if any litigation, claim, or audit is started before the expiration of the three-year period.

(ii) When the recipient or subrecipient is notified in writing by the Federal agency (or recipient) to extend the retention.

(3) The recipient must grant timely access to USAID, the USAID Inspector General, and the Comptroller General of the United States, or any of their authorized representatives, to any documents, papers, or other records of the recipient and any subrecipient, which are pertinent to the Federal award, in order to perform audits, execute site visits, or for any other official use. This includes timely and reasonable access to the recipient's personnel for the purpose of interview and discussion related to such documents or the award in general.

(4) USAID's rights of access are not limited to the required retention period of this provision but lasts as long as the records are retained.

b. Audits.

(1) Beginning in recipient's 2025 fiscal year, the recipient must have an annual single or program-specific audit, consistent with 2 CFR Part 200, Subpart F, for any recipient fiscal year in which the recipient expends \$1,000,000 or more in all federal awards, either as a recipient, subrecipient, or contractor. For fiscal year 2024 and earlier, the audit threshold is \$750,000.

(i) The audit report must be submitted to the AO within 30 calendar days after receipt of the auditor's report, or nine months after the end of the audit period (whichever is earlier). The AO may authorize an audit extension when the nine-month timeframe would place an undue burden on the recipient.

(ii) The USAID Inspector General will review this report to determine whether it complies with the audit requirements of this award. USAID will only pay for the cost of audits conducted in accordance with the terms of this award.

(iii) In cases of continued inability or unwillingness by the recipient to have an audit performed in accordance with the terms of this provision, USAID will consider appropriate actions that may include suspension of all, or a percentage of, disbursements; suspension or termination of all or part of the award; or other legally available remedies, until the audit is satisfactorily completed.

(2) The recipient is not required to have an annual audit for any recipient fiscal year (2025 and later), in which the recipient expends less than \$1,000,000 in all federal awards, either as a recipient, subrecipient, or contractor. For fiscal year 2024 and earlier, the audit threshold is \$750,000. In all instances, the recipient must make records pertaining to this award for that fiscal year available for review by USAID officials or their designees upon request.

(3) USAID retains the right to conduct, or arrange for, financial reviews, audits, and evaluations to ensure adequate accountability of USAID funds by the recipient, regardless of the above audit requirements.

(c) Subawards and Contracts

(1) If the recipient provides USAID resources to other organizations to carry out the USAID-financed program and activities, the recipient is responsible for monitoring such subrecipients or contractors. The costs for subrecipient audits for organizations that meet the threshold in paragraph b. are allowable. The costs for subrecipient audits for organizations that do not meet the threshold in paragraph b. are allowable only for the following types of compliance audits: activities allowed or unallowed; allowable costs/cost principles; eligibility; cost share; level of effort; earmarking; and reporting.

(2) This provision must be incorporated in its entirety into all subawards and contracts with non-U.S. organizations that are for more than \$10,000.

[END OF PROVISION]

M6. USAID ELIGIBILITY RULES FOR GOODS AND SERVICES [DECEMBER 2025]

(a) This provision is not applicable to commodities or services that the recipient provides with private funds as part of a cost-sharing requirement, or with Program Income generated under this award.

(b) Ineligible and Restricted Commodities and Services:

(1) Ineligible Commodities and Services. The recipient must not, under any circumstances, procure any of the following under this award:

(i) Military equipment,

(ii) Surveillance equipment,

(iii) Commodities and services for support of police or other law enforcement activities,

(iv) Abortion equipment and services,

(v) Luxury goods and gambling equipment, or

(vi) Weather modification equipment.

(2) Ineligible Suppliers. Any firms or individuals that do not comply with the requirements in Standard Provision, “Debarment, Suspension and Other Responsibility Matters” and Standard Provision, “Preventing Transactions with, or the Provision of Resources or Support to, Sanctioned Groups and Individuals” must not be used to provide any commodities or services funded under this award.

(3) Restricted Commodities. The recipient must obtain prior written approval of the Agreement Officer (AO) or comply with required procedures under an applicable waiver, as provided by the AO when procuring any of the following commodities:

- (i) Agricultural commodities,
- (ii) Motor vehicles,
- (iii) Pharmaceuticals,
- (iv) Pesticides,
- (v) Used equipment,
- (vi) U.S. Government-owned excess property, or
- (vii) Fertilizer.

(c) Source and Nationality:

Except as may be specifically approved in advance by the AO, all commodities and services that will be reimbursed by USAID under this award must be from the authorized geographic code specified in this award and must meet the source and nationality requirements set forth in 22 CFR 228. If the geographic code is not specified, the authorized geographic code is 937. When the total value of procurement for commodities and services during the life of this award is valued at \$250,000 or less, the authorized geographic code for procurement of all goods and services to be reimbursed under this award is code 935. [Geographic code 937 includes “low-income” and “lower-middle income” economies. Geographic code 935 includes “upper-middle-income” and “high-income” economies as defined by the World Bank. A list of these countries is available at: <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>.]

(d) Guidance on the eligibility of specific commodities and services may be obtained from the AO. If USAID determines that the recipient has procured any commodities or services under this award contrary to the requirements of this provision, and has received payment for such purposes, the AO may require the recipient to refund the entire amount of the purchase.

(e) This provision must be included in all subawards and contracts which include procurement of commodities or services.

[END OF PROVISION]

M7. TITLE TO AND USE OF PROPERTY (AUGUST 2024)

a. Title to all Property financed under this award vests in the recipient upon acquisition unless otherwise specified in this award.

(b) *Property* means real property or personal property as defined individually below, financed under this award or furnished by USAID:

(1) *Real Property* means land, including land improvements, structures and appurtenances thereto, and legal interests in land, including fee interest, licenses, rights of way, and easements. Real property excludes moveable machinery and equipment.

(2) *Personal property* means property other than real property. It may be tangible or intangible.

(3) *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient for financial statement purposes, or \$10,000.

(i) *General purpose equipment* means equipment that is not limited to research, medical, scientific, or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

(ii) *Information technology systems* means computing devices, ancillary equipment, software, firmware, and related procedures, services (including support services), and resources.

(iii) *Special purpose equipment* means equipment that is used only for research, medical, scientific, or other similar technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, spectrometers, and associated software.

(4) *Supplies* means all tangible personal property other than those described in the Equipment definition. A computing device is a supply if the acquisition cost is below the lesser of the capitalization level established by the recipient for financial statement purposes or \$10,000, regardless of the length of its useful life. *Computing devices* are machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information.

(5) *Intangible Property* means property having no physical existence, such as trademarks, copyrights, data (including data licenses), websites, IP licenses, trade secrets, patents, patent applications, and property such as loans, notes and other debt instruments, lease agreements, stocks and other instruments of property ownership of either tangible or intangible property, such as intellectual property, software, or software subscriptions or licenses.

Page **70** of **87**

(c) The recipient agrees to use and maintain all Property for the purpose of this award in accordance with the following procedures:

(1) The recipient must use the Property for the program for which it was acquired during the period of this award, and must not provide any third party a legal or financial interest in the property (e.g., through a mortgage, lien, or lease) without the approval of USAID.

(2) When the Property is no longer needed for the program for which it was acquired during the period of this award, the recipient must use the Property in connection with its other activities, in the following order of priority:

(i) Activities funded by USAID, then

(ii) Activities funded by other United States Government (USG) agencies, then

(iii) As directed by the Agreement Officer (AO).

(d) The recipient must maintain the Property in good condition, have management procedures to protect the Property, and maintain an accurate inventory of all Property. The recipient is responsible for maintaining and updating property records when there is a change in the status of the property. Maintenance procedures must include the following:

(1) Accurate description of the Property, including serial number, model number, or other identifying number, acquisition date and cost, the percentage of the USAID portion of the original purchase, location, use and condition, and disposition data of any Property (date of disposition, sales price, method used to determine current fair market value, etc.), as applicable.

(2) A physical inventory of Property that must be conducted, and the results must be reconciled with the Property records, at least once every two years during the period of this award.

(3) A control system must be in place to ensure safeguards for preventing Property loss, damage, or theft. Any loss, damage, or theft of equipment must be investigated and fully documented, and the recipient must promptly notify the AO. The recipient must maintain appropriate insurance equivalent to insurance the recipient maintains for its own property. The recipient may be liable where insurance is not sufficient to cover losses or damage.

(4) Regular maintenance procedures must be in place to ensure the Property is in proper working condition.

(e) Upon completion of this award, or when the equipment is no longer needed for the purpose of this award, the recipient must submit to the AO a proposed Property disposition plan for the following types of Property.

(1) All equipment that has a current fair market value in excess of \$10,000 per unit.

(2) New/unused supplies exceeding \$10,000 in aggregate current fair market value. The aggregate value consists of all supply types, not just like-item supplies.

(3) Real or intangible property, of any value.

(f) If the AO fails to provide approval of the recipient's proposed Property disposition plan or does not provide other Property disposition instructions, in writing within 120 days of the AO's receipt of the recipient's proposed Property disposition plan, the recipient may dispose of the Property in accordance with the recipient's property disposition plan. Disposition may include the following:

(1) The recipient may retain title with no further obligation to USAID.

(2) The recipient may retain title, but must compensate USAID for the USAID share, based on the current fair market value or the proceeds from the sale of the Property.

(3) The recipient may be directed to transfer title to USAID or a third party, including another implementing partner or the host country government. In such a case, the recipient will be compensated for its proportional share of the Property that the recipient financed with its own funds, if any, based on the current fair market value of the Property.

(g) The AO may direct, at any time during this award, that title to the Property vests in the USG or a third party, such as the cooperating country. In such cases, the recipient must maintain custody and control of the Property, until directed otherwise, and must allow reasonable access to the Property to the title holder. While in its custody and control, the recipient must follow the provisions above for protection and maintenance of the Property, and provide the AO with an annual inventory of such Property and follow any additional instructions on protection and maintenance as may be provided by the AO.

(h) The recipient must retain records for property and equipment acquired with USAID funds provided under this award for three years after final disposition.

(i) This provision must be included in all subawards and contracts.

[END OF PROVISION]

M12. DEBARMENT AND SUSPENSION (JUNE 2012)

a. The recipient must not transact or conduct business under this award with any individual or entity that has an active exclusion on the System for Award Management (SAM) (www.sam.gov) unless prior approval is received from the Agreement Officer. The list contains those individuals and entities that the U.S. Government has suspended or debarred based on misconduct or a determination by the U.S. Government that the person or entity cannot be trusted to safeguard U.S. Government funds. Suspended or debarred entities or individuals are excluded from receiving any new work or any additional U.S. Government funding for the duration of the exclusion period. If the recipient has any questions about listings in the system, these must be directed to the Agreement Officer.

b. The recipient must comply with Subpart C of 2 CFR Section 180, as supplemented by 2 CFR 780. USAID may disallow costs, annul or terminate the transaction, debar or suspend the recipient, or take other remedies as appropriate, if the recipient violates this provision. Although doing so is not automatic, USAID may terminate this award if a recipient or any of its principals meet any of the conditions listed in paragraph c. below. If such a situation arises, USAID will consider the totality of circumstances—including the recipient's response to the situation and any additional information submitted—when USAID determines its response.

c. The recipient must notify the Agreement Officer immediately upon learning that it or any of its principals, at any time prior to or during the duration of this award:

(1) Are presently excluded or disqualified from doing business with any U.S. Government entity;

(2) Have been convicted or found liable within the preceding three years for committing any offense indicating a lack of business integrity or business honesty such as fraud, embezzlement, theft, forgery, bribery or lying;

(3) Are presently indicted for or otherwise criminally or civilly charged by any governmental entity for any of the offenses enumerated in paragraph c.(2); or (4) Have had one or more U.S.-funded agreements terminated for cause or default within the preceding three years.

d. Principal means—

Page 72 of 87

- (1) An officer, director, owner, partner, principal investigator, or other person within a participant with management or supervisory responsibilities related to a covered transaction; or
 - (2) A Contractor or other person, whether or not employed by the participant or paid with Federal funds, who—
 - (i) Is in a position to handle Federal funds;
 - (ii) Is in a position to influence or control the use of those funds; or,
 - (iii) Occupies a technical or professional position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.
- e. The recipient must include this provision in its entirety except for paragraphs c.(2)-(4) in any subawards or contracts entered into under this award.

[END OF PROVISION]

M14. PREVENTING TRANSACTIONS WITH, OR THE PROVISION OF RESOURCES OR SUPPORT TO, SANCTIONED GROUPS AND INDIVIDUALS (MAY 2020)

- a. In carrying out activities under this award, except as authorized by a license issued by the Office of Foreign Assets Control (OFAC) of the U.S. Department of Treasury, the recipient will not engage in transactions with, or provide resources or support to, any individual or entity that is subject to sanctions administered by OFAC or the United Nations (UN), including any individual or entity that is included on the Specially Designated Nationals and Blocked Persons List maintained by OFAC (<https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>) or on the UN Security Council consolidated list (<https://www.un.org/securitycouncil/content/un-sc-consolidated-list>).
- b. Any violation of the above will be grounds for unilateral termination of the agreement by USAID.
- c. The Recipient must include this provision in all subawards, and contracts issued under this award.

[END OF PROVISION]

M15. TRAFFICKING IN PERSONS (AUGUST 2024)

- (a) The recipient, its employees, contractors at any tier, subrecipients under this award, and subrecipient and contractor employees must not engage in:
 - (1) Severe forms of trafficking in persons during the period of this award;
 - (2) Procurement of a commercial sex act during the period of performance of this award;
 - (3) Use of forced labor in the performance of this award; or
 - (4) Acts that directly support or advance trafficking in persons, including the following acts:
 - (i) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
 - (ii) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
 - (A) exempted from the requirement to provide or pay for such return transportation by USAID under this award; or

- (B) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
- (iii) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
- (iv) Charging recruited employees a placement or recruitment fee; or
- (v) Providing or arranging housing that fails to meet the host country housing and safety standards.

(b) USAID may terminate this award, without penalty, or take any remedial actions authorized by 22 U.S.C. 7104b(c), if the recipient under this award:

- (1) Is determined to have violated a prohibition in paragraph (a); or
- (2) Has an employee that is determined to have violated a prohibition in paragraph (a) through conduct that is either:
 - (i) Associated with the performance under this award; or
 - (ii) Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement),” as implemented by USAID at 2 CFR 780.

(c) USAID’s right to unilaterally terminate this award as described in paragraph (b)(1) implements the requirements of 22 U.S.C. chapter 78, and (2) is in addition to all other remedies for noncompliance that are available to USAID under this award.

(d) The recipient must immediately notify the Bureau for Management, Office of Management Policy, Budget, and Performance, Responsibility, Safeguarding, and Compliance Division (M/MPBP/RSC) at disclosures@usaid.gov, the AO, and the USAID Office of Inspector General of any information it receives from any source alleges credible information that the recipient, any subrecipient, contractor, or subcontractor of the recipient, or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, has engaged in conduct described in paragraph (a). The recipient must fully cooperate with any Federal agencies responsible for audits, investigations, or corrective actions relating to trafficking in persons.

(e) If the estimated value of services required to be performed under the award outside the United States exceeds \$500,000, the recipient must certify annually that:

- (1) The recipient has implemented a plan to prevent the activities described in paragraph (a) of this provision, and is in compliance with this plan;
- (2) The recipient has implemented procedures to prevent any activities described in paragraph (a) of this provision and to monitor, detect, and terminate any subrecipient, contractor, subcontractor, or employee of the recipient engaging in any activities described in paragraph (a) of this provision; and
- (3) To the best of the recipient's knowledge, neither the recipient, nor any subrecipient, contractor, or subcontractor of the recipient or any agent of the recipient or of such a subrecipient, contractor, or subcontractor, is engaged in any of the activities described in paragraph (a) of this provision.

(f) Any plan or procedures implemented pursuant to paragraph (e) must be appropriate to the size and complexity of the award and to the nature and scope of the activities, including the number of non-United States citizens expected to be employed. The compliance plan must include, at a minimum, the following:

(1) An awareness program to inform recipient employees about the U.S. Government's policy prohibiting trafficking-related activities described in paragraph (a), the activities prohibited, and the actions that will be taken against the employee for violations. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/j/tip/>.

(2) A reporting process for employees to report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking in persons.

(3) A recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging of recruitment fees to the employees or potential employees, and ensures that wages meet applicable host-country legal requirements or explains any variance.

(4) A housing plan, if the recipient, subrecipient, contractor, or subcontractor intends to provide or arrange housing, that ensures that the housing meets any host-country housing and safety standards.

(5) Procedures to prevent agents, subrecipients, contractors, or subcontractors at any tier and at any dollar value from engaging in trafficking in persons, including activities in paragraph (a) of this provision,

and to monitor, detect, and terminate any agents, subawards, or subrecipient, contractor, or subcontractor employees that have engaged in such activities.

(g) The recipient must provide a copy of the plan to the AO upon request and must post the useful and relevant contents of the plan or related materials on its website (if one is maintained) and at the workplace.

(h) The AO may direct the recipient to take specific steps to abate an alleged violation or enforce the requirements of a compliance plan.

(i) For purposes of this provision:

(1) "Abuse or threatened abuse of law or legal process," as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means the use or threatened use of a law or legal process, whether administrative, civil, or criminal, in any manner or for any purpose for which the law was not designed, in order to exert pressure on another person to cause that person to take some action or refrain from taking some action.

(2) "Coercion," as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means:

(i) Threats of serious harm to or physical restraint against any person;

(ii) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or

(iii) The abuse or threatened abuse of the legal process.

Page 75 of 87

(3) “Commercial sex act,” as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means any sex act on account of which anything of value is given to or received by any person.

(4) “Debt bondage,” as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

(5) “Employee” means either:

(i) an individual employed by the recipient or subrecipient who is engaged in the performance of the project or program under this award; or

(ii) another person engaged in the performance of the project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.

(6) “Involuntary servitude,” as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), includes a condition of servitude induced by means of:

(i) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such condition, that person or another person would suffer serious harm or physical restraint; or

(ii) The abuse or threatened abuse of the legal process.

(7) “Recruitment Fee” means fees of any type, including charges, costs, assessments, or other financial obligations, that are associated with the recruiting process, regardless of the time, manner, or location of imposition or collection of the fee.

(i) Recruitment fees include, but are not limited to, the following fees (when they are associated with the recruiting process) for:

(A) Advertising;

(B) Obtaining permanent or temporary labor certification, including any associated fees;

(C) Processing applications and petitions;

(D) Acquiring visas, including any associated fees;

(E) Acquiring photographs and identity or immigration documents, such as passports, including any associated fees;

(F) Accessing the job opportunity, including required medical examinations and immunizations; background, reference, and security clearance checks and examinations; and additional certifications;

(G) An employer's recruiters, agents or attorneys, or other notary or legal fees;

(H) Language interpretation or translation, arranging for or accompanying on travel, or providing other advice to employees or potential employees;

(I) Government-mandated fees, such as border crossing fees, levies, or worker welfare fund;

(J) Transportation and subsistence costs:

(1) While in transit, including, but not limited to, airfare or costs of other modes of transportation, terminal fees, and travel taxes associated with travel from the country of origin to the country of performance and the return journey upon the end of employment; and

Page 76 of 87

- (2) From the airport or disembarkation point to the worksite;
- (i) Security deposits, bonds, and insurance; and
- (ii) Equipment charges.
- (ii) A recruitment fee, as described in the introductory text of this definition, is a recruitment fee, regardless of whether the payment is:
- (A) Paid in property or money;
- (B) Deducted from wages;
- (C) Paid back in wage or benefit concessions;
- (D) Paid back as a kickback, bribe, in-kind payment, free labor, tip, or tribute; or
- (E) Collected by an employer or a third party, whether licensed or unlicensed, including, but not limited to:
- (1) Agents;
- (2) Labor brokers;
- (3) Recruiters;
- (4) Staffing firms (including private employment and placement firms);
- (5) Subsidiaries/affiliates of the employer;
- (6) Any agent or employee of such entities; and
- (7) Subcontractors at all tiers.
- (8) “Severe forms of trafficking in persons,” as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means:
- (i) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion or in which the person induced to perform such act has not attained 18 years of age; or
- (ii) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage or slavery.
- (9) “Sex trafficking,” as defined at section 103 of the TVPA, as amended (22 U.S.C. 7102), means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose of a commercial sex act.
- (10) Terms not defined in this provision have the same meaning as provided in 2 CFR part 200, subpart A.
- (j) The recipient must include in all subawards the requirements of paragraph (a) of this award term, this paragraph (j), and a notification requirement to the recipient similar to that described in paragraph (d). The recipient must forward such notifications as required in paragraph (d).

[END OF PROVISION]

M20. LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2023)

APPLICABILITY: *In accordance with the policy at ADS 303.3.30, AOs must include this provision in all solicitations and awards. When no construction activities are contemplated under the award, the AO must insert “Construction is not eligible for reimbursement under this award” in section d) of this provision. If the award permits construction activities based on the policy above (or as authorized by waiver), the AO must insert the description and location(s) of the specific construction activities in section d) of this provision. The AO must not make a general reference to the Program Description. The AO must also ensure that there is a specific line item for construction activities in the award budget.*

LIMITING CONSTRUCTION ACTIVITIES (AUGUST 2013)

a) Construction is not eligible for reimbursement under this award unless specifically identified in paragraph d) below.

b) Definitions

(1) “Construction” means —construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures. The term does not include emplacement and removal of prefabricated structures and humanitarian shelters that are designed and constructed to be readily moved, erected, disassembled, stored, and reused (i.e., “relocatable buildings”), unless the emplacement and removal of the relocatable building requires site preparation work that otherwise meets the definition of construction.

(2) “Improvements, renovation, alteration, and refurbishment” means – any betterment or change to an existing property to allow its continued or more efficient use within its designed purpose (renovation), or for the use of a different purpose or function (alteration). Improvements also include improvements to or upgrading of primary mechanical, electrical, or other building systems. “Improvements, renovation, alteration, and refurbishment” does NOT include non-structural, cosmetic work, including painting, floor covering, wall coverings, window replacement that does not include changing the size of the window opening, replacement of plumbing or conduits that does not affect structural elements, and non-load bearing walls or fixtures (e.g., shelves, signs, lighting, etc.). It also does NOT include repairs used in humanitarian assistance which constitute minor fixes to physical elements of a currently serviceable structure, if those repairs do not significantly impact or change the primary mechanical, electrical, or structural elements of the real property.

c) Agreement Officers will not approve any subawards or procurements by recipients for construction activities that are not listed in paragraph d) below. USAID will reimburse allowable costs for only the construction activities listed in this provision not to exceed the amount specified in the construction line item of the award budget. The recipient must receive prior written approval from the AO to transfer funds allotted for construction activities to other cost categories, or vice versa with the exception of increases or decreases directly associated with currency fluctuations.

Page 78 of 87

d) Description

[*Type of construction and location(s)*]

e) The recipient must include this provision in all subawards and procurements and make vendors providing services under this award and subrecipients aware of the restrictions of this provision.

[END OF PROVISION]

M22. ENHANCEMENT OF GRANTEE EMPLOYEE WHISTLEBLOWER PROTECTIONS (AUGUST 2024)

The requirement to comply with and inform all employees of the " Enhancement of Contractor Employee Whistleblower Protections" is retroactively effective for all assistance awards, subawards and contracts issued beginning July 1, 2013.

The Recipient must inform its employees working under this award in the predominant native language of the workforce that they are afforded the employee whistleblower rights and protections provided under 41 U.S.C. § 4712; See statutory requirements for whistleblower protections at 10 U.S.C. 4701, 41 U.S.C. 4712, 41 U.S.C. 4304, and 10 U.S.C. 4310.

In accordance with U.S.C. § 4712 states that an employee of a recipient may not be discharged, demoted, or otherwise discriminated against as a reprisal for "whistleblowing." In addition, whistleblower protections cannot be waived by any agreement, policy, form, or condition of employment.

For the purposes of this provision, "whistleblowing" is defined as making a disclosure "that the employee reasonably believes" is evidence of any of the following: ● Gross mismanagement of a USAID contract or grant;

- A gross waste of USAID funds;
- An abuse of authority relating to a USAID contract or grant;
- A substantial and specific danger to public health or safety; or
- A violation of law, rule, or regulation related to a USAID contract or grant (including the competition for, or negotiation of, a contract or grant).

To qualify under the statute, the employee's disclosure must be made to:

- A Member of the U.S. Congress, or a representative of a U.S. Congressional Committee;
- A cognizant U.S. Inspector General;
- The U.S. Government Accountability Office;
- A USAID employee responsible for contract or grant oversight or management at the relevant agency;
- A U.S. court or grand jury; or,
- A management official or other employee of the Recipient who has the responsibility to investigate, discover, or address misconduct.

The recipient must include this requirement in any subaward or contract made under this award.

[END OF PROVISION]

M24. PROHIBITION ON REQUIRING CERTAIN INTERNAL CONFIDENTIALITY AGREEMENTS OR STATEMENTS (MAY 2017)

(a) Definitions.

- 1) “Contract” has the meaning given in 2 CFR Part 200.
- 2) “Contractor” means an entity that receives a contract as defined in 2 CFR Part 200.
- 3) “Internal confidentiality agreement or statement” means a confidentiality agreement or any other written statement that the recipient requires any of its employees or subrecipients to sign regarding nondisclosure of recipient information, except that it does not include confidentiality agreements arising out of civil litigation or confidentiality agreements that recipient employees or subrecipients sign at the behest of a Federal agency.
- 4) “Subaward” has the meaning given in 2 CFR Part 200.
- 5) “Subrecipient” has the meaning given in 2 CFR Part 200.

(b) The recipient must not require its employees, subrecipients, or Contractors to sign or comply with internal confidentiality agreements or statements that prohibit or otherwise restrict employees, subrecipients, or Contractors from lawfully reporting waste, fraud, or abuse related to the performance of a Federal award to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information (for example, the Agency Office of the Inspector General).

(c) The recipient must notify current employees and subrecipients that prohibitions and restrictions of any preexisting internal confidentiality agreements or statements covered by this provision, to the extent that such prohibitions and restrictions are inconsistent with the prohibitions of this provision, are no longer in effect.

(d) The prohibition in paragraph (b) of this provision does not contravene the requirements applicable to Standard Form 312 (Classified Information Nondisclosure Agreement), Form 4414 (Sensitive Compartmented Information Nondisclosure Agreement), or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

(e) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Appropriations Act, 2015, (Pub. L. 113-235), and its successor provisions in subsequent appropriations acts (and as extended in continuing resolutions) use of appropriate funds (or otherwise made available) is prohibited, if the Government determines that the recipient is not in compliance with the requirements of this provision.

(f) The recipient must include the substance of this provision, including this paragraph (f), in subawards and contracts under such awards.

[END OF PROVISION]

M26. MANDATORY DISCLOSURES (DECEMBER 2025)

- (a) Consistent with 2 CFR §200.113, applicants, recipients, and subrecipients of a federal award must promptly disclose whenever, in connection with the award (including any activities or subawards), it has credible evidence of any violation of federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). Applicant and recipient disclosures must be made in writing.

[with a copy to the cognizant Agreement Officer as follows:

- (1) To the USAID Office of Inspector General (OIG) for reports of violations alleged to have occurred prior to July 1, 2025; and**
- (2) To the Department of State Inspector General for all other matters. Subrecipient and contractor disclosures must be made in writing as outlined in paragraphs (a)(1) and (2), with a copy to the prime recipient (pass-through entity).]**

- (b) Recipients and subrecipients are also required to report matters related to recipient integrity and performance in accordance with the Standard Provision “Award Term and Condition for Recipient Integrity and Performance Matters (AUGUST 2024).”
- (c) Failure to make required disclosures can result in any of the remedies described in 2 CFR §200.339 Remedies for noncompliance, including suspension or debarment (See 2 CFR 180, 2 CFR 780 and 31 U.S.C. 3321).
- (d) The recipient must include this mandatory disclosure requirement in all subawards and contracts under this award.

[END OF PROVISION]

M29. PROHIBITION ON CERTAIN TELECOMMUNICATION AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT (AUGUST 2024)

- (a) In accordance with the cost principles in 2 CFR § 200.471, obligating or expending costs for covered telecommunications and video surveillance equipment or services as described in 2 CFR § 200.216 are unallowable. Recipients and subrecipients are prohibited from using award funds, including direct and indirect costs, cost share and program income, for such equipment or services.
- (b) Except as provided by paragraph (c), the recipient or subrecipient understands and will comply with the prohibition on certain telecommunication and video surveillance equipment or services. The recipient affirms the understanding of this prohibition by accepting this award and by submitting payment requests and financial reports, as applicable.
- (c) This provision implements temporary waivers granted to USAID under Section 889(d)(2) that allow the recipient to use award funds for costs incurred on or after October 1, 2022, through September 30, 2028, for covered telecommunications and video surveillance equipment or services

Page **81** of **87**

as described in 2 CFR § 200.216, only if the recipient has determined that there is no available alternate eligible source for such equipment or services.

(d) After September 30, 2028, in accordance with 2 CFR § 200.471 costs for all covered telecommunications and video surveillance equipment or services as described in 2 CFR § 200.216 will be unallowable.

(e) The recipient must include this provision in all subawards and contracts issued under this award.

[END OF PROVISION]

RAA9. TRAVEL AND INTERNATIONAL AIR TRANSPORTATION (DECEMBER 2014)

a. TRAVEL COSTS

All travel costs must comply with the applicable cost principles and must be consistent with those normally allowed in like circumstances in the recipient's non-USAID-funded activities. Costs incurred by employees and officers for travel, including air fare, costs of lodging, other subsistence, and incidental expenses, may be considered reasonable and allowable only to the extent such costs do not exceed reasonable charges normally allowed by the recipient in its regular operations as the result of the recipient organization's written travel policy and are within the limits established by the applicable cost principles.

In the absence of a reasonable written policy regarding international travel costs, the standard for determining the reasonableness of reimbursement for international travel costs will be the Standardized Regulations (Government Civilians, Foreign Areas), published by the U.S. Department of State, as from time to time amended. The most current Standardized Regulations on international travel costs may be obtained from the Agreement Officer. In the event that the cost for air fare exceeds the customary standard commercial airfare (coach or equivalent) or the lowest commercial discount airfare, the recipient must document one of the allowable exceptions from the applicable cost principles.

b. FLY AMERICA ACT RESTRICTIONS

(1) The recipient must use U.S. Flag Air Carriers for all international air transportation (including personal effects) funded by this award pursuant to the Fly America Act and its implementing regulations to the extent service by such carriers is available.

(2) In the event that the recipient selects a carrier other than a U.S. Flag Air Carrier for international air transportation, in order for the costs of such international air transportation to be allowable, the recipient must document such transportation in accordance with this provision and maintain such documentation pursuant to the Standard Provision, "Accounting, Audit and Records." The documentation must use one of the following reasons or other exception under the Fly America Act:

Page **82** of **87**

- (i) The recipient uses a European Union (EU) flag air carrier, which is an airline operating from an EU country that has signed the US-EU “Open Skies” agreement (<http://www.state.gov/e/eb/rls/othr/ata/i/ic/170684.htm>).
- (ii) Travel to or from one of the following countries on an airline of that country when no city pair fare is in effect for that leg (see <http://apps.fas.gsa.gov/citypairs/search/>):
 - a. Australia on an Australian airline,
 - b. Switzerland on a Swiss airline, or
 - c. Japan on a Japanese airline;
- (iii) Only for a particular leg of a route on which no US Flag Air Carrier provides service on that route;
- (iv) For a trip of 3 hours or less, the use of a US Flag Air Carrier at least doubles the travel time;
- (v) If the US Flag Air Carrier offers direct service, use of the US Flag Air Carrier would increase the travel time by more than 24 hours; or
- (vi) If the US Flag Air Carrier does not offer direct service,
 - a. Use of the US Flag Air Carrier increases the number of aircraft changes by 2 or more,
 - b. Use of the US Flag Air Carrier extends travel time by 6 hours or more, or
 - c. Use of the US Flag Air Carrier requires a layover at an overseas interchange of 4 hours or more.

c. DEFINITIONS

The terms used in this provision have the following meanings:

- (1) “Travel costs” means expenses for transportation, lodging, subsistence (meals and incidentals), and related expenses incurred by employees who are on travel status on official business of the recipient for any travel outside the country in which the organization is located. “Travel costs” do not include expenses incurred by employees who are not on official business of the recipient, such as rest and recuperation (R&R) travel offered as part of an employee’s benefits package that are consistent with the recipient’s personnel and travel policies and procedures.

- (2) "International air transportation" means international air travel by individuals (and their personal effects) or transportation of cargo by air between a place in the United States and a place outside thereof, or between two places both of which are outside the United States.
- (3) "U.S. Flag Air Carrier" means an air carrier on the list issued by the U.S. Department of Transportation at <http://ostpxweb.dot.gov/aviation/certific/certlist.htm>. U.S. Flag Air Carrier service also includes service provided under a code share agreement with another air carrier when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.
- (4) For this provision, the term "United States" includes the fifty states, Commonwealth of Puerto Rico, possessions of the United States, and the District of Columbia.

d. SUBAWARDS AND CONTRACTS

This provision must be included in all subawards and contracts under which this award will finance international air transportation.

[END OF PROVISION]

RAA10. OCEAN SHIPMENT OF GOODS (JUNE 2012)

a. Prior to contracting for ocean transportation to ship goods purchased or financed with USAID funds under this award, the recipient must contact the office below to determine the flag and class of vessel to be used for shipment:

U.S. Agency for International Development,
Bureau for Management
Office of Acquisition and Assistance, Transportation Division
1300 Pennsylvania Avenue, NW
USAID Annex
Washington, DC 20523-7900
Email: oceantransportation@usaid.gov

b. This provision must be included in all subagreements, including subawards and contracts.

[END OF PROVISION]

RAA11. REPORTING HOST GOVERNMENT TAXES (DECEMBER 2022)

(a) Definitions. As used in this provision--

Foreign government includes any foreign governmental entity.

Foreign taxes include value-added taxes and customs duties but not individual income taxes assessed to local staff.

Local Staff means Cooperating Country National employees.

(b) Annual Report

Page **84** of **87**

(1) The recipient must submit a report detailing foreign taxes assessed under this award the prior U.S. Government fiscal year. The report must be submitted annually by April 16.

(2) A report is required even if the recipient did not pay any foreign taxes during the reporting period. A cumulative report may be provided if the recipient is performing more than one award in the foreign country.

(c) Contents of report. The report must contain:

(1) Recipient name.

(2) Contact name with phone number and email address.

(3) Award number(s).

(4) Amount of foreign taxes assessed by each foreign government (listed separately) under this award during the prior U.S. Government fiscal year.

(i) Taxes assessed on any individual transaction of less than \$500 should not be reported.

(ii) The recipient must report only foreign taxes assessed by a foreign government receiving U.S. assistance under this award. The recipient must not report on foreign taxes assessed by a third-party foreign government.

(5) Any reimbursements of foreign taxes received by the recipient on the taxes in paragraph (c)(4) of this provision received through the date of the report.

(d) Submission of report. The recipient must submit the report to: [Agreement Officer must insert address and point of contact at the Embassy or Mission in the country in which the award will be performed, or CFO/CMP for USAID/W-issued awards, as appropriate], with a copy to the Agreement Officer's Representative.

(e) Subawards and contracts. The recipient must include this reporting requirement in all subawards and contracts issued under this award. The recipient must collect and incorporate into the recipient's report all information received from subawardees and contractors pursuant to this provision.

[END OF PROVISION]

RAA18. USAID Disability Policy - Assistance (December 2025)

(a) The objectives of the USAID Disability Policy are:

(1) to enhance the attainment of United States foreign assistance program goals by promoting the participation and equalization of opportunities of individuals with disabilities in country and sector strategies, activity designs[,] and implementation;

(2) to increase awareness of issues of people with disabilities both within USAID programs and in host countries;

(3) to engage other U.S. Government agencies, host country counterparts, governments, implementing organizations[,] and other donors in fostering a climate of nondiscrimination against people with disabilities; and

(4) to support international advocacy for people with disabilities.

- (b) USAID therefore requires that the recipient not discriminate against people with disabilities in the implementation of USAID funded programs. To that end and to the extent it can accomplish this goal within the scope of the program objectives, the recipient should demonstrate a comprehensive and consistent approach for including men, women, and children with disabilities.

“[END OF PROVISION]”

RAA28. CONTRACT PROVISION FOR DBA INSURANCE UNDER RECIPIENT PROCUREMENTS

APPLICABILITY: The following provision is required when the recipient is expected to procure services to be performed overseas.

DEFENSE BASE ACT (DBA) WORKERS’ COMPENSATION INSURANCE FOR PROCUREMENT CONTRACT (DECEMBER 2025)

All contracts made by the recipient under this award for services to be performed overseas must contain the following provision, as applicable.

Workers’ Compensation Insurance (Defense Base Act)

- (a) The Contractor must--
- (1) Before commencing performance under this contract, establish provisions to provide for the payment of disability compensation and medical benefits to covered employees and death benefits to their eligible survivors by purchasing Defense Base Act (DBA) insurance unless the Contractor qualifies as a self-insurer under the Longshore and Harbor Workers’ Compensation Act (33 U.S.C. 932) as extended by the Defense Base Act (42 U.S.C. 1651, et seq.), or has an approved retrospective rating agreement for DBA. The Contractor must continue to maintain these provisions to provide such Defense Base Act benefits until contract performance is completed.
 - (2) If USAID or the Contractor has secured a waiver of DBA coverage for contractor’s employees who are not citizens of, residents of, or hired in the United States, the contractor agrees to provide such employees with worker’s compensation benefits as required by the laws of the country in which the employees are working, or by the laws of the employee’s native country, whichever offers greater benefits. See AIDAR 728.305-70(a) for more information on DBA waivers. The Department of Labor has granted partial blanket waivers of DBA coverage applicable to USAID-financed contracts performed in countries listed in the DEFENSE BASE ACT (DBA) WAIVER LIST.
 - (3) Within ten days of an employee’s injury or death or from the date the Contractor has knowledge of the injury or death, submit Form LS-202 (Employee’s First Report of Injury or Occupational Illness) to the Department of Labor in accordance with the

Longshore and Harbor Workers' Compensation Act (33 U.S.C. 930(a), 20 CFR 702.201 to 702.203).

- (4) Pay all compensation due for disability or death within the timeframes required by the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914, 20 CFR 702.231 and 703.232).
- (5) Provide for medical care as required by the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 907, 20 CFR 702.402 and 702.419).
- (6) If controverting the right to compensation, submit Form LS-207 (Notice of Controversion of Right to Compensation) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914(d), 20 CFR 702.251).
- (7) Immediately upon making the first payment of compensation in any case, submit Form LS-206 (Payment of Compensation Without Award) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914(c), 20 CFR 702.234).
- (8) When payments are suspended or when making the final payment, submit Form LS-208 (Notice of Final Payment or Suspension of Compensation Payments) to the Department of Labor in accordance with the Longshore and Harbor Workers' Compensation Act (33 U.S.C. 914 (c) and (g), 20 CFR 702.234 and 702.235).
- (9) Adhere to all other provisions of the Longshore and Harbor Workers' Compensation Act as extended by the Defense Base Act, and Department of Labor regulations at 20 CFR Parts 701 to 704.

For additional information on the Longshore and Harbor Workers' Compensation Act requirements see <http://www.dol.gov/owcp/dlhwc/lbdba.htm>.

The Contractor must insert the substance of this clause including this paragraph (a), in all subcontracts to which the Defense Base Act applies.

[END OF PROVISION]

[END OF STANDARD PROVISIONS]

Done at Kigali on 01 April 2026.



Eugene Dusingizumuremyi
Country Director

Page **87** of **87**