

INVITATION TO BID

TENDER TITLE: DESIGN AND CONSTRUCTION OF A RAINWATER TANK AT KARONGI PENSION PLAZA

Tender N°: 000036/NC/NCB/2025/2026/RSSB/OFF

- (a) The Rwanda Social Security Board (RSSB) (hereinafter referred to as the “Client”) intends to apply a portion of its funds to eligible payments under the contract for which this bidding document is issued.
- (b) RSSB hereby invites eligible and qualified bidders to participate in the tendering process through a Request for Proposals for the Design and Construction of a Rainwater Tank at Karongi Pension Plaza, as further detailed in the Statement of Requirements. Interested bidders shall submit their technical proposal and financial proposal, together with a concept design supporting the submitted Bill of Quantities, in one envelope.
- (c) The Tender Document shall be requested and obtained exclusively via email from the Procurement Office through procurement@rssb.rw. Interested bidders may request the Tender Document on working days immediately after publication, between **9:00 a.m. and 5:00 p.m.** For participation, bidders shall pay a **non-refundable fee of Frw 10,000** to the following account (*exception is made to Bidders who purchased the previous tender document should be exempted from paying for the bidding document again, provided that they submit valid proof of the previous*):
- **Account Name:** RSSB Common
 - **Account Number:** 20029866001
 - **Bank Name:** I&M Bank
- (d) Interested bidders may obtain further information and clarifications from the RSSB Head Office during working hours (09:00 a.m. to 05:00 p.m.):
- Address:**
Rwanda Social Security Board (RSSB)
Supply Chain Department
RSSB Building, Tower I, 7th Floor
P.O. Box 250 or 6655 Kigali
Kigali City, Rwanda
Email: procurement@rssb.rw
- (e) Well-prepared **technical and financial proposal in one envelope**, written in English and clearly marked with the Tender Title and Tender Reference Number, shall be submitted in sealed envelopes to the RSSB Procurement Office **no later than 24th July at 10:00 a.m. (local time)**.
- (f) Request for Proposal will be opened in the presence of bidders’ representatives who choose to attend on **24th July at 10:30 a.m. (local time)** in the Board Room of RSSB Headquarters, Tower II, 9th Floor.

- (g) RSSB reserves the right to cancel this tender at any stage of the procurement process, in accordance with applicable procurement rules.
- (h) All bids shall be accompanied by a Bid Security issued by a reputable bank or Insurance Company in accordance with the bid security form. The bid Security shall be equivalent to **Frw 1,500,000**.
- (i) A **mandatory site visit** shall be conducted on **10th July 2026 at 1:00 p.m.** at Karongi Pension Plaza (*exception is made to Bidders who participated in the previous site visit should not be required to attend another site visit, provided that their prior attendance is confirmed or supported by relevant evidence*)
- (j) This procurement shall be conducted in accordance with the **RSSB Procurement Rules**.
- (l) The successful bidder shall be selected under the **Quality Cost Based Selection (QCBS)** method.

Note that: After notification of the evaluation result, bidders may lodge their appeal offline if any, to RSSB as the procuring entity at the first level and to RSSB Independent Review Panel at the second level. For appeals lodged at the second level, where the tender value exceeds Twenty Million Rwandan Francs (**Frw 20,000,000**), an appeal fee of One Hundred Thousand Rwandan Francs (**Frw 100,000**) shall be payable. This fee is non-refundable.

The RSSB Account for Payment of Bidding Documents: The above-mentioned amount shall be deposited into the RSSB bank account detailed below:

Account name: RSSB common
Account NO: 20029866001
Bank name: I&M Bank



By Authority Delegation,

Signed by:

23/6/2026

Jonathan Mwangereza

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Jonathan MWONGEREZA
Head of the Administration Department