**TERMS OF REFERENCE FOR THE CONSTRUCTION OF THE DUHAMIC-ADRI APARTMENT BUILDING, KICUKIRO DISTRICT, NIBOYE SECTOR**

1. **Brief Description of DUHAMIC-ADRI**

DUHAMIC-ADRI is a Non-Governmental Organization legally recognized under Rwandan Law. The organization was founded in 1979 with the objective of assisting farmers in organizing themselves to combat constraints related to rural marginalization. Over the years, its operations have expanded from local and regional levels to the national level. The Constituent General Assembly of April 20, 1985, officially established DUHAMIC-ADRI as an NGO operating throughout Rwanda.

DUHAMIC-ADRI was legally recognized by Ministerial Order No. 943 of July 12, 1985. Its statutes were later modified and recognized by Ministerial Order No. 025/11 of March 21, 2005. The organization also fulfilled all requirements under Law No. 04/2012 of February 17, 2012, governing national non-governmental organizations and received a compliance certificate from the Rwanda Governance Board (RGB) on June 17, 2013.

**Vision:** A rural world responsible for its self-socio-economic development.

**Mission:** Supporting integrated development through rural population initiatives aimed at self-development.

**Objectives**

• Combating the marginalization of rural areas.

• Promoting and strengthening associations, cooperatives, and farmers' groups.

• Supporting rural development initiatives in various socio-economic sectors.

### **Tender background**

DUHAMIC-ADRI is a national non-governmental organization that has been operating in Rwanda since 1988, with the mission of contributing to the socio-economic development of the Rwandan population through sustainable community-based initiatives. In line with its strategic plan and ongoing efforts to improve service delivery and generate sustainable income, DUHAMIC-ADRI intends to construct a modern apartment building.

The proposed apartment building (Basement + G + 2 + Penthouse) will be in **Kicukiro District, Niboye Sector,** and is envisioned to provide quality residential units that will contribute to the organization’s financial sustainability while also addressing the growing demand for housing in Kigali.

To achieve this, DUHAMIC-ADRI seeks to hire a qualified and experienced construction company capable of delivering the project in accordance with approved architectural designs, technical specifications, and relevant national construction standards.

This Terms of Reference (ToR) has been prepared to guide the procurement process and provide clear instructions to interested bidders on the requirements and expectations for the successful execution of the construction works.

1. **Objectives of the Assignment**

The main objective of this assignment is to construct a modern apartment building for DUHAMIC-ADRI in Kicukiro District, Niboye Sector, in compliance with approved designs, technical specifications, and applicable building standards in Rwanda.

Specifically, the assignment seeks to:

1. Engage a competent construction company with proven technical and financial capacity to undertake the work.
2. Ensure that the construction is carried out using high-quality materials, skilled labor, and best construction practices.
3. Deliver the apartment building within the agreed timeframe and budget, while adhering to safety, environmental, and social safeguards.
4. Guarantee durability, functionality, and aesthetics of the apartment building to meet DUHAMIC-ADRI’s expectations and long-term sustainability goals.
5. Foster collaboration between the contractor, supervising consultant, and DUHAMIC-ADRI to ensure timely and efficient project implementation.
6. **Scope of Work**

The selected construction company will be responsible for the full execution of works related to the construction of DUHAMIC-ADRI’s apartment building in Kicukiro District, Niboye Sector (UPI: 1/03/09/02/467 & 1/03/09/02/466. The scope of work will include, but not be limited to, the following:

1. **Pre-construction activities**
   1. Site preparation, clearing, and leveling.
   2. Setting out and securing the project site.
   3. Mobilization of equipment, materials, and workforce.
2. **Structural works**
   1. Excavation, foundation, and substructure work.
   2. Construction of superstructure including walls, slabs, beams, and columns.
   3. Roofing works as per approved design.
3. **Finishing work**
   1. Plastering, flooring, and tiling.
   2. Installation of doors, windows, and related fittings.
   3. Painting, ceiling works, and other finishing touches.
4. **Electrical and mechanical installations**
   1. Internal and external electrical works in compliance with national standards.
   2. Plumbing and sanitary installations.
   3. Drainage and water supply systems.
5. **External work and landscaping**
   1. Construction of access roads, parking areas, and walkways.
   2. Boundary walls, gates, and security features.
   3. Landscaping and external finishing.
6. **Compliance and quality assurance**
   * Adherence to the approved architectural and engineering designs.
   * Compliance with Rwanda regulations and standards, environmental, and safety standards.
   * Coordination with the supervising consultant and DUHAMIC-ADRI’s management.
7. **Qualification of the Firm/Expert Team and Profiles of Consulting Firm’s Key Staff Required**

**5.1 Qualification of the company**

The bidding company should possess the following minimum qualification:

* Be recognized construction firm operating in Rwanda.
* Have conducted successfully Four (4) similar construction assignment (with proof documents such as Certificates of good completion, with their contracts.
* Technical and financial capacity to successfully perform the construction works.
  1. **Profiles of construction firm’s key staff**

The bidder must provide a list of key technical personnel proposed for this assignment, along with their qualifications and experience. At a minimum, the following professionals must be included:

1. **Project Manager / Site Engineer:** Master’s degree in civil engineering or construction management, with at least 7 years of experience in managing multi-storey building projects. Responsible for overall project coordination and timely delivery.

**Responsibilities of Project Manager/Site Engineer:**

* Overall coordination and management of the construction project.
* Ensure project activities are completed on time, within budget, and to quality standards.
* Supervise all construction work and resolve site-related issues.
* Liaise with DUHAMIC-ADRI and supervising consultants.
* Prepare and submit regular progress reports, including updates on timelines, costs, and risks.

1. **Structural Engineer:** Master’s degree in civil/Structural Engineering, registered with a recognized professional body, with at least 5 years of experience in multi-storey building design and supervision.

**Responsibilities of Structural Engineer:**

* Review and verify structural designs and drawings.
* Ensure all structural works comply with approved designs and national construction standards.
* Conduct regular inspections of foundations, columns, beams, and slabs.
* Provide technical guidance on structural issues during construction.
* Coordinate with the Project Manager and Architect on structural integration.

1. **Architect:** Master’s degree in architecture, with at least 5 years of experience in designing and supervising multi-storey buildings, preferably apartment buildings.

**Responsibilities of Architect:**

* Oversee architectural design implementation and ensure compliance with approved plans.
* Supervise finishing works, space planning, and aesthetics.
* Ensure quality of materials and workmanship for interior and exterior finishes.
* Coordinate with structural and MEP engineers to resolve design-related issues.

1. **Quantity Surveyor:** Bachelor’s degree in quantity surveying, with at least 5 years of experience in cost estimation, contract management, and billing of multi-storey building projects.

**Responsibilities of Quantity Surveyor:**

* Prepare detailed bills of quantities and cost estimates.
* Monitor project costs and ensure financial control.
* Assess variations, approve payments, and manage contract documentation.
* Provide regular cost reports to the Project Manager and DUHAMIC-ADRI**.**

1. **Electrical Engineer:** Bachelor’s degree in electrical engineering, with minimum 5 years of experience in building electrical installations.

**Responsibilities of Electrical Engineer**

* Design and supervise electrical installations in compliance with national standards.
* Ensure all electrical work, including wiring, panels, and lighting systems, are installed safely and correctly.
* Inspect and test electrical systems and coordinate with other technical staff.

1. **Plumbing/Sanitation Engineer:** Bachelor’s in mechanical or Plumbing Engineering, with proven experience in water, sanitation, and drainage systems.

**Responsibilities of Plumbing/Sanitation Engineer**

* Supervise installation of plumbing, water supply, and sanitation systems.
* Ensure compliance with approved designs and safety standards.
* Inspect drainage, wastewater, and water supply systems for proper functioning.

1. **Site Foreman:** Diploma in a construction-related field, with at least 5 years of supervisory experience on building sites.
2. **Additional Staff:** The bidder may also propose any other technical or support staff deemed necessary for the successful execution of the project, such as quantity surveyors, site foremen, safety officers, or administrative personnel.

**Responsibilities of Site Foreman**

• Supervise day-to-day site operations and workforce management.

• Ensure construction works follow approved drawings and specifications.

• Monitor safety, labor productivity, and site cleanliness.

• Report daily progress to the Project Manager.

**Additional Requirements:**

* All proposed personnel must be fully available for the entire duration of the assignment.
* Bidders must provide a signed commitment of exclusivity confirming that the proposed personnel will be dedicated to this project and not assigned to other projects during the contract period.
* CVs, academic certificates, professional licenses, and evidence of reference projects must be attached.

1. **Bid Submission Requirements**

Interested and eligible companies are required to submit a complete bid package containing the following documents and information:

* 1. **Administrative Documents**
* Company registration certificate issued by RDB related to construction
* A valid certificate of good standing issued by RDB
* A Valid Tax Clearance Certificate from RRA
* A Valid RSSB compliance certificate
* A signed commitment letter confirming the bidder’s ability to execute the work within 6 months after signing the contract.
* Bidders must provide a bid security issued by a recognized insurance company or bank, equivalent to 13,598,842 Rwf and valid for at least 120 days from the bid submission deadline.
* A Valid credit line with its contract equal or above 400 million
* A site visit certificate to be issued by DUHAMIC-ADRI
  1. **Technical Proposal**

1. A detailed company profile including the company background, a summary of similar assignments completed (Project name, client/organization, and period of execution), ownership, organizational structure, physical address, and bank details.
2. Evidence of 3 similar projects completed in the last seven (7) years: Provide Good completion certificates accompanied by their respective signed contracts, each with a minimum value of 350,000,000, Rwf as contracts of lesser value will not be considered.
3. Team Composition**:** Provide all supporting documents for the key proposed personnel as outlined in point 5.2, including CVs, academic certificates, professional licenses, and evidence of reference projects.
4. Work plan and methodology outlining how the bidder intends to implement and complete the works within the agreed timeframe. (6 months)
5. A list of construction equipment and machinery owned or accessible for use during the project execution, specifying the type, quantity, capacity, and availability of each item, to demonstrate that they have the necessary resources to complete the work on time.
   1. **Financial Proposal**

A Detailed bill of quantities (BOQ) with unit rates and total cost estimates with all applicable taxes included.

1. **Evaluation Criteria**

| **Criteria** | **Criteria description** | **Weight/100** |
| --- | --- | --- |
| Company profile | * **Company background/history** * **Summary of similar assignments (**with project name, client, period of execution, and value) * **Ownership and organizational structure** * **List of equipment and machinery** (ownedor accessible for the project) * **Physical address and contact details** * **Bank account details** | 5 |
| Work plan and methodology | Provide a Work plan outlining how they will complete the project within **6 months**, and a brief methodology including:   * **Project Execution Approach** * **Construction Techniques and Standards:** * **Timeframe / Schedule** * **Resource Allocation** * **Quality Assurance** * **Health, Safety, and Environment (HSE):** Safety and environmental protection measures. * **Coordination and Reporting** | 5 |
| Team Composition | Qualification and experience (CVs) & notified degrees of the proposed team personnel as well as their signed availability commitment note to perform the assigned tasks | 30 |
| Company Experience | Evidence of 3 similar projects completed in the last seven (7) years: Provide Good completion certificates accompanied by their respective signed contracts, each with a minimum value of 350,000,000, Rwf as contracts of lesser value will not be considered. | 30 |
| **Total technical evaluation marks** | | **70** |
| Financial Proposal | A Detailed bill of quantities (BOQ) with unit rates and total cost estimates with all applicable taxes included **(As per the annexed BOQ)** | 30 |
| **TOTAL** | | **100** |

1. **Proposal Submission**

All interested companies shall submit their proposals (**Technical and Financial**) in **one sealed outer envelope**, which must contain **two separate inner envelopes**:

* One marked **“Technical Proposal”**
* One marked **“Financial Proposal”**

Both envelopes must be clearly titled:

**“Construction of the DUHAMIC-ADRI Apartment Building, Kicukiro District, Niboye Sector.”**

* Submissions shall be made in **hard copy only** and must be delivered **no later than Wednesday, September 17, 2025, at 11:00 AM.**
* On the submission date, there will be **no public opening** of the technical proposals. DUHAMIC-ADRI will receive submissions for analysis.
* Results of the technical evaluation will be communicated via email. Only bidders who score at least **70%** in the technical evaluation will be shortlisted and invited to the financial proposal opening.
* The financial proposals of non-shortlisted bidders will remain unopened. Such bidders will be invited to collect their financial proposals.
* The **date and time of the financial proposal opening** will be communicated by email to the shortlisted bidders.

1. **Contract Management**

The **terms and conditions of the contract**, including **payment modalities,** will be agreed upon during contract negotiations between DUHAMIC-ADRI and the successful bidder

1. **Safeguarding Clauses**

Safeguarding and protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility who works directly or indirectly with DUHAMIC-ADRI services delivery and operations. All DUHAMIC-ADRI staff and affiliates, including volunteers and Suppliers; sub-Suppliers’ staff and implementing partners are required to adhere to DUHAMIC-ADRI’s full safeguarding and protection policy procedures and the separate Code of Conduct that always values principles of PSEA.

DUHAMIC-ADRI has a zero tolerance to Sexual Exploitation and any other form of abuse. Child and vulnerable abuse, exploitation, harassment, discrimination, and human trafficking are strongly prohibited behaviours. All implementing partners/suppliers who are contracting with DUHAMIC-ADRI must adhere to DUHAMIC-ADRI’s full safeguarding and protection policy in addition to the code of conduct.

By applying to this tender, the supplier, is committed to denounce and to report any safeguarding issues or fraud face to face or at the reporting email for safeguarding issues at” [feedback@duhamic.org.rw](mailto:feedback@duhamic.org.rw) ”, Toll Free: 8470 and telephone number: 0788305329 without delays.

By Applying to this tender as a supplier, I understand that DUHAMIC-ADRI has the rights to ensure 100% compliance with safeguarding and protection policies via spot checks or any other form of control mechanisms.

If my business isn’t compliant, DUHAMIC-ADRI will take appropriate measures or immediately stop the contract of financial support depending on the nature and severity of the safeguarding incident detected.

**Note:**

All interested bidders are required to participate in a mandatory site visit, scheduled from September 12 to 16, 2025, between 09:00 AM and 05:00 PM on working days only.

Participation through a joint venture is not allowed for this tender

* After the tender opening session, each bidder will submit an Excel version of their financial proposal (quotation), which must match the hard copy submitted for verification purposes. In case of any discrepancies, the hard copy submission will be considered as the official version.

Bidders who score below 70% in their technical proposals will not be shortlisted for the financial proposal opening, and their financial proposals will be returned unopened.

* DUHAMIC-ADRI reserves the right to conduct due diligence on the references provided by bidders. If any reference is found to be unauthentic, it will result in immediate disqualification. The same applies to administrative documents such as Tax Clearance, RSSB Clearance, bid security, Credit line, and others
* Bidders who are blacklisted by RPPA are not eligible to participate in this tender. DUHAMIC-ADRI reserves the right to reject such bids.
* Prior to contracting, DUHAMIC-ADRI may request the successful bidder to provide a performance guarantee equivalent to 10% of the contract value.
* Prior to contracting, DUHAMIC-ADRI will conduct a vetting process to the successful bidders to ensure compliance with anti-terrorism and other regulatory requirements.
* Women and persons with disabilities fulfilling required conditions and qualifications are encouraged to apply.
* The proposed costs must include all applicable taxes.
* Please refer to the annexed Bills of Quantities and drawings below:

Done at Kigali, on September 10, 2025

Annex1: BOQ

Annex 2: Drawings