



Rwanda Organization of Trauma Counselors (ARCT-RUHUKA)

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TERMS OF REFERENCE FOR PREPARATION OF BILLS OF QUANTITIES (BOQ) FOR ARCT-RUHUKA CONSTRUCTION

1. ARCT-Ruhuka overview

The Rwandan Organization of Professional Trauma Counselors (**ARCT–Ruhuka**) is a National Nonprofit making Organization, formed in April 30th 1998 and officially registered under the Ministerial Decree No.97/11 on 28 July, 2004 and registered by Rwanda Governance Board (RGB). The organization was started to support survivors of psychological trauma, through integrated and holistic services for prevention, care, and healing to facilitate recovery for sustainable unity and reconciliation, peace and development.

Our Vision: ARCT-Ruhuka envisages a Rwanda where all people have access to integrated mental health services.

Our mission: is to lead the development and application of innovative psychosocial approaches to mental health services and strengthen professional capacity in understanding, treating, and preventing mental health problems for sustainable development.

2. Why Bills of Quantities (BOQ)

As approved by the 2022 General Assembly, ARCT-Ruhuka decided to sell off part of its land and initiate development projects that would contribute to generating income to support the organizational sustainability and continuity of its programs and services to the communities in line with its vision and mission.

Today, ARCT-Ruhuka has developed a business development plan with a construction plan for a multipurpose building on one of its land located in Gasharu Village, Kibagabaga Cell, Kimironko sector in Gasabo District.

ARCT RUHUKA is undertaking the construction of a new accommodation house as part of its infrastructure expansion project. The building, located on plot **UPI:1/02/09/02/8962**, is designated as a public facility and has a built-up area of **937 square meters**. The project is intended to support the organization's growing needs. A construction permit (**No: COK/BP/2024/AAO005**) has been granted.

It is against this background that ARCT-Ruhuka would like to hire a registered, qualified, and experienced external technical expert to prepare a Bill of Quantity (BOQ) document for the developed building construction plans, with a detailed list of all materials, parts, and labor required for ARCT-Ruhuka construction project, that will also play a pivotal role in the tendering process, enabling contractors to provide accurate and competitive bids.

3. Project details:

- ✓ The project name for the construction of the new house: **Infrastructure (accommodation house) expansion for ARCT RUHUKA**
- ✓ Plot: **UPI:1/02/09/02/8962).**
- ✓ Usage: **Public facility.**
- ✓ Built-up area: **937 square meters.**
- ✓ Project reference number: **KCPS-CP-AAA066754.**
- ✓ Construction permit No: **COK/BP/2024/AAO005.**

4. Objectives

The overall purpose of this consultancy is to develop a comprehensive and detailed Bill of Quantities (BoQ) for the construction of the accommodation house. The BoQ will form the basis for accurate cost estimation, tendering, and construction management. Specifically, the BoQ will help ARCT-Ruhuka:

1. To have a clear and well-detailed BOQ document that quantifies the materials and labor needed for a construction project, essential for cost estimation, budgeting, and financial planning
2. To ensure that all parties involved have a clear understanding of the project's scope and cost implications.
3. To have a BOQ as a critical component of the tendering process, to provide a standardized basis for comparing bids from different contractors,
4. To ensure transparency and fairness, enabling ARCT-Ruhuka to make informed decisions based on cost and quality.

5. Scope of Work

The consultant will be responsible for the following tasks:

- Review architectural, structural, and engineering drawings provided by ARCT RUHUKA.
- Conduct site visits to validate conditions and collect additional data.
- Prepare a detailed, itemized BoQ covering all materials, labor, and other related construction costs.
- Ensure the BoQ aligns with national building standards, regulations, and codes.
- Work closely with ARCT RUHUKA's team, including the architect and engineers, to clarify any issues.
- Submit a draft BoQ for review and address feedback from ARCT RUHUKA before finalizing the document.

6. Deliverables

In preparing a BOQ the selected “expert” will gather all relevant project information, including architectural and engineering drawings, specifications, paying attention to details, and any other pertinent documents. This information will form the basis for quantifying materials and labor to prepare, well-developed and clear detailed Bills of Quantities (BOQ) for the construction of the ARCT-Ruhuka building in the English language reflecting the following:

- ✓ **Breaking Down the Project:** To break down the project into manageable sections or work packages. This can include categories such as foundations, structural work, roofing, plumbing, and electrical work. Each section should be clearly defined and itemized.
- ✓ **Quantifying Materials and Labor:** For each section, list all the materials and labor required, along with their respective quantities and quality. This involves measuring dimensions from drawings, calculating volumes, and estimating the amount of labor needed for each task.

- ✓ **Pricing and Total Cost Estimation:** Assign unit prices to each item listed in the BOQ, based on current market rates or supplier quotes (in Rwandan francs). Once all items are priced, calculate the total cost for each section and summary for the overall project.
- ✓ A brief report explaining the assumptions and methodologies used in preparing the BoQ , submit everything in both digital and hard copy formats.
- ✓ **Respecting deadlines agreed on**

7. Utilization of Software Tools

Where applicable, leverage specialized software tools for BOQ preparation be used, such as cost estimation and quantity surveying software. To help automate calculations, reduce errors, and streamline the preparation process.

The selected Expert will ensure accuracy in measurements and estimates, identifying potential issues, and guaranteeing that all aspects of the project are covered.

8. Time Frame

The whole work should be completed **within 2 weeks**, starting from the date of contract signing.

9. Working language and Reporting:

The BOQ will be prepared and submitted in “English” language. The consultant will report directly to the ARCT RUHUKA Construction Technical Team and regular progress updates will be expected.

10. Application Requirements

With the above information, the Qualified consultancy Firms or Individuals are requested to propose and submit to ARCT-Ruhuka the following documents;

- A valid Quantity Surveyor's license provided by The Rwanda Institute of Quantity Surveyors (RIQS)
- Technical offer (quotations in Rwandan francs) with a clear methodology and proposed work plan for the preparation of BOQs
- CV(s) of the consultant(s).
- A portfolio of similar work undertaken in the past, at least 3 recommendations of similar work, and an estimated amount

All the required documents will be sent to ARCT – **Ruhuka Head offices in Kibagabaga, Kimironko sector; Gasabo District** or sent by **Email: arctrwanda@gmail.com.** with all the

required documents attached with the subject: “*Preparation of BOQ for ARCT-Ruhuka building construction*” not later than 08/11/2024. at 12noon.

11. Evaluation Criteria

Proposals will be evaluated based on:


- Relevant experience and qualifications.
- Understanding of the project and the proposed methodology.
- Competitive pricing.
- Quality of past work.
- Being Registered and licensed professional Quantity Surveyors.

12. Safe-guarding policy

Any consultant, contractor, or supplier undertaking an activity on behalf of ARCT-Ruhuka must respect all Organization policies, and the Code of Conduct sets out the standards to which all must adhere, ARCT-Ruhuka is zero tolerance to any type of violence, child abuse, and fraud.

Only selected candidates will be contacted. For any other information, please contact us on telephone no. (+250) 787104307.

Done at Kigali, on 21/10/2024


MUKARUBUGA Ancilla
Chairperson /ARCT-Ruhuka

