



**Rwanda Organization of Trauma Counselors (ARCT-RUHUKA)**

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**P.O. Box: 717 Kigali; Tel.: (+250) 796 894 484**

**Website: [www.arctruhuka.org](http://www.arctruhuka.org)**

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## **TERMS OF REFERENCE (TOR) PROCUREMENT OF IRON SHEETS, TRANSLUCENT SHEETS, AND ROOFING ACCESSORIES.**

### **1. Background**

ARCT Ruhuka is a National Organization of professional Trauma Counsellors formed in 1998 and officially registered as non-governmental organization, under the ministerial decree no 97/11 of 28th July 2007, and is legally registered by Rwanda Governance Board with a Certificate of Compliance on the 12/09/2013. ARCT-Ruhuka today, operates at National and regional levels in the field of Mental Health and Psychosocial Support (MHPSS).

The organization's vision is a Rwanda where all people have access to integrated mental health services, and the 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.

### **2. Objective.**

The Rwanda Organisation of Trauma Counsellors (ARCT RUHUKA) intends to procure roofing materials for its infrastructure development project. Qualified and experienced suppliers are invited to submit quotations for the supply and delivery of iron sheets, translucent roofing sheets, and roofing screws in accordance with the specifications provided in these Terms of Reference.

The objective of this procurement is to identify and contract a competent supplier capable of supplying high-quality roofing materials that meet the required technical specifications and delivery timelines.

### **3. Scope of Supply.**

The successful supplier shall supply and deliver the following materials to ARCT RUHUKA located in Kibagabaga cell, Kimironko.

#### **A. Iron Sheets:**

- ✓ **Technical Specifications:**
- ✓ **Type:** Autoportant Iron Sheets Roofing :
- ✓ **Effective Width:** 90 cm
- ✓ **Gauge (BG):** BG 28
- ✓ **Standards** (for quality): Conform to the Rwanda Standards Board (RSB).
- ✓ **Condition:** New.
- ✓ **Colour:** Maroon.



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SN	Length (Meters)	Quantity (Pieces)
1	10.7 m	6
2	9.7 m	8
3	9.3 m	19
4	8.2 m	19
5	7.7 m	19
6	7.3 m	30
7	5.4 m	11
8	3.2 m	20
9	3.1 m	6
10	3.0 m	6

**B. Translucent Roofing Sheets designed to match and integrate with the proposed Autoportant Iron Sheets in terms of profile, dimensions, and installation requirements**

SN	Description	Unit	Quantity
11	Translucent Roofing Sheets (3 meters in length, matching roofing profile)	Pieces	23

**C. Roofing Accessories**

SN	Description	Unit	Quantity
12	Metal Roofing Screws with Rubber Washers, 5 cm length, 8 mm head	Box (400 screws)	20

**D. Gutter and fascial Boards' technical specifications**

**i. Gutter Type 1**

- Bottom Width: 40 cm
- Side Height: 30 cm
- Edge Fold: 2 cm on both sides
- Total Length Required: 30 meters
- Thickness 2.0 mm

**ii. Gutter Type 2**

- Bottom Width: 20 cm
- Left Side Height: 15 cm
- Right Side Height: 20 cm
- Edge Fold: 2 cm on both sides
- Total Length Required: 8 meters
- Thickness 2.0 mm.



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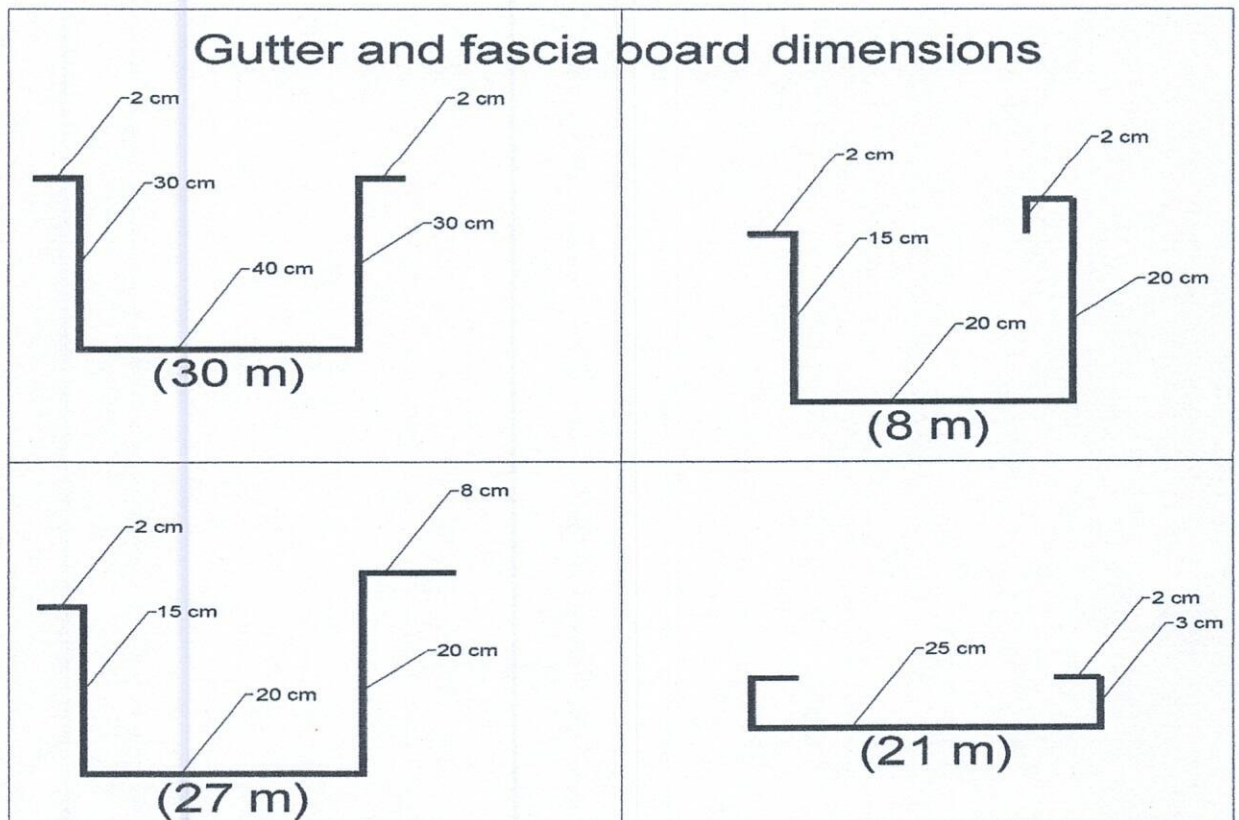
**iii. Gutter Type 3**

- Bottom Width: 20 cm
- Left Side Height: 15 cm
- Right Side Height: 20 cm
- Left Edge Fold: 2 cm
- Right Edge Fold: 8 cm
- Total Length Required: 27 meters
- Thickness 2.0 mm

**iv. Fascia Board**

- Bottom Width: 25 cm
- Right Side Height: 3 cm
- Edge Fold: 2 cm
- Total Length Required: 21 meters
- Thickness 2.0 mm.

**NB: Description in the figure:**



**4. Delivery Period**

The supplier shall complete fabrication and deliver all materials within **four** calendar days from the date of issuance of the Purchase Order/Contract.



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## **5. Inspection and Acceptance**

ARCT RUHUKA shall inspect all delivered materials to verify:

- Compliance with dimensions and specifications.
- Quality of materials and workmanship.
- Quantity delivered.

Acceptance shall be subject to successful inspection and approval by ARCT RUHUKA.

## **6. Bid Submission Requirements**

**Interested suppliers shall submit:**

- Company profile or manufacturing profile
- Copy of business registration certificate.
- Valid Tax Clearance Certificate.
- Valid VAT certificate.
- Detailed quotation indicating unit prices and total cost, including all applicable taxes, as well as offloading and loading costs.
- Delivery schedule.
- Evidence of similar assignments completed or related for supply construction materials
- Rwanda Standards Board (RSB) and Quality & Safety Standards (RICA) are added value.

## **7. Evaluation Criteria**

**The evaluation shall be based on:**

- Compliance with technical specifications.
- Quality of proposed materials.
- Delivery timeline.
- Relevant experience.
- Financial competitiveness of the quotation.
- And all requirements: under 8 points ( **Bid Submission Requirements**)
- Bidders shall provide samples of the proposed Autoportant Iron Sheets and Translucent Roofing Sheets at the time of bid submission

## **8. Payment Terms**

Payment shall be made in Rwf after delivery, inspection, and acceptance of the materials, upon submission of an original invoice and all required supporting documents.

## **9. Submission of bids**

- Bids shall be submitted in sealed envelopes addressed to ARCT RUHUKA Headquarters, located in Kibagabaga Sector, KG 321st. Both technical and financial proposals must be submitted.
- The submission deadline is **22<sup>nd</sup> June 2026, by 11:00 AM.**
- Late submissions will not be considered.



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## **11. Contract award**

The contract will be awarded to the bidder whose proposal is determined to be responsive and offers the best value for money, in accordance with the evaluation criteria.

For any other information, please get in touch with us during our working hours at ARCT-Ruhuka Mobile Phone number (250 )796894484.

**Done at Kigali, 08 June 2026.**

**NSANZABANDI Jean Claude**

**ARCT RUHUKA Legal Representative**