

Terms of Reference for: Establishment of District Metered Areas (DMAs) on Selected Water Supply Systems in Rulindo and Gicumbi Districts

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1. INTRODUCTION

Water For People is an international non-for-profit organization working in Water, Sanitation & Hygiene. It works across nine countries, bringing together communities, local entrepreneurs, and governments to build sustainable water and sanitation services.

Water For People is committed to supporting all communities, schools, and healthcare facilities in Rulindo, Gicumbi, Karongi, Gisagara and Nyamagabe Districts in gaining access to sustainable water, sanitation, and hygiene services. In this connection, Water For People partners with government institutions to improve access to sustainable WASH Services by supporting the construction of water supply systems and hygiene and sanitation facilities.

It is against that background that Water For People, in partnership with WASAC, Rulindo and Gicumbi Districts, would like to hire the services of an experienced construction company for the establishment of District Metered Areas on 5 selected Water Supply Systems in the mentioned districts to better monitor and manage Non Revenue Water.

2. SCOPE OF WORK

- **12 DMAs in Gicumbi District** (4DMAs on one WSS per Private Operator)
- **7 DMAs in Rulindo District** (4&3 DMAs on one WSS per Private Operator respectively)
- **Drawings and maps**

Water For People reserves the right to change the scope of works before the contract signature.

3. TECHNICAL PROPOSAL

The technical proposal to be submitted by the bidder must have the components described below:

3.1. Company profile and administrative documents

The company must provide the following administrative documents:

- Full company address in Rwanda indicating Province, District, Sector, Cell, Village, E-mail, Post Office Box,
- A copy of Trade License/Certificate of company registration,
- VAT registration certificate
- Valid Certificate of tax clearance by Rwanda Revenue Authority (RRA),
- RSSB clearance certificate

3.2. Company experience

The desired company/firm should meet the following criteria:

- General Experience of the company in the field of water supply projects implementation
- Having completed 2 similar projects within the last 5 years proven by certificates of good completion.

3.3. Equipment

The essential equipment to be made available for the Contract by the successful Bidder shall be:

- **One truck with 5m³ of capacity**
- **One concrete vibrator.**
- **Two motorcycles (one for each district)**
- **One pickup (4WD)**

The bidder must provide proof of possession (equipment must be registered in the names of the company or with a notarized rental or buying contract signed by both parties accompanied by proof of their invoices).

3.4. Team composition and required Skills

The company/firm should have the following staff members:

- **Project Manager:** A civil engineer A0 with a minimum of 5 years of experience in the construction sector
- **Two site engineers (one for each district):** A civil engineer A0 with a minimum of 3 years of experience in the construction of water supply projects or A1 with a minimum of 5 years of experience in similar works.
- **Two site foremen (one for each district):** A2 diploma in construction or plumbing with a minimum of 5 years of experience in water supply with a focus on installing hydraulic fittings.

All staff will present an updated Curriculum Vitae duly signed by the staff him/herself and notarized academic documents with relevant certificate of service rendered to prove the required experience.

4. FINANCIAL PROPOSAL

The proposal must be done based on the following bills of quantities:

Establishment of District Metered Areas (DMAs) on Selected Water Supply Systems in Rulindo and Gicumbi Districts

N	Description	Unit	Qty	Unit price (Rwf)	Total price
0	Site installation, drawings and maps	LS	1		-
I. DMA construction activities (Civil Works)					
I.1	manhole: 1.7m X 1.7m X 1.5m				
I.1.1	Terracing, digging, cutting, excavation, backfilling, overlay of surplus soil, and land remediation, including all accruals.	m3	12.95		-
I.1.2	Hardcore (stones pitching) of 30 cm with a filling of 1:10 cement sand mortar mix, saturated with water.	m3	0.97		-
I.1.3	Blinding concrete M15, thickness 5 cm	m3	0.16		-
I.1.4	Reinforced concrete for the base slab, M25	m3	0.8		-
I.1.5	Reinforced concrete for roof slab, M25	m3	0.31		-
I.1.6	Lateral walls in masonry include plastering and finishing	m3	3.81		-
I.1.7	Supply and installation of aerated fiberglass A15 manhole cover of 70cm radius with a locking mechanism.	item	1		-
I.1.8	Supply and fix a galvanized steel ladder embedded in the wall.	item	1		-
I.1.9	Concrete for the anchorage of hydraulic equipment	m3	0.1		-

	Subtotal-1.1				-
	Total for 2 manholes		2		-
I.2	manhole: 1.5m X 1.5m X 1.2m				
I.2.1	Terracing, digging, cutting, excavation, backfilling, overlay of surplus soil, and land remediation, including all accruals.	m3	11.2		-
I.2.2	Hardcore (stones pitching) of 30 cm with a filling of 1:10 cement sand mortar mix, saturated with water.	m3	0.71		-
I.2.3	Blinding concrete M15, thickness 5 cm	m3	0.16		-
I.2.4	Reinforced concrete for the base slab, M25	m3	0.61		-
I.2.5	Reinforced concrete for roof slab, M25	m3	0.22		-
I.2.6	Lateral walls in masonry include plastering and finishing	m3	2.84		-
I.2.7	Supply and installation of aerated fiberglass A15 manhole cover of 70cm radius with a locking mechanism.	item	1		-
I.2.8	Supply and fix a galvanized steel ladder embedded in the wall.	item	1		-
I.2.9	Concrete for the anchorage of hydraulic equipment	m3	0.1		-
	Sub-total-I.2				-
	Total for 17 manholes		17		-
II. Supply and installation of hydraulic equipment					
II.1	Supply and installation of bulk meters				

II.1.1	flanged Flowmeter DN140NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, manchette "bridge galvanized", bolts and nuts, and any other accessories required for installation)	pce	1		-
II.1.2	Flanged Flowmeter DN125NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, manchette bridge galvanized, bolts and nuts, and any other accessories required for installation)	pce	1		-
II.1.3	Flanged Flowmeter DN110NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, manchette bridge galvanized, bolts and nuts, and any other accessories required for installation)	pce	3		-
II.1.4	Flanged Flowmeter DN75NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, manchette bridge galvanized, bolts and nuts, and any other accessories required for installation)	pce	2		-
II.1.5	Flanged Flowmeter DN63NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, manchette bridge galvanized, bolts and nuts, and any other accessories required for installation)	pce	7		-
II.1.6	Flowmeter DN50NP16 and Fittings (PVC nipple adapters, HDPE adapters, machete PVC/HDPE, galvanized socket, galvanized union, tangit glue for PVC, and any other accessories required for installation)	pce	3		-
II.1.7	Flowmeter DN40NP16 and Fittings (PVC nipple adapters, HDPE adapters, machete PVC/HDPE, galvanized socket, galvanized union, tangit glue for PVC, and any other accessories required for installation)	pce	2		-
	Sub-total-II.1		19		

	Total for 19 bulk meters				-
II.2	Supply and installation of flow control valves				
II.2.1	Flanged Valves DN140NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, bolts and nuts, and any other accessories required for installation)	pce	1		-
II.2.2	Flanged Valves DN125NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, bolts and nuts, and any other accessories required for installation)	pce	1		-
II.2.3	Flanged Valves DN110NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, bolts and nuts, and any other accessories required for installation)	pce	3		-
II.2.4	Flanged Valves DN75NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, bolts and nuts, and any other accessories required for installation)	pce	2		-
II.2.5	Flanged Valves DN63NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, bolts and nuts, and any other accessories required for installation)	pce	7		-
II.2.6	Ball Valves DN50NP16 and Fittings (PVC nipple adapters, HDPE adapters, galvanized socket, galvanized union, tangit glue for PVC, and any other accessories required for installation)	pce	3		-
II.2.7	Ball Valves DN40NP16 and accessories required for installation (PVC nipple adapters, HDPE adapters, machete PVC, galvanized socket, galvanized union, tangit glue for PVC, and any other accessories required for installation)	pce	2		-
	Total for 19 valves		19		-

II.3	Supply and installation of strainers/filters				
II.3.1	Flanged Strainer DN160NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, bolts and nuts, and any other accessories required for installation)	pce	1		-
II.3.2	Flanged Strainer DN125NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, bolts and nuts, and any other accessories required for installation)	pce	1		-
II.3.3	Flanged Strainer DN110NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, bolts and nuts, and any other accessories required for installation)	pce	3		-
II.3.4	Flanged Strainer DN75NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, bolts and nuts, and any other accessories required for installation)	pce	2		-
II.3.5	Flanged Strainer DN63NP16 and fittings (Flanged adapters for PVC/HDPE, flat gaskets, bolts and nuts, and any other accessories required for installation)	pce	7		-
II.3.6	Galvanized strainer DN50NP16 and fittings (PVC nipple adapters, HDPE adapters, galvanized socket, galvanized union, tangit glue for PVC, and any other accessories required for installation)	pce	3		-
II.3.7	Galvanized strainer DN40NP16 and fittings (PVC nipple adapters, HDPE adapters, galvanized socket, galvanized union, tangit glue for PVC, and any other accessories required for installation)	pce	2		-
Total for 19 strainers/filters			19		-
Grand Total (all tax inclusive)					-

The financial proposal must be submitted in Rwandan Francs (FRW) and must include all applicable taxes.

5. Drawings

The drawings and map will be the responsibility of the successful bidder, (drawings of the manholes with accessories illustrated will be prepared right after contract signature and approved before their implementation. At completion, the contractor will elaborate a map of each concerned WSS with established DMAs displayed.

6. DURATION OF THE ASSIGNMENT

It is planned that the work to be done will be completed within **45 calendar days** from the date of the contract signature. The technical offer should indicate a clear timeline illustrating when the deliverables will be achieved.

7. TYPE OF AWARD

This will be a contract with clear payment schedules based on deliverables. The winner of this contract shall be responsible for submitting an original of a performance guarantee from a licensed bank representing 10% of the total contract amount and covering 12 months counted from the date of provisional handover of the work.

8. SOURCE OF FUNDS

Water For People

9. COPYRIGHTS

Copyright of all materials for this assignment will be retained by Water For People in Rwanda or Districts.

10. PROCUREMENT

The terms of reference will be published via eligible media platforms.

Proposals will be evaluated using the following criteria: administrative requirements, the profile of team members, similar experience, equipment required, and cost as follows.

- Administrative documents/company profile: PASS or FAIL. Only the bidders with a **PASS** note will continue to the second stage of evaluation.
- Technical Proposal:
 - o Equipment and work plan: 20%
 - o Company Experience: 50%
 - o Profile of the team members: 30%

1st stage: Administrative documents: PASS or FAIL. Only the bidders with a **PASS** note will continue to the second stage of evaluation.

2nd stage: Technical proposal: 100% (that includes the work-plan and availability of equipment and company experience and profile of the team members with CV and academic documents). The pass mark is fixed at 80%



3rd Stage: Financial Proposal: All proposals that will score 80% from the *technical evaluation* shall have their financial proposals evaluated. The successful bidder will be the one with the lowest quote.

The selected vendor will be contractually required to comply with Water For People's Vendor Code of Conduct [Vendor code OK.pdf](#) 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.

11. Eligibility for Bidders

The prospective bidders will not conduct a compulsory site visit.

12. REPORTING AND WORK RELATIONSHIP

The contractor will report to the Water For People Senior Water and Sanitation Engineer for this assignment. The contractor will be collaborating with the entire Water For People team, including the top management team as well as the field staff.

On daily basis, the contractor will be supervised by the Water For People representative, the district and WASAC branch representatives and the provisional handover of works must be approved by all the above parties including the concerned POs.

13. Rights Reserved

- a) Water For People in Rwanda reserves the right to cancel the entire procurement process without incurring any liability whatsoever.
- b) Water For People in Rwanda reserves the right to amend any segment of the request for proposal prior to the announcement of selected candidates.
- c) Water For People in Rwanda 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 Water For People's best interest to do so.
- d) Water For People in Rwanda also may, at its discretion, issue a separate contract for any service or groups of services included in this request for proposal. Water For People may negotiate a compensation package and additional provisions to the contract awarded under this request for proposal.
- e) Water For People in Rwanda 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.

14. BIDDING PROCESS

Interested companies are requested to submit their application files electronically not later than 14/12/2025 by 05:00 PM local time with the following subject: **“Establishment of District Metered Areas (DMAs) on Selected Water Supply Systems in Rulindo and Gicumbi Districts”** to the following email: rwprocurement@waterforpeople.org.

Both technical and financial bids must be submitted separately but in the same email. Financial proposals must be password-protected, and passwords will only be requested from bidders who qualify for the financial evaluation.

Notes:

- 1. Any bid with any arithmetic error in calculation or any other type of error or omission will automatically be disqualified.*
- 2. Hard copies and late submissions shall be rejected.*
- 3. Late submissions will not be considered.*

Done at Kigali on 1/12/2025.

Eugene Dusingizumuremyi
Country Director