



Zipline

Request for Proposal (RFP)

Service: Provision of End-to-End Design and Civil Works Consultancy Services

REQUEST FOR PROPOSAL (RFP)

Provision of End-to-End Design and Civil Works Consultancy Services

RFP Reference: ZRW-USG-1RW3-2025

Date Issued: 28th October 2025

Submission Deadline: 7th November 2025

1. Introduction

Zipline Rwanda Ltd invites qualified and experienced consultancy firms to submit proposals for the provision of end-to-end design and civil works consultancy services. The selected firm will provide comprehensive architectural, civil, structural, mechanical, and electrical engineering design advisory services in line with Rwanda's Green building minimum requirements system for upcoming Zipline infrastructure projects.

The consultancy will be expected to provide a turnkey solution – from design peer reviews through to construction documentation, technical supervision, and project handover.

2. Project Overview

The scope of this engagement covers the design peer review and construction oversight of Zipline's facilities, which may include:

- Warehousing and logistics infrastructure
- Office and operations buildings
- Drone launch and recovery zones
- Utility and support systems (power, HVAC, water, Septic tank etc.)

The selected firm will collaborate with Zipline's internal project and procurement teams to ensure the designs are **cost-effective, compliance to Rwandan construction rules, standards, and legislation, sustainable, and aligned with Zipline's operational standards.**

3. Scope of Work

The consultancy firm will be responsible for delivering the following key services:

A. Preliminary and Conceptual Design

- While the concept design and general layout will be prepared internally by Zipline Rwanda Ltd, the consultant will be required to adopt and refine these designs i.e. Peer reviews.
- Align designs peer review recommendations to Rwanda's green building requirements and make necessary provision for lightning mitigation.

B. Detailed Design and Documentation

- Develop complete architectural, structural, civil, electrical, and mechanical design drawings and specifications.
- Ensure all designs meet applicable local building codes, environmental, health, and safety standards.
- Provide detailed bills of quantities (BoQ) and construction cost estimates.
- Incorporate value engineering and sustainability principles.

C. Construction Support and Supervision

- Provide technical oversight during construction stages on demand basis.
- Certify works completed for payment approval.

D. Handover and Close-Out

- Conduct final inspections and ensure compliance with design intent.
- Prepare as-built documentation.
- Provide post-construction review and performance evaluation reports.

4. Deliverables

- **Peer Review Report** – detailing assessment of Zipline’s concept design and layout, with recommendations aligned to Rwanda’s Green Building requirements and lightning protection standards.
- **Approved Issued-for-Construction (IFC) Drawings** – complete architectural, structural, civil, mechanical, and electrical design packages ready for implementation.
- **Regulatory Compliance Statement** – confirming conformity with all applicable Rwandan building codes, safety, and environmental standards.
- **Material Selection and Supplier Recommendation Report** – technical advisory on suitable construction materials, including sustainability considerations and qualified local supplier options.
- **Bill of Quantities (BoQ) and Cost Estimates** – comprehensive cost breakdowns incorporating value engineering and sustainability measures.

- **Site Supervision and Work Certification Reports** – periodic supervision documentation and certification of completed works for payment approval.
- **As-Built Drawings and Handover Documentation** – finalized construction records reflecting actual site conditions at project completion.
- **Post-Construction Performance Evaluation Report** – summary of project outcomes, operational efficiency, and compliance with green building objectives.

5. Duration and Timelines

The anticipated duration of the consultancy and commencement date will be communicated at the point of contract signing. Proposers should however include a detailed work plan and timeline estimate showing milestones and expected deliverables in days.

6. Eligibility and Qualification Requirements

Interested firms must demonstrate:

- Proven experience in multidisciplinary engineering and architectural consultancy (minimum of [3] similar projects in the past [5] years).
- Valid registration and practicing licenses from relevant professional bodies.
- Qualified in-house team of architects, structural/civil engineers, MEP engineers, and quantity surveyors.
- Demonstrated capacity to deliver within schedule and budget.
- Experience with industrial, logistics, and infrastructure projects is an added advantage.
- Foot print in more than one African country where Zipline operates is not mandatory but an added advantage.

7. Proposal Submission Requirements

Proposals must include the following:

1. **Company Profile**—Background, legal registration, ownership, and organization structure.
2. **Technical Proposal** –

- Understanding of the assignment
- Proposed methodology and work plan
- Team composition and key staff CVs
- Relevant past project experience (with references)
- Insurance and warranties

3. Financial Proposal –

- Detailed cost breakdown by deliverable/stage
- Payment terms and validity period

4. Supporting Documents –

- Certificates of incorporation and licenses
- Tax compliance certificate
- Professional accreditation/registration certificates for the firm and its Engineers.
- References from at least three (3) previous clients

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight (%)
Technical approach and methodology	25
Relevant experience and past performance	25
Qualifications and experience of key personnel	20
Financial proposal (cost competitiveness)	20

Project timelines and delivery plan

10

Only firms that meet the **minimum technical score of [e.g., 70%]** will have their financial proposals evaluated.

9. Submission Guidelines

All proposals must be submitted electronically in PDF format to Email: africa.procurement@flyzipline.com , joseph.lumumba@flyzipline.com & alex.thal@flyzipline.com

Subject: RFP – End-to-End Design & Civil Works Consultancy Services (RFP Ref No.)

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Late submissions will not be accepted.

10. Clarifications and Enquiries

All clarifications regarding this RFP must be submitted in writing to:

Contact Person: Joseph Lumumba

Email: joseph.lumumba@flyzipline.com

Deadline for Clarifications: [2 days before submission deadline]

Responses to all inquiries will be shared with all prospective bidders.

11. Confidentiality

All information contained in this RFP and any subsequent communications shall be treated as confidential and used solely for the purpose of preparing the proposal.

12. Zipline's Rights

Zipline reserves the right to:

- Accept or reject any proposal in whole or in part.
- Negotiate with one or more bidders.
- Cancel the RFP process at any stage without assigning reasons.
- Award the contract in whole or in part as deemed in the best interest of the company.