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Trócaire
TOGETHER FOR A JUST WORLD

TERMS OF REFERENCE FOR THE PROVISION AND INSTALLATION OF LIGHTNING PROTECTION SYSTEMS ON ADMINISTRATIVE BUILDINGS IN MBAZI AND KIBUMBWE SECTORS IN NYAMAGABE DISTRICT, AND NYABIMATA AND BUSANZE SECTORS IN NYARUGURU DISTRICT.

1.Organizational background

Caritas Gikongoro is a service of Gikongoro Catholic Diocese created in 1993 with the mission to assist the needy (poor, vulnerable, oppressed) through increasing income, improvement of health, socio-charitable works as well as the promotion of a culture of peace. The Vision of Caritas Gikongoro is to have a society where human dignity and the integral development of all people are promoted according to the evangelical values.

To achieve this, Caritas Gikongoro operates through three main departments such as "Social department, Health department and Development department. Apart from those departments, Caritas Gikongoro collaborates with other diocesan services and commissions such as Economat General Gikongoro, Catholic Schools Representation and Justice and Peace Commission (CDJP). Gikongoro Diocese covers the districts of Nyamagabe, a big part of Nyaruguru district plus a portion of Nyanza and Huye districts in southern province and Karongi in Western province.

2. Project Context

Since January 2023, with the financial support from Trócaire, Caritas Gikongoro has been implementing a five-year project entitled "Strengthening Food and Nutrition Security for Vulnerable Households in Nyabimata and Busanze Sectors in Nyaruguru District," in collaboration with local government authorities, community structures and other relevant stakeholders.

The project aims to improve the livelihoods, food and nutrition security, and resilience of vulnerable households through the promotion of climate-resilient agriculture, agroecological practices and sustainable natural resource management activities. Its interventions are implemented in close collaboration with local authorities and community structures to ensure effective coordination, participation and sustainability.

To facilitate the effective implementation of project activities, administrative buildings located in the intervention areas serve as important operational and coordination facilities. These buildings provide a working space for project staff and meeting venues for local authorities, community representatives, partners and other stakeholders involved in planning, monitoring, coordination and follow-up of project interventions.

However, these administrative facilities are exposed to potential lightning strikes, particularly during rainy seasons, which may result in damage to buildings, electrical installations, computers, communication equipment and other institutional assets. Such incidents could also endanger the lives of staff, visitors and other stakeholders using these facilities, while disrupting essential project operations and service delivery.

Considering the importance of ensuring a safe working environment and protecting institutional infrastructure and assets, Caritas Gikongoro has identified the need to install appropriate and technically compliant lightning protection systems on the targeted administrative buildings. Through this intervention, Caritas Gikongoro intends to minimize the risks associated with lightning strikes, safeguard human lives, protect institutional infrastructure and equipment, and ensure the uninterrupted implementation of project activities

The proposed activity therefore involves the supply, installation, testing and commissioning of lightning protection systems on the selected administrative buildings in the following locations: Mbazi and Kibumbwe Sectors, Nyamagabe District, Nyabimata and Busanze Sectors, Nyaruguru District. The activity will be carried out by a qualified service provider in accordance with applicable technical standards and safety requirements, ensuring that the installed systems are effective, durable and properly maintained.

3. Scope of work and technical requirements

The selected service provider will be responsible for supplying, installing, testing and commissioning appropriate lightning protection systems on the designated administrative buildings. The scope of work shall include, but not be limited to, the following activities:

- Design and propose an appropriate lightning protection system in accordance with the attached proposed technical international standards and protection requirements;
- Supplying all necessary materials and equipment required for the installation of the lightning protection systems;
- Installing lightning air terminals (lightning rods), conductors, down conductors and appropriate earthing systems;
- Providing and installing suitable earthing electrodes and associated accessories to ensure effective dissipation of lightning currents into the ground;
- Installing all necessary connectors, clamps, inspection points, protective accessories and other components required for a complete system;
- Ensuring proper bonding and integration with the building's existing earthing system, where applicable;
- Conducting electrical continuity and earth resistance tests to verify the effectiveness and safety of the installed systems;
- Correcting any defects identified during testing and ensuring that all installations comply with the approved technical specifications;
- Providing technical guidance and handing over the completed systems to the sector authorities and Caritas Gikongoro.

The proposed lightning protection systems should consider the following items and technical specifications:

BILL OF QUANTITY OF LIGHTINING PROTECTION AT SECTOR BUILDINGS

No	Sector	SPECIFICATIONS	QTY	P.U	PT/FRW
1	Mbazi	Supply, install and test complete -Roof mounted Lightning protection system. The type of Air Termination System to be installed on those buildings at minimum 6m above top of roof caver; 79m Radius of protection (manhole: 40*40*40cm; Lightning strike counter with accessories: appareil de mesure de coup de foudre; Ground electrode rod Copper Θ20mm Height=2m, Air terminal rod mounted on metallic support 60*40*2mm; Copper Strip with base 25x3mm)	1		
2	Kibumbwe	Supply, install and test complete Roof mounted Lightning protection system. The type of Air Termination System to be installed on those buildings at minimum 6m above top of roof caver; 30m Radius of protection (manhole: 40*40*40cm; Lightning strike counter with accessories :appareil de mesure de coup de foudre; Ground electrode rod Copper Θ20mm Height=2m, Air terminal rod mounted on metallic support 60*40*2mm; Copper Strip with base 25x3mm)	1		
3	Busanze	Supply, install and test complete -Roof mounted Lightning protection system. The type of Air Termination System to be installed on those buildings at minimum 6m above top of roof caver; 30m Radius of protection (manhole: 40*40*40cm; Lightning strike counter with accessories: appareil de mesure de coup de foudre; Ground electrode rod Copper Θ20mm Height=2m, Air terminal rod mounted on metallic support 60*40*2mm; Copper Strip with base 25x3mm)	1		
4	Nyabimata	Supply, install and test complete -Roof mounted Lightning protection system. The type of Air Termination System to be installed on those buildings at minimum 6m above top of roof caver; 30m Radius of protection (manhole: 40*40*40cm; Lightning strike counter with accessories : appareil de mesure de coup de foudre; Ground electrode rod Copper Θ20mm Height=2m,Air terminal rod mounted on metallic support 60*40*2mm; Copper Strip with base 25x3mm)	1		

Note: The final quantities, dimensions and technical specifications may be subject to review before the commencement of the works, following the joint assessment with the service provider of each building. All proposed materials must be of good quality, durable and suitable for the local environmental conditions.

The lightning protection systems should be designed and installed in accordance with applicable international standards, particularly IEC 62305 or equivalent recognized standards.

4. Application Requirements and Process

Interested and eligible companies or service providers are invited to submit a technical and financial proposal covering the following requirements:

- A detailed technical proposal describing the proposed lightning protection system, materials, installation methodology, applicable standards and quality assurance measures.
- A detailed financial proposal indicating the unit prices, quantities, labour costs, transportation costs, applicable taxes and any other related expenses;
- An application letter addressed to the Director of Caritas Gikongoro;
- A valid business registration certificate issued by the Rwanda Development Board (RDB) or other competent authority;
- A valid Tax Identification Number (TIN), together with the ability to issue Electronic Billing Machine (EBM) invoices and receipts;
- A valid tax clearance certificate issued by the Rwanda Revenue Authority (RRA).
- A valid RSSB compliance certificate, where applicable;
- Proven technical expertise and experience in the supply and installation of lightning protection systems, supported by at least three completion certificates or reference letters for similar assignments;
- The applicant company have at least one qualified technician or engineer who is registered with the Rwanda Institute of Engineers (RIE) and holding a valid category II (Category 2) licence issued by the Rwanda Utilities Regulatory Authority (RURA), authorizing it to undertake the relevant electrical installation works,
- A proposed implementation schedule indicating the time required to complete the assessment, supply, installation, testing and commissioning of the systems;

5. Submission of Proposals

The application should also be done online on the email of Caritas Gikongoro: **info@caritascdjpgikongoro.org** or deposed in hard at Caritas Gikongoro Head Office located at Kabacuzi village, Nyamugali cell in Gasaka Sector, Nyamagabe district not later than the **November 24, 2026, before 5:00pm.** Late application will not be considered. Partial or incomplete application will be rejected. Caritas Gikongoro reserves the right to reject any or all proposal it deems not to be in its best interests.

The email subject shall be application for "Tender for the provision and installation of lightning protection systems on administrative buildings in Mbazi and Kibumbwe sectors in Nyamagabe district, and Nyabimata and Busanze sectors in Nyaruguru district."; Hard copy submissions must be made in sealed envelope clearly marked "Tender for the provision and installation of lightning protection systems on administrative buildings in Mbazi and Kibumbwe sectors in Nyamagabe district, and Nyabimata and Busanze sectors in Nyaruguru District. Late, incomplete, or non-compliant applications will not be considered.

Successful bidders will be expected to comply with all applicable policies and procedures of the Catholic Diocese of Gikongoro and Caritas Gikongoro, including the Safeguarding for All Programs Participants Policy, Gender Policy, Child Protection Policy, Data Protection Policy, and other relevant organisational policies.

For any clarification about this, send your request to the address email and telephone below:
Email: info@caritascdjpgikongoro.org
Telephone: +250 796 269 049

Done at Nyamagabe on November 16, 2026.

Father Alexis NDINDABAHIZI
Director of CARITAS Gikongoro

P.O Box

Diocèse de Gikongoro
Caritas Diocésaine