DUHAMIC-ADRI
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TERMS OF REFERENCE

CONSTRUCTION-RELATED WORKS AND INSTALLATIONS FOR THE FURNISHING OF THE DUHAMIC-ADRI APARTMENT BUILDING (SERENITY RESIDENCE)

Kicukiro District, Niboye Sector, Kigali – Rwanda

1. BACKGROUND

1.1 About DUHAMIC-ADRI

DUHAMIC-ADRI is a local Non-Governmental Organization (NGO) based in Kigali, Rwanda, established and legally recognized under Ministerial Order No. 943/05 of 12 July 1985. The organization operates in compliance with the applicable laws and regulations of Rwanda, including Law No. 058/2024 of 20 June 2024, governing non-governmental organizations.

Vision

A rural world responsible for its self-socio-economic development.

Mission

Supporting integrated initiatives for the holistic development of rural population in their struggle for self-reliance.

Objective

The Objective of the Organization is sustainable economic self-development of rural populations through strengthened community structures, capacity building, and integrated support services.

Strategic Pillars

- Livelihoods and economic capacity development
- Environment protection and conservation
- Mobilization for social change and family promotion
- DUHAMIC-ADRI organizational sustainability

1.2 Project Context/ tender background

In pursuit of institutional sustainability, DUHAMIC-ADRI has invested in the construction of a multi-storey apartment building, located in Kicukiro District, Niboye Sector. The building is nearing completion and will shortly be opened for use as furnished, rental apartments.

Unit type	Number	Composition
Studio apartments	4	GF + FF + 2F (1 each) + Penthouse (1)
One-bedroom apartments	7	GF + FF + 2F (2 each) + Penthouse (1)
Two-bedroom apartments	3	GF + FF + 2F (1 each)
Total residential units	**14**	Plus, common areas and compliance items

2. PURPOSE AND OBJECTIVES

This Terms of Reference (ToR) guides the competitive procurement of Construction-Related Works and Installations:

The detailed list of items, including quantities and technical specifications, is provided in Annex 1 (Excel file). All items must comply with the technical specifications outlined in Annex 1.

3. BID DATA SHEET – KEY FACTS

Item	Details
Client	DUHAMIC-ADRI
Project	Furnishing of the DUHAMIC-ADRI Apartment Building (Serenity Residence)
Location	Kicukiro District, Niboye Sector
Implementation period	3 months, from contract signature by both parties.
Mandatory site visit	Tuesday, November 10, 2026 from 09:00 – 12:00 As this tender is being re -advertised, bidders who participated in the previous site visit are not required to visit the site again. The site visit certificates previously issued will remain valid and accepted.
Bid submission deadline &location	Thursday, November 12,2026 at 02:00 PM (hard copy only) at DUHAMIC-ADRI head office, Kicukiro Niboye
Language	English
Currency	Rwandan Francs (RWF) only. All prices inclusive of all applicable taxes.
Credit line or Promise of credit line	Minimum 50,000,000 RWF, issued by a recognized bank/financial institution, valid for the contract duration. **As this tender is being re advertised, Credit line or Promise of credit line documents previously issued for this tender, based on the initial requirements, will remain valid and will be accepted, regardless of their earlier issuance dates.**
Performance guarantee	10% of the contract value for the successful bidder, before contract signature.
Technical threshold	Minimum 70% of technical points required for financial proposal to be opened.
BOQ / Annex 1	Detailed BOQ with specifications in the attached Excel file (sheets Unit-rate columns blank for bidders to complete.
Variations	DUHAMIC-ADRI may increase, decrease, add, omit or remove any item or quantity from the list/ BOQ. Adjustments valued using accepted contract unit rates.

4. SCOPE OF SUPPLY AND WORKS

4.1 General Scope

The works and supplies cover all 14 apartments, common areas (reception, control room, gate house, common laundry, corridors and rooftop terrace) and compliance/signage/operations items. Where a studio or one-bedroom specification refers to the two-bedroom master specification, the master specification applies.

All items must be new, unused, of good quality and durable, and must fully comply with the specifications outlined in Annex 1.

5. TECHNICAL SPECIFICATIONS

Principle	Requirement
Quality	New, unused, commercial/hospitality-grade, suitable for furnished rental apartments.
Brand names	Where a brand or model is named, "or approved equivalent" applies unless expressly stated otherwise. Equivalents must meet or exceed all stated performance, capacity, material and warranty requirements and require DUHAMIC-ADRI's prior written approval
Dimensions	Indicative where marked "approximate" or "to be verified on site". Bidders must verify critical dimensions during the mandatory site visit
Finishes / samples	Subject to DUHAMIC-ADRI approval before bulk production or supply, where so stated in the specification
Electrical	Suitable for 220–240 V / 50 Hz (or 380–415 V three-phase where specified); appropriate plugs, cables and safety features for use in Rwanda

6. BIDDER ELIGIBILITY AND QUALIFICATION

7.1 Mandatory administrative documents

The following documents are mandatory and absence, non-compliance or invalidity results in automatic rejection of the bid.

No.	Document
1	Company registration certificate issued by RDB, related to the assignment
2	Valid Tax Clearance Certificate from RRA
3	Proof of using EBM invoices (past invoice or valid EBM usage certificate)
4	Signed commitment letter confirming ability to execute within 3 months after contract signature
5	Credit line or Promise of credit line as specified in Section 3 (specific to this tender)
6	Original site-visit certificate to be issued by DUHAMIC-ADRI

7.2 Company profile and experience

Requirement	Detail
Company Profile and Relevant Experience	Company Profile and Relevant Experience, covering: • Brief company background and establishment; • Physical address and legal registration status; • Organizational structure and key technical/managerial personnel; • Areas of specialization and relevant experience in similar assignments
Number of references	At least two (2) similar assignments successfully
Minimum value per reference	50,000,000 Rwf each. Lower-value contracts will not be considered.
Supporting documents	Copy of the contract and certificate of good completion issued by a government institution, private company or NGO.
Due diligence	DUHAMIC-ADRI reserves the right to verify every reference. Unauthentic documents result in immediate disqualification

7.3 Key Personnel

Key personnel must be available on site throughout execution of the contract CVs must be supported by a notarized degree and a signed availability commitment note. Replacement requires prior written approval from DUHAMIC-ADRI.

Position	Minimum qualifications and experience	Principal responsibilities
Project Leader	Bachelor's degree (A0) in Civil Engineering, Architecture or Construction Management; ≥5 years' general experience from graduation; led ≥2 similar projects as project leader/manager registered with IER (engineers) or relevant professional body (architects).	Overall coordination and management; ensure completion within 3 months, within budget and to quality standards; full-time site supervision; progress reporting and handover.

7.4 Other Eligibility Conditions

Condition	Detail
RPPA blacklist	Bidders blacklisted by the Rwanda Public Procurement Authority are not eligible. Such bids will be rejected.
Joint ventures	Not allowed for this tender.
Vetting	Prior to contracting, successful bidders will be vetted for anti-terrorism and other regulatory compliance.
Encouragement	Women and persons with disabilities who fulfil the required conditions are encouraged to apply.

Company profile	Submit company background, similar assignments summary, ownership, organizational structure, physical address.

8. BID PREPARATION AND SUBMISSION

8.1 Submission Requirements

Item	Requirement
Deadline	Thursday, November 13,2026, at 02:00PM
Location	Kicukiro District, Niboye Sector; (Niboye KK338ST 21)
Bid submission	One sealed outer envelope containing two separate sealed inner envelopes: 1. Technical Proposal 2. Financial Proposal **Both inner envelopes must be clearly labelled with the respective titles and the bidder's company name.** **Any bidder who combines the technical and financial proposals in the same envelope or document will be automatically disqualified.** **Bidders are strictly prohibited from disclosing the quoted amount in the application letter or technical proposal envelope.**
Envelope title	'' Construction-related works and installations for the furnishing of the DUHAMIC-ADRI apartment building (Serenity Residence)'' together with the company name on both technical and financial envelope
Opening	No public opening of technical proposals on submission day. Results of technical evaluation communicated by email. Only bidders scoring ≥70% technical will be invited to financial opening.
Excel version	After financial opening, shortlisted bidders will be requested to submit an Excel version of their financial proposal matching the hard copy. In case of discrepancy, the hard copy prevails.

8.2 Contents of the Technical Proposal

No.	Content
1	All mandatory administrative documents
2	Company profile and experience documentation
3	Work plan / methodology / delivery schedule (as required by evaluation criteria)
4	Key personnel CV, notarized degree and availability commitment notes

8.3 Contents of the Financial Proposal

The Bidder shall submit a detailed and fully priced Bill of Quantities (BOQ), in accordance with Annex 1, clearly indicating the unit rate and total price for each item.

9. PRICING, TAXES AND CURRENCY

Condition	Requirement
Inclusivity	All prices inclusive of all applicable taxes, duties, delivery, handling, installation, testing, commissioning and any other costs necessary for complete execution of the contract
Firm and fixed rates	The quoted unit rates shall remain fixed throughout the contract period and shall not be subject to price increases or adjustments
Currency	Rwandan Francs (RWF) only – single currency for Bid and Contract
Quantity variations	DUHAMIC-ADRI reserves the right to increase, decrease, add, omit or remove any item or quantity from the list of items/BOQ where deemed necessary, without invalidating the Bid or Contract. Adjustments valued using accepted Contract unit rates

10. Evaluation Criteria

Criterion	Description	Points
Administrative documents	**Mandatory administrative documents**	**Eliminatory**
Company Profile and Relevant Experience	Company Profile and Relevant Experience, covering: • Brief company background and establishment; • Physical address and legal registration status; • Organizational structure and key technical/managerial personnel; • Areas of specialization and relevant experience in similar assignments	**10**
Work plan and methodology	Work plan and schedule showing completion within 3 months, methodology, quality control and site safety	**10**
Project Leader	Notarized degree & CV supported by signed availability commitment note. professional registration and 2 references of similar projects as project leader/manager	**20**
Company experience	Two similar projects each ≥50,000,000 RWF with its certificate of good completion	**30**
Total technical		**70**
Financial proposal	Detailed priced BOQ with unit rates and total cost, all applicable taxes included (as per Annex 1).	**30**
TOTAL		**100**

11. DELIVERY AND COMPLETION

Item	Requirement
Completion period	3 months from contract signature by both parties

Deliverables	Works completed, inspected, defects rectified, test and commissioning records handed over

12. PAYMENT CONDITIONS

Payment modalities will be agreed during contract negotiations between DUHAMIC-ADRI and the successful bidder. Payment will follow the inspection and formal acceptance of the works or deliveries.

13. SAFEGUARDING

Safeguarding and protection from Sexual Exploitation and Abuse is the responsibility of everyone who works directly or indirectly with DUHAMIC-ADRI. All staff, affiliates, volunteers, suppliers, sub-suppliers and implementing partners must adhere to DUHAMIC-ADRI's full safeguarding and protection policy and Code of Conduct.

DUHAMIC-ADRI has zero tolerance for sexual exploitation and any other form of abuse. Child and vulnerable-person abuse, exploitation, harassment, discrimination and human trafficking are strictly prohibited.

By applying to this tender, the bidder commits to denounce and report any safeguarding issue or fraud without delay via feedback@duhamic.org.rw, Toll-Free 8470, or telephone 0788 305 329.

DUHAMIC-ADRI reserves the right to ensure compliance through spot checks. Non-compliance may result in measures up to immediate termination of the contract.

14. ANNEXES

Annex1: Detailed lists/ Bill of Quantities and Technical Specifications (Excel file)

Annex 2: Items illustrations

Done at Kigali November 6,2026