



TERMS OF REFERENCE FOR:

**TERMS OF REFERENCE FOR HIRING A CONSTRUCTION COMPANY FOR
CONSTRUCTION OF TWO (2) IRISH POTATO COLLECTION CENTERS IN
KAVUMU AND MUHANDA SECTORS, NGORORERO DISTRICTS (RE-
ADVERTISED).**

Program name: Climate Just Program (CJP)

October, 2026

1. Brief Description of 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

1. Livelihoods and economic capacity development
2. Environment protection and conservation
3. Mobilization for social change and family promotion
4. DUHAMIC-ADRI organizational sustainability

3.Objective of constructing drying shades.

3.1. Overall Objective

The overall objective of the assignment is to construct two (02) Irish potato seed storage and collection facilities in Ngororero District, in accordance with approved technical standards and designs. The facilities will be safe, functional, durable, and fit for purpose, contributing to improved post-harvest management, reduced agricultural losses, and enhanced agricultural value-chain development for farmers and cooperatives.

3.2. Specific Objectives

The assignment specifically aims to:

- Construction of two (2) Irish potato collection centers: one (1) in Kavumu sector and one (1) in Muhanda sector, Ngororero district.
- Provide a breastfeeding and childcare space within the facilities to support women cooperative members and promote an inclusive and supportive working environment.
- Ensure that all construction works comply with approved architectural, structural, and engineering designs, specifications, and drawings.
- Ensure that the completed facilities comply with applicable national construction standards, building codes, health and safety requirements, and quality standards.

- Ensure that the facilities are safe, durable, accessible, functional, and fit for their intended purpose.
- Complete all construction works within the agreed implementation period, while maintaining the required quality and safety standards.

4. Scope of Work

The selected construction company will be responsible for carrying out all construction works in accordance with the approved technical designs, specifications, Bills of Quantities (BoQs), and applicable construction standards.

The scope of work includes, but is not limited to:

A. Site Preparation: Site preparation will include mobilization, setting out, site clearing and leveling, establishment of temporary facilities, and implementation of health, safety, and environmental protection measures.

B. Earthwork: Earthworks will cover excavation, backfilling, compaction, and preparation of areas required for foundations and other construction works, including proper management of excavated materials.

C. Foundation Works: Foundation works will include concrete and reinforced concrete foundations, foundation walls, damp-proof courses, hardcore filling, and concrete floor slabs, all constructed in accordance with the approved structural designs and specifications.

D. Structural and masonry works: Structural and masonry works will include installation of metallic structural elements, construction of masonry walls, reinforced concrete columns, beams, lintels, ring beams, and other structural components required for the stability and durability of the facilities.

E. Roofing Works: Roofing works will include installation of roof trusses, roofing sheets, gutters, downpipes, fascia boards, flashing, and other necessary roofing accessories to provide a complete and weather-resistant roofing system.

F. Doors and Windows: Doors and windows works will include the supply and installation of steel security doors, steel windows, frames, glazing, locks, hinges, handles, and other necessary fittings to ensure security, ventilation, and proper functionality.

G. Finishing Works: Finishing works will include internal and external plastering, rendering, floor finishes, painting, and other finishing activities necessary to provide safe, hygienic, durable, and functional facilities.

H. External Works: External works will include construction of drainage channels, site grading, landscaping, access improvements, reinstatement of affected areas, and final cleaning of the construction site to ensure a safe and properly finished environment.

V. Expected Deliverables

A. The contractor shall deliver fully completed, functional, safe, and durable facilities in accordance with the approved designs, specifications, and BoQs.

B. Prepare a progress and final report.

C. The contractor shall rectify all identified defects during the **six-month defects liability period** and complete the final handover of the facilities in satisfactory condition.

5. Duration of the Assignment

The construction works shall be completed within the following periods:

- **Lot 1:** Thirty (30) calendar days from the date of contract signature, followed by a defect liability period of six (6) months commencing from the date of provisional handover.
- **Lot 2:** Thirty (30) calendar days from the date of contract signature, followed by a defect liability period of six (6) months commencing from the date of provisional handover.

6. Technical specifications

6.1. General considerations

On the technical view point and before any execution,

The Contracting firm in charge of the implementation of the works in the present project, should take knowledge of all the specific parts of the work specified in the whole of document that form in all a homogeneous and complete work. This implies that all works and supplies must be completed in a perfect manner.

In a way to avoid other contentions the Contracting firm shall inform the engineer, in a separate note to his/her Bid, all mistakes, omission or contradictions sighted in the document during studies. In case of omissions in the description of certain particular works, the Contracting firm shall in all cases execute all necessary works to the perfect completion.

6.2. The unit prices of the Contracting firm

Prices for the replacement of damaged materials and/or equipment's must always include the dismantling and the evacuation of materials and /or the equipment's including the repair of the works damaged during the dismantling of work and other surroundings.

The descriptive bills of quantities in the technical clauses do not alone make up contractual statements. The Contracting firm shall not signal any alterations in the present document, be it in the different sections or plans or other documents relating to this tender document.

The Contracting firm should be conscious and verify all quantities during the time of Bid preparation. If he finds out that some quantities indicated in the descriptive and quantitative clauses are improper or missing the Contracting firm shall correct them in a separate note joined to his/her Bid and shall not in any way ask for any price modifications.

6.3. During works execution

The Contracting firm shall signal out all expenses, materials and other equipment or plans that he judges necessary for the perfect execution of the works. These documents shall be submitted to the Engineer for approval who replies in 2 days following the receipt of the requests.

All details of supplies leading to the performance of principle plans must be submitted inevitably for approval by the engineer before the beginning of works execution, he shall always make sure that he gives his reactions in 2 days' time.

The Contracting firm shall not ask for any prolongation or compensation in terms of time for any modification he will have been asked to do. The Contractor shall submit all materials and equipment to the Client for inspection, testing, and approval prior to their use or incorporation into the works. No material or equipment shall be used without the prior approval of the Client or the authorized representative.

6.3.1. Security

The Contracting firm must always know the working environment and should adhere to the existing laws, should always adhere to the conditions of the security and police. The Contracting firm shall always be liable for any losses caused by fire and shall always be responsible for the entire security of the site.

6.3.2. Water and electricity

The Contracting firm shall be responsible for all the water and electricity consumption at the site.

6.3.3. Access to the Site

The utilization of the existing routes by trucks and by other equipment's should not cause any nuisances to the environment (dusts, noises, ruts etc.). All deterioration of surface caused to the adjacent works shall be repaired to the expense of the Contracting firm.

6.3.4. Implantation of works

All the Works and parts of works implantations will be done by the Contracting firm and at his expenses. Before commencement of works execution or implantation, the Contracting firm shall begin by a sub – implantation in order to verify the leveling of the land and inform the client of any possible inaccuracy. The representative of the client should first verify the implantation before works execution commences. A statement to the implantation shall be pronounced and given to the Contracting firm. Before all beginning of works, the enterprise must precise in the presence of the engineer, the pegging defining the time of works on the basis of data provided by the engineer: bench mark, origin of each intervention zone. He will be responsible for all accidents and should always endeavour to prevent them.

6.3.5. Utilization of materials

Materials to be used should be in conformity with the norms and laws in Rwanda and should conform to the present tender document. The conditions stipulated here shall always be considered as the required minimum required for the implementation of the works.

6.3.6. Environment Protection

The Contracting firm must respect the norms and prescriptions in relation to environment protection. On this note he is supposed to remove all garbage and unused materials out of the site and deposited far away in conformity with environmental regimes.

6.3.7. Consistence of unit prices

The Contracting firm should be well versed with the conditions that would influence the execution of the works especially:

- The nature and the quality of soils and grounds,
- The conditions of transport and access to the site,
- The water and rain regimes in the region,
- The conditions of accessing water to the site,
- Any other particular conditions relative to the present site,

He should not therefore, raise any claims relative to the difficulty or other eventualities except in case of major un expectations, fully recognized by all parties. He should therefore calculate all the unit prices on the basis of the complete execution of the works and in accordance with the techniques of high labor intensity.

The unit prices of the present tender cover all the Contracting firm's expenses, without any exceptions, in order to achieve the total completion of the foreseen works, this includes, the profit as well as other rights, taxes, general expenses, and all expenses done in Rwanda as a result of this work, mainly:

- All expenses (wages, social security funds, holidays, lodgings, transport etc), of supplies, renting, depreciation of equipment and upkeep of the material,
- All expenses for the edible matters bought in Rwanda or abroad, materials for site implantation and quarries
- All insurances of any nature, access to quarries, repair of roads, laboratory expenses, storage of materials.

Prices also include expenses of site debarking and any other cost that is not to be incurred by the client.

7. Number of lots

The tender to renovate the existing maize drying shed is divided into four lots as detailed below:

Lots	Tender title	Location
Lot 1	Construction of one (1) Irish potato collection center in Muhanda sector, Ngororero district.	Ngororero District
Lot 2	Construction of one (1) Irish potato collection center in Kavumu sector Ngororero district.	Ngororero District

8. Cost of Bidding

The bidder shall bear all costs associated with the preparation, submission of his bid or any other expenses that s/he may incur during procurement proceedings, and DUHAMIC-ADRI, shall in no case be responsible or liable for those costs.

9. Site Visit

The bidder at the bidder's own responsibility and risk, is obliged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for construction of the works. The costs of visiting the site shall be at the bidder's own expense.

All interested bidders, including are required to participate in the mandatory site visit scheduled for 02 November 2026 at 11:00 AM

Note: As this tender is being re-advertised, bidders who participated in the previous site visit conducted on 6 October 2026 are not required to attend another site visit and may reuse their previously issued Site Visit Certificate. However, they may attend the new site visit if they wish to do so.

A site visit certificate, signed and stamped by DUHAMIC-ADRI, will be issued to participants and must be included in the bid submission.

Contact person for site visit in Ngororero: +250788 638 150

10. Tender requirement

a. Technical offer:

Technical offer should be concisely presented and structured in the following order to include, but not necessarily be limited to, the following information:

a) Company's profile and qualifications

Description of your company with the following documents:

1. Company profile;
2. Registration certificate issued by RDB;
3. Other relevant information on the company services and experiences.

b) Proposed personnel to carry out the assignment

The bidding company shall provide names, detailed CV and qualifications for Project lead (3) and 3 foremen. For project lead the qualification must have A0 in Civil Engineering, fore man the qualification is A2 in masonry or Construction technology and 3 welders with A2 in welding or general mechanics.

- c) Understanding the requirements for the project, proposed approach, solutions, methodology and outputs:** Any comments or suggestions on the BoQ, drawings, as well as the detailed description of the way the company would respond to the project;

d) Another technical requirement:

The bidding company for this tender will present the offer made by:

- a. Application letter addressed to the Executive Secretary
- b. Valid Tax Clearance Certificate issued by Rwanda Revenue Authority
- c. Valid Contribution Clearance Certificate issued by Rwanda Social Security Board (RSSB)
- d. The schedule of the works within one month in Gant chart
- e. A Site Visit Certificate to be issued by DUHAMIC-ADRI during the visit
- f. 2 certificates of good completion with their related contracts for similar construction works (Certificates submitted without the corresponding contracts shall not be considered)
- g. Proof of use of the Electronic Billing Machine (EBM) (An invoice submitted in the past or EBM usage certificate)
- h. Financial proposal taxes inclusive
- i. A commitment letter confirming the bidder's ability to complete the works within Thirty (30) calendar days from the date of contract signature following specified periods.
- j. The bidder shall submit a list of references demonstrating relevant experience in the execution of works of a similar nature and complexity. The list shall indicate, for each relevant contract, the name of the client, nature and scope of works, contract value, date of execution, and completion status.**

Only references supported by contracts executed for **public institutions or non-governmental organizations (NGOs)** shall be considered. Each relevant contract supported by a certificate of good completion must have a minimum value of Forty million Rwandan francs (40,000,000 Rwf).

BID EVALUATION

Each proposal from a Bidder will be considered separately and independently. The financial analysis will be done for the bidder who successfully comply with technical requirements

Criteria	Criteria description	weight / 100
Administrative documents	• A valid certificate of current standing issued by RDB • Valid clearance certificate issued by Rwanda Social Security Board • A valid RRA clearance certificate • A valid credit line or a promise of a credit line issued by a bank or other authorized financial institution, for at least Forty million Rwandan francs (40,000,000 Rwf) per each lot specifically intended to support the execution of the works under this tender: Note: Bidders who participated in the previous tender titled "Hiring a Construction Company for the Construction of One (1) Maize Drying Shed in Kageyo Sector and Two (2) Irish Potato Collection Centers in Kavumu and Muhanda Sectors, Ngororero District" may reuse the credit line promise submitted previously, provided its value is equal to or greater than 40,000,000 Rwf per lot. • A commitment letter confirming the bidder's ability to complete the assignment within a period of <i>Thirty (30) calendar days from the date of contract signature for each lot</i>: • A Site Visit Certificate to be issued by DUHAMIC-ADRI during the visit (Original hard copy). Note: As this tender is being re-advertised, bidders who participated in the previous site visit conducted on 6 October 2026 are not required to attend another site visit and may reuse their previously issued Site Visit Certificate. However, they may attend the new site visit if they wish to do so. • Proof of use of the Electronic Billing Machine (EBM) (An invoice submitted in the past or EBM usage certificate) Note: All the above documents are mandatory; failure to submit any of them will result in automatic disqualification.	Eliminatory

Criteria	Criteria description	weight / 100
Company Profile	A detailed company profile including: Company background. Physical address Registration details Organizational structure Areas of specialization	2.5
Work Plan	A detailed work schedule/implementation plan demonstrating the bidder's ability to complete the works within the specified period applicable to each lot for which the bidder submits a bid.	2.5
Technical Capacity	Proposed key personnel (Team Composition) & equipment and resources 1. Key personnel (10marks) (a)Project Manager: Cv, Bachelor's degree in civil engineering with at least five (5) years general experience in execution of similar works, he/she must have at least 2 projects completed as Project Manager with supporting documents, signed commitment of Availability. (10 marks) (b)Site Engineer: Cv, Bachelor's degree in civil engineering with at least three (3) years of experience in similar work with at least two (2) projects as Site Engineer for building works with supporting documents, signed commitment of Availability. (10 marks) Note: Each applicant must clearly present the proposed team with their corresponding expertise and position in an aligned manner to facilitate evaluation. 2. Equipment and Resources (5marks) List of the following equipment (owned or leased) • Concrete mixer (1) • Vibrating machine (1) • Welding machine (1) • Manual compactors (2) • Dump Truck (5 tonnes) (1) Proof of ownership or lease agreements is required	25
Company Experience	At least two (2) Certificates of Good Completion for successfully executed construction works, each accompanied by its related contract. Each Certificate of Good Completion must correspond to a contract with a minimum value of 40,000,000 Rwf. Scoring: Each similar assignment will be awarded 15 marks, allocated as follows: • Good completion certificate: 15 marks • Contract: 5 marks	40

Criteria	Criteria description	weight / 100
Total technical evaluation marks		70 marks
Financial Proposal	A detailed financial proposal referring to the provided BOQ (Bill of Quantities)	30 marks
TOTAL		100 marks

10. Proposal preparation

10.1 Technical Proposal

The Technical proposal shall include the following components:

- Administrative documents
- Company profile
- Work plan
- Technical capacity (Proposed team composition & Equipment)
- Company experience

10.2 Financial Proposal

A detailed financial proposal prepared in accordance with the provided Bill of Quantities (BOQ). All quoted prices shall be inclusive of all applicable taxes.

11. Submission Requirements

All interested bidders shall submit their proposals (**Technical and Financial**) in **one sealed outer envelope**, which must contain **two separate inner envelopes**:

1. One marked "**Technical Proposal**"
2. One marked "**Financial Proposal**"

Both envelopes must be clearly titled: **Hiring a construction company for construction of two (2) Irish potato collection centers in Kavumu and Muhanda sectors, Ngororero districts (Re-advertised).**

Submissions shall be made in **hard copy only** and must be delivered **not later than November 04, 2026, at 11:00 AM.**

- On the submission date, there will be **no public opening** of the technical proposals. DUHAMIC-ADRI will receive submissions for analysis.
- Results of the technical evaluation will be communicated via email. Only bidders who score at least **70%** in the technical evaluation will be shortlisted and invited to the financial proposal opening.
- The financial proposals of non-shortlisted bidders will remain unopened. Such bidders will be invited to collect their financial proposals.
- The **date and time of the financial proposal opening** will be communicated by email to the shortlisted bidders.

Note:

- Bidders must be represented by their permanent staff members with relevant qualifications and experience in construction works. Representatives who are not employees of the bidding company will not be accepted.

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- **As this tender is being re-advertised, any bidder previously awarded Lot 1, 2 and 3 under the previous tender shall not be eligible to participate in this tender.**
- The payment modalities will be discussed and agreed on during contract negotiation
- The successful bidder shall submit documentary evidence to DUHAMIC-ADRI to show that on the very onset of works, he or she has obtained an insurance cover for work accidents which any person or their property may undergo during the process of the execution of the works. The successful bidder shall provide proof of payment for the insurance premiums, whenever requested to do so.
- Prior to signing the contract, DUHAMIC-ADRI will request successful bidder to provide a performance guarantee equivalent to 10% of the contract value for 1 months of execution and 6 months of defect liability period.
- Prior to contracting, DUHAMIC-ADRI reserves the right to conduct a vetting process to the successful bidders to ensure compliance with anti-terrorism and other regulatory requirements.
- DUHAMIC-ADRI reserves the right to conduct due diligence on all references (Certificates of good completion) submitted by the bidder. If any reference is found to be unauthentic, the bidder shall be immediately disqualified. The same applies to all administrative documents, including but not limited to valid Tax Clearance and RSSB Clearance certificates.
- Bidders who are blacklisted by RPPA are not eligible to participate in this tender. DUHAMIC-ADRI reserves the right to reject such bids.
- Women-, youth-, and persons-with-disabilities-led companies that meet the required conditions and qualifications are encouraged to apply.
- Joint Venture is not allowed; only qualified companies are allowed to participate as individuals.
- Bidders are allowed to bid on more than one lot; however, no bidder will be awarded more than one lot.
- Local companies Ngororero District fulfilling the requirements are highly encouraged to apply.

12. Safeguarding and Anti-Corruption clauses

Safeguarding and protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility who works directly or indirectly with DUHAMIC-ADRI services delivery and operations. All DUHAMIC-ADRI staff and affiliates, including volunteers and Suppliers; sub-Suppliers' staff and implementing partners are required to adhere to DUHAMIC-ADRI's full safeguarding and protection policy procedures and the separate Code of Conduct that always values principles of PSEA.

DUHAMIC-ADRI has a zero tolerance to Sexual Exploitation and any other form of abuse. Child and vulnerable abuse, exploitation, harassment, discrimination, and human trafficking are strongly prohibited behaviors. All implementing partners/suppliers who are contracting with DUHAMIC-ADRI must adhere to DUHAMIC-ADRI's full safeguarding and protection policy in addition to the code of conduct.

By applying to this tender, the supplier, is committed to denounce and to report any safeguarding issues or fraud face to face or at the reporting email for safeguarding issues at” feedback@duhamic.org.rw”, Toll Free: 8470 and telephone number: 0788305329 without delays.

By Applying to this tender as a supplier, I understand that DUHAMIC-ADRI has the rights to ensure 100% compliance with safeguarding and protection policies via spot checks or any other form of control mechanisms. If my business isn't compliant, DUHAMIC-ADRI will take appropriate measures or immediately stop the contract of financial support depending on the nature and severity of the safeguarding incident detected.

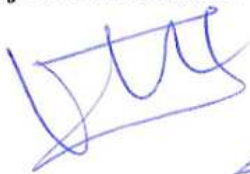
14.Data Protection and confidentiality

The successful bidder shall comply with all applicable data protection and privacy laws in force in the Republic of Rwanda, including Law No. 058/2021 relating to the protection of personal data and privacy. Any personal data, confidential information, or organizational records accessed during contract execution shall be used solely for the purposes of performing the contract, kept strictly confidential, and protected against unauthorized access, disclosure, loss, or misuse. Such data shall not be shared with third parties without prior written authorization from DUHAMIC-ADRI, and any actual or suspected data breach shall be reported immediately.

Kindly refer to the attached bill of quantity and drawings.

Done at Kigali on October 28, 2026

Prepared by:
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HABIMANA Theogene
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Executive Secretary

