



Terms of Reference

Rehabilitation of community water supply facilities, Musanze City

1. Background

Nature Rwanda is an independent registered Non-Governmental and Non-profit Civil Society Organization founded in 2017 and operating in Rwanda under the legal personality N0470/RGB/NGO/LP/04/2019 issued by Rwanda Governance Board.

At Nature Rwanda, we are committed to conserving biodiversity and ecosystems in a way that fosters a sustainable future and leads to social and economic transformations in the communities we serve, while addressing issues that threaten coexistence of humanity and nature.

Our vision is to build communities where human beings coexist with nature without compromising the wellbeing of future generations. Thus, we aim to engage community involvement in environmental conservation, with emphasis on mobilizing and engaging Rwandan youth as future decision-makers to support our mission and to ensure the wise use of Country's abundant natural resources

2. Introduction

Rwanda's economy is heavily dependent on the environment and natural resources. The livelihoods of Rwandan communities depend on access, use and management of such resources. Pursuing green economy is a priority area of economic transformation. Therefore, water is a resource that must be carefully harnessed, optimally utilized, controlled and managed appropriately in order to obtain maximum benefit from it while minimizing its potentially adverse effects.

Under the project entitled "***Integrated restoration and management of Mpenge Rivers, for improved biodiversity conservation and natural resources management***" financed by UNDP-Rwanda through Rwanda Governance Board; the project will rehabilitate three damaged water supply facilities in the communities around the upstream river side, to the contribute to the proper protection and management springs at Mpenge rivers. For this purpose, Nature Rwanda want engage and contract qualified constructor/construction companies for the rehabilitation of these facilities. For this purpose, this Term of Reference for related request of proposal (RFP) has been prepared.

This document provides technical information required for qualified parties to submit their proposals to rehabilitate the water supply facilities.

3. Objective:

The main objective of this activity is to improve the access on safe and clean water among the communities around Mpenge river while promoting its sustainable use and conservation.

4. Duration of the contract

The duration of the proposed construction contract will be estimated one month taking into consideration of all factors that can slowdown the execution of works on sites.

4.1. Estimated Budget for the project and funding source

The estimated budget/cost will be based on the best proposal value.

5. Scope of Services and Expected Deliverables

The contractor is expected to deliver services and deliverables such as source capture, and rehabilitation water distribution systems. The functioning of water supply system must be proved by testing and commissioning of the system.

6. Timeline

It is expected that this project will be completed by March 2021. The rehabilitation works should be substantially completed within one month, counted from the issuance of the commencement order for works given to the contractors following the signature of the works contract. The facilities will be handed over to Nature Rwanda upon substantial completion.

7. Services Description and Minimum Requirements

The contract will be awarded through a competitive bidding process where the bidders must clearly demonstrate through a submitted proposal, their extensive contextual experience in construction works, sustainable capabilities, technical proficiency and competency in addition to the adherence to the required local and international building codes and good practices for the provision of the required construction services.

The Building Codes, applicable policies and standards shall be applied for the civil work rehabilitation of the three selected water supply facilities. Nature Rwanda will be responsible for the procurement procedures and bidding process. These terms of reference are publicly available to all people and the submitted bids will be opened by a committee assigned by Nature Rwanda. The most responsive and competitive bidder offering the best value for money will be selected and awarded the contract.

8. Site Supervision, roles and responsibilities of stakeholders

The selected contractor shall work closely with Nature Rwanda team that will act as project supervisor. Since the nature of works to be implemented for this project is simple and no big complex reinforced cement concrete works included, there will not be necessary for any external consultant to be contracted for site supervision and quality assurance.

The contractor, together with the staff of Nature Rwanda will make weekly visits during the implementation to identify any possible defects linked to the quality of the activities. All defects

will be rectified prior to the signature of the certificate of final completion and final handing over of the facilities.

9. Scope of Services and Expected Deliverables

To ensure a successful project implementation, the contractor shall perform the following tasks:

a) Resource management

1. Deployment of qualified workers to complete the required tasks
2. Preparation of Work Plan
3. Preparation of "Resource Plan" (materials, tools, man-power) in accordance with the submitted Work Plans
4. Identifications of sources of materials
5. Ensure that materials are properly packed and covered during transportation to ensure that the materials are not damaged
6. Ensure the good quality of materials and that all are properly stored.

b) Mobilization of resources (man-power, materials)

1. The contractor shall mobilize the resources within one week after signing the contract with Nature Rwanda (i.e. right after the receipt of the Commencement Order for works).
2. The contractor is responsible for maintaining pollution/contamination free surrounding environment
3. The debris from any demolition activity and garbage at the sites should be removed by the contractor and disposed in a safe area away from the site.
4. Local community members will be at the forefront during the enrolment of labour.

c) Management of activities for maintaining quality standards and timelines

1. No variations will be accepted without prior approval by the Contracting Authority (Nature Rwanda). In case of any foreseen variations, the contractor will report to the Executive Director of Nature Rwanda in writing with justifications, its implication in the cost and time prior to executing the additional works. Nature Rwanda in its sole discretion will accept or reject such variations
2. Based on the approved work plan, the contractor shall execute multiple work activities simultaneously to save time
3. The site shall be free of debris and hazardous materials/objects. The contractor shall apply all safety measures for its workers
4. Any material or work that do not conform to the technical specifications provided in the proposal shall be rejected. The contractor will then be responsible for dismantling and removal of the rejected materials from the sites immediately. Rectification and reconstruction of works shall be carried out at the cost of the contractor. Refusal of this instruction will lead to immediate termination of contract
5. All materials shall be approved by Nature Rwanda

10. Site Visit

Interested bidders are must visit and examine the facilities to be rehabilitated and its surroundings, and obtain for themselves on their own responsibility, all information that may be necessary for preparing the technical and financial proposals. The costs of visiting the site shall be the Bidder's own responsibility.

Each bidder shall complete the Certificate of Bidder's visit to the site and it shall form part of the bid document. Failure to attach certificate, shall lead to bid disqualification.

11. Request for Proposal

a) Technical Proposal (5 pages Max)

Nature Rwanda will accept proposals from different interested bidders. Bidders should also include adequate supporting documents to substantiate their capacities, such as the list of required core staffs who will be directly involved in this project, list of tools, equipment and tools, previous work experiences, etc.

b) Financial Proposal

The bidders shall fill the prices for all the items included in the annex A. The bidder shall prepare a summary of bid price. The currency of this proposal shall be in Rwandan Francs. All quoted prices/rates must be inclusive of all taxes.

c) Selection process

The 30/30 evaluation criteria will be applied to evaluate the proposals. The Technical Proposals will be evaluated first based on the set evaluation criteria. The proposal with the best overall value, composed of technical compliance and price, will be recommended for approval. The contract will be awarded to the bidder that obtains the highest combined technical and financial scores, applying the best value for money principle.

The overall technical and financial proposals will be evaluated based on 30:30 scores, following the criteria set in the table below.

| | Evaluation Criteria | Score |
|----------|----------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1 | Proven Experience in construction of WASH Facilities, schools, residential/commercial buildings (10) | |
| 1.1 | Has built at least one WASH Facilities, schools or residential/commercial reinforced/steel framed buildings | 4 |
| 1.2 | Has a required technical capacity (proof of CVs required) | 4 |
| 1.3 | Has past work experience in building water facilities | 2 |
| | Total | 10 |
| 2 | Understanding of scope of construction works (10) | |
| 2.1 | The scope of work is clearly understood (technical specifications etc.) | 4 |
| 2.2 | Work Plan prepared and include all activities to be implemented in a systematic manner and with realistic timelines | 5 |
| 2.3 | Methodology for the project construction management is clear (i.e. how the various stages of implementation of works will be executed) | 6 |
| 2.4 | Procedure for maintaining quality standards and timelines is presented in a clear manner | 2 |

| | | | |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------|
| | | Total | 17 |
| 3 | Additional information | | |
| 3.1 | List of three references (previous employers) in past five years for similar works with their detailed names, emails, telephone numbers, addresses | | 3 |
| | | Total | 3 |
| | | Total of Technical Proposal | 30 |
| | | Total of Financial Proposal | 30 |
| | | Grand total | 60 |

The total number of points allocated for the financial component is 30 points. The full score will be given to the bidder quoting for the lowest price in his financial proposal that is opened and compared to the other technically compliant bidders who passed the technical evaluation. All other financial proposals will receive points in reverse proportion to the lowest price submitted; e.g.:

$$\text{Proposal X} = \frac{\text{Max. score for price proposal (e.g. 30)} * \text{Price of lowest priced proposal}}{\text{Price of proposal X}} \text{ Score for price}$$

11. Environmental Considerations

The contractor shall exercise maximum protection of surrounding environments that entails:

1. Protection of trees, water bodies, animals and plants during the construction activities
2. Water bodies/ground water sources shall not be contaminated/polluted by effluent or waste materials
3. Cutting trees or killing animals, birds in the surrounding areas of the construction sites will be strictly prohibited. Anyone violating these rules will be immediately expelled from the work site

12. Submission

Interested bidders are requested to submit the technical and financial proposals, filled forms found in Annex A and B, a copy of company registration certificate, CV and copy of ID/PC of the company representative, and a list contact details of 3 references to facilitate reference checks.

All these documents should be submitted to the **e-mail address: info@naturerwanda.org** and send a copy at admin@naturerwanda.org by not later than Friday 12/02/2021. Please send all documents in one PDF file (company name.pdf) and indicate "Application for rehabilitation of water supply facilities" in the email subject.




Jean Claude DUSABIMANA

Executive Director, Nature Rwanda

Annex A

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and Part 2 whichever apply to your type of business. You are advised that it is a serious offence to give false information on this form.

Part 1 – General:

Business Name:

Location of business premises: Street/Road:

District: Sector: Cell:

Tel No: E mail:

Nature of Business:

Registration Certificate No:

Name of your bankers Branch:

Part 2 – Representative

Full name: Age:

Nationality

ID/PC number:

Marital Status:

Tel: E-mail:

District: Sector: Cell:

Signature & Stamp:

Date:

NOTE: This Form must be completed. Original to be Attached in the Bid document on Submission.

Annex B

CERTIFICATE OF BIDDER'S VISIT TO SITE

This is to certify that

Being the authorized representative of

Name: Position:.....

Signature & Stamp.....

Date.....

Visited the three water facilities to be rehabilitated at Mpenge river prior to the submission of technical and financial proposal as a bidder.

Nature Rwanda representative

Name Position:

Signature & Stamp.....

Date.....

NOTE: This Form must be completed by Both Parties after the Site Visit.

Original to be Attached in the Bid document on Submission.