



UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA

OFFICE OF THE VICE CHANCELLOR / CABINET DU RECTEUR

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## CALL FOR APPLICATION FOR CONCRETE PAVER LAYER CONSTRUCTION

### TERMS OF REFERENCE TO PROVIDE SERVICES TO UTAB MAIN CAMPUS FRONT YARD CONCRETE PAVER LAYER CONSTRUCTION

#### 1. Background

The University of Technology and Arts of Byumba (TAB) is a fully accredited community-based University. It is located in Byumba Sector, Gicumbi District, Northern Province, Rwanda.

Currently, UTAB proudly runs three faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (SSMDS), the Faculty of **Education**, and the Faculty of Agriculture, Environmental Management and Renewable Energy (**FAEMRE**). In addition, UTAB has Distance and Open Learning Facility (**DOLF**) located in Gatsibo District, Kiramuruzi Sector.

In order to beautify the main campus and foster a conducive and a better teaching and learning process; the University of Technology and Arts of Byumba wishes to hire a construction company to provide technical services for the campus front yard concrete paver layer construction.

#### 2.1. Vision of UTAB

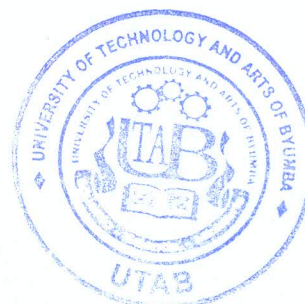
The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

#### 2.2 Mission of UTAB

The mission of UTAB is

- To provide quality higher education and community oriented Research
- To shape a skilled workforce in the domains of technology and arts
- To promote a culture of excellence and innovation for quality service delivery

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### 3. Objective of the assignment

The objective of this Terms of Reference is to guide a bidding exercise to identify suitable contractor in manufacturing concrete pavers in agreed quality, budget and timeline. Therefore, the main campus front yard, from gate to the high building and pavements of ways to offices are due for the present bid.

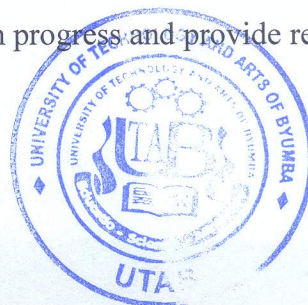
### 4. Expected outputs

- Well- manufactured rectangle and strong concrete pavers for the work;
- Construction of produced concrete pavers on a given ground yard surface;
- Ensure high maintenance of safe, secure and healthy work environment;
- Accomplish production and construction of pavements milestone results;
- Water ditch construction all environmentally protective.

### 5. Scope of the work

The construction company shall be assigned the following tasks on 1888 square meters:

- Undertake the production of 94,400 concrete pavers for construction
- Meet construction budget by monitoring project expenditures,
- Ensure that reinforced concrete meet all criteria for all high quality concrete slab,
- Review the work progress on daily basis,
- Plan ahead to prevent problems and resolve any emerging ones and provide report to the client,
- Analyze, supervise and mitigate risks,
- Coordinate and direct construction activities and workers,
- Meet operational standards by contributing constructional information to strategic plans and reviews,
- Supervise tools, materials and equipment and track inventory,
- Understanding of all facets of the construction progress and provide reports thereof,



- Maintain a safe, secure, and healthy work environment by following guidelines, standards, and procedures.

## 6. Characteristics of desired Construction Company

A construction company should have:

- Ability to read construction blueprints and drawings,
- Proficiency in demonstrating proposals and projects.
- Excellent communication skills both verbal and written;
- High organization with strong attention to details;
- Great time management and problem-solving skills.

## 7. Duration of assignment

The initial duration of the assignment is estimated to a period of **one-month** effect taken from the signature of the contract and possibility for extension upon work progress to the construction site and satisfaction of the client.

## 8. Selection criteria

The construction company shall be selected in accordance with the experience and qualification as follows:

Experience and qualification required:

- Proven working experience in construction and/ or management for at least 2 years;
- Advanced knowledge of construction management processes, means and methods;
- Experts knowledge of building products construction details and relevant rules, regulations and quality standards;
- Familiarity with construction management software packages;
- Ability to plan and see ‘‘ big picture’’;
- Competent in conflict and crisis management;
- Excellent time and project supervision skills.

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## 9. Quotation/ Pricing

Any interested construction companies should be required to provide his/her quotation for the work to be done with all details from the beginning up to the end of the work.

## 10. Reporting System

The construction company should inform regularly the Office of Deputy Vice Chancellor in charge of Administration and Finance (DVC FA) all progress work to the sites and challenges encountered thereto.

- A brief report of activities done to the site;
- Financial and material usage for any stage of construction.

## 11. Submission and selection procedures

Technical proposal must provide information as below:

- a) Qualifications and experience of applicants (CV signed by the applicants indicating their qualification and previous experiences to perform the services required and notified copies of degree, accreditation certificates, description of similar assignments and relevant information to the assignment, etc. as per the requirements) and the proof of the capability to carry out the assignment;
- b) Submit at least two certificates of good completion obtained from prior work assignments
- c) A note showing understanding of the scope of work;
- d) Proposed methodology and work plan to undertake the assignment;
- e) Proposed financial cost.
- f) The contact person for more clarification is Odette MUKAMANA @0783229540

### Deadline of application

Interested candidates should submit printed and well-sealed application documents to UTAB Main Campus at Gicumbi District not later than **28<sup>th</sup> June 2023**.

Done at Gicumbi, June 23, 2023



**Fr. Dr. MUNANA Gilbert, O. P**  
Vice Chancellor of UTAB

