



TERMS OF REFERENCE FOR OFFICES PARTITIONING IN SONARWA LIFE ASSURANCE COMPANY LIMITED (SONARWA LIFE)

1. Background

SONARWA Life Assurance Company Limited (SONARWA Life) is a Rwandan Insurer providing life assurance and other related financial services in Rwanda. The Company offers a wide range of life insurance products, including but not limited to Group Life Insurance, Group Pension, Loan Protection Insurance, and Education Endowment, individual life, and individual pension services.

SONARWA Life is a pioneer and leader in the life assurance sector. Our Company focuses on innovation and excellence in service delivery and has differentiated itself in the market, earning its recognition.

To modernise its conducive and decent working environment, SONARWA Life wishes to invite the qualified and interested bidders to submit their tender documents for office partitioning under the terms and conditions herein.

2. Scope of the work

- 2.1. SONARWA Assurance Company Ltd (SONARWA Life) invites interested eligible Bidders for the partitioning of Offices at Ground Floor and 4th Floor in RSSB Building Tower II for Head Office of SONARWA Life.
- 2.2. The Ground Floor and 4th Floor are currently occupied. Bidders shall know that care must be taken, at all times during the duration of the contract. Where possible Contractors shall restrict works to non-normal working hours.
- 2.3. The Successful Bidder will be expected to complete the Works within fifteen (15) days including the two successive weeks and hours after close of business on working days. The works shall begin within two (2) calendar days after signing the contract.

3. Eligible Bidders

- 3.1. This invitation for Bids is open to all Bidders operating in Republic of Rwanda as defined in the SONARWA Life Procurement Policy. Any materials, equipment, and services to be used in the performance of the Contract shall be found on local market either imported or made in Rwanda.

4. Qualification of Bidders

- 4.1. All bidders shall provide in Section II- Qualification Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary, including the people who will be involved in the works.
- 4.2. To qualify for award of the Contract, bidders shall meet the minimum qualifying criteria observed during the mandatory field visit.

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5. Assignment and Subcontracting

- a. The Contract shall not assign, transfer, or make any other disposition of any of its rights and obligations under this Contract, in whole or in part, except with the prior written consent of the Client.
- b. The contractor shall subcontract the whole or any part of the works to any person or entity except with the prior written consent of the Company given in respect of the particular person or entity.
- c. Notwithstanding any such consent given by SONARWA Life pursuant to paragraph a) or b) above, the Contractor hereby guarantees full compliance by each of the Contractor's Associates with the terms of this Contract and prompt performance by each of them of the subcontracted parts of the works. The Contractor further represents and warrants that it shall be fully responsible as primary obligor to the Client regarding the manner and standard of performance of the Works.

6. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of his bid, and SONARWA Life shall not be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

7. Mandatory Site Visit and Pre-bid meeting

- 7.1. The Bidder, at the Bidder's own responsibility, expenses, and risk, shall visit and examine the site of the works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for partitioning of offices at Ground and 4th Floor RSS Building Tower II for SONARWA Life Head Office. The visit shall be on Friday 23rd June 2023 at 10.00 am time of Kigali.
- 7.2. The Pre bid meeting will be held on the same date of site visit and venue after mandatory site visit on the **23rd June 2023 at 10:00 am time of Kigali**. The Costs of visiting the site and pre-bid meeting shall be at the Bidder's own expense.

8. Clarification of Bidding Documents

- 8.1. A prospective bidder may request SONARWA Life in writing for clarification of the bidding documents. SONARWA Life shall respond to such requests if received no later than five (5) days before bid closing date.
- 8.2. Similarly, prior to the deadline for submission of bids, SONARWA Life may modify the bidding documents by issuing addenda.

9. Language of Bid

All documents relating to the bid and Contract shall be in English.

10. Call for Technical Proposal

The technical Proposal shall comprise the following:

- a. The Bid response letter signed by representative of the Bidder Company;

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SONARWA Life

- b. A company profile including full names of managers and team to be assign to the task, physical address, organization structure,
- c. List of tools and equipment to be used in the work ;
- d. Company registration;
- e. VAT Certificate;
- f. Tax clearance certificate;
- g. RSSB Clearance certificate (if applicable);
- h. Three (3) references to prove the experience in similar Work.

11. Call for Financial Proposal

Bidders are to include the following in their financial proposals:

- 11.1. The separate Financial proposal must contain an overall offer in a single currency, Rwandan Francs
- 11.2. The contract shall be for works, as described in scope of work based on the priced bill of quantities to be described in pre-bid meeting;
- 11.3. The Bidder shall indicate the rates and prices for all items of the works described during pre-bid meeting to be held on field;
- 11.4. All duties, taxes and other levies payable by the contractor under the contract, shall be included in the rates, prices, and total Bid price submitted by the Bidder.
- 11.5. The financial component shall cover price of partitioning VAT inclusive;
- 11.6. Itemized service provider fees and related itemized administration expenses;
- 11.7. Expected payment method;
- 11.8. The validity of the offer which should not be less than 60 days;
- 11.9. The invoice shall be produced through electronic billing machine. (EBM invoice).

12. Currency of Bid and Payment

The unit rates and prices shall be quoted by the Bidders entirely in the Rwandan Francs.

13. Bid Validity

Bids shall remain valid for the period of 60 days. SONARWA Life may request that the Bidders extend the period of validity for a specified additional period. The request and the Bidders' responses shall be made in writing. A Bidder may refuse the request in which case he may withdraw his bid without penalty. A bidder agreeing to the request will not be required or permitted to otherwise modify the Bid.

14. Bid Security

The successful Bidder will be required to provide a performance security in accordance with SONARWA Life Procurement Policy.

15. Format and Signing of Bid

- 15.1. This is a single envelope bid, the bidder shall prepare **One Original** of the documents comprising the Bid as described in 10 and 11 clauses of these Instructions to Bidders, with the Form of Bid, and clearly marked "**ORIGINAL**". In addition, the Bidder shall submit **FOUR Copies** of the Bid clearly marked as "**COPIES**". In the event of discrepancy between them, the original shall prevail.



- 15.2. The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by person or persons duly authorized to sign on behalf of the bidder. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.
- 15.3. The Bid shall contain no alterations or additions, except those to comply with instructions issued by SONARWA Life, or as necessary to correct errors made by Bidder, in which case such corrections shall be initiated by the person or persons signing the Bid.

16. Sealing and Marking of Bids

- 16.1. The Bidder shall seal the original and all copies of the Bid in inner envelopes and one outer envelope, duly marking the inner envelopes as "ORIGINAL" and "COPIES".
- 16.2. The inner envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.
- 16.3. It is the sole responsibility of the bidders to ensure that sealed envelope containing the proposal reaches the above address before the time and date indicated. When delivered by hand, the proposal must be delivered at the above address during working hours from **8:00 hrs to 12:00 hrs and from 1400 hrs to 17h00 hrs**, Monday through Friday. Delivery to any other office is not allowed. Proposals received after the above-mentioned closing time or deadline shall be rejected. SONARWA Life may extend the deadline for submission or opening of proposals at any time without incurring any liability to the Bidders.
- 16.4. If the outer envelope is not sealed and marked as above, SONARWA Life will assume no responsibility for the misplacement or premature of the Bid.

17. Payment Modalities

The modalities of payment will be part of negotiations on terms and conditions of contract with successful Bidder.

18. Evaluation and Weighting Criteria

Submitted proposals will be assessed using Cumulative Analysis Method. All request for proposal will be weighed according to the technical (60%) and financial considerations (40%). Financial proposals will be opened only for those application that attained 70% (42 out of 60) or above on the technical part.

Below are the criteria and points for technical and financial proposals:

23.1. Evaluation criteria for technical proposal (Total of points 60%)

The Technical section of the proposal should be submitted in English. The proposal should be found technically sound and the following points shall be considered:

Category	Max. Points	Comment
1. Overall Response		
1.1 General adherence to Terms of Reference and tender requirements	10	Tender package is coherent and all required documents/information are present.

2. Company Profile		
2.1 Company is properly registered as construction company Provider in Republic of Rwanda.	10	Attach proof of registration
2.2 Bidder's Team is competent to perform the work.	8	Indicate at least three (3) persons and their positions in managerial team and the team to be assigned on the task whose number must not be less than five (5) persons and their qualification and roles.
2.3 The Bidder meets minimum (3) years of experience	6	Attach company profile showing brief history, key areas of work, organization structure, etc.
2.4 The bidder has previously conducted similar work	6	Three (3) references are provided in the technical proposal, demonstrating previous work.
3. Partitioning Work Plan		
3.1 The provided work Plan is in framework set by SONARWA Life	10	The Work Plan is part of tender documents
3.2 The bidder has sufficient tools and equipment to perform the work.	10	Provide the list of tools and equipment to be used and copies of documentation to prove ownership, intention to lease or intention to subcontract.

N.B: Total Max Points: 60
 Passing Score: 42

23.2. Evaluation criteria for financial proposal (Total of 40 points)

A separate Financial Offer detailing all activity expenses should be submitted under this section. Only those financial proposals will be analyzed which have been technically accepted (scoring at least 42 points) according to the above criteria. Financial proposal will be weighted based on the clarity and appropriateness. Financial Proposals will receive points in inverse proportion to the lowest price. Financial score: max 40 points.

19. Correction of errors

Bids determined to be substantially responsive will be checked by SONARWA Life for any arithmetic errors. Errors will be corrected by SONARWA Life as follows:

- a. Where there is discrepancy between the amounts in figures and in words, the amount in words will govern;
- b. Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern; and
- c. The Bidder will be advised, if the Bidder refuses to accept the correction his Bid will be rejected.

20. Fraud and Corruption

20.1. It is the Policy of SONARWA Life to maintain a Zero tolerance to Fraud, theft, irregularities or suspected irregularities, misconduct, or other crime targeting company assets, products or services



- by our employees, outsourced Staff, Suppliers, shareholders, consultants' vendors, sales agents, outside agencies doing the business with employees of such agencies, or other third parties.
- 20.2. SONARWA Life defines, for the purposes of these provisions, the terms set forth below as follows:
- a. "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution, and includes, enter alia, bribery and extortion or coercion which involve threats of injury to person, property or reputation; and
 - b. "Fraudulent practice" is any act or omission including misrepresentation of facts in order to influence a procurement process or execution of a contract to the detriment of SONARWA Life, and includes collusive practices among bidders or between bidders and SONARWA Life (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels.
 - c. "Collusive practice" is an arrangement between two or more Bidders, designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - d. "Coercive practice" means impairing or harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of the contract.
- 20.3. SONARWA Life team of anti- corruption will, following its own investigation and determination in accordance with its procedures:
- a. Declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a contract. A firm declared ineligible by SONARWA Life in accordance with sub-paragraph shall be ineligible to be awarded a contract during the period of time determined by SONARWA Life.
- 20.4. SONARWA Life reserves the right, where a firm has been found by a national or international entity to have engaged in corrupt or fraudulent practice, to declare that such a firm is ineligible, for a stated period of time, to be awarded a contract.

21. Insurance

The Contractor shall be responsible for insurance coverage for its experts and employees performing the works in accordance with relevant industry norms and standards. SONARWA Life shall not have no responsibility whatsoever for such coverage or for any expenses that the Contractor or its employees, agents, affiliates, subcontractors, or other persons delivering authority from the contractors (collectively hereinafter referred to as the Contractor's Associates") may incur.

22. Samples

Contractor shall furnish at his own cost any samples of materials to be called for by SONARWA Life for approval or rejection.

Contractor shall allow in his tender bid for such samples except those in connection with nominated sub-contractor.

23. Day Works

Day works shall only be executed with the prior written permission of SONARWA Life Management. The working hours will be planned after closing of Company business, during the weeks or holidays.

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24. Program and Progress Chart

Contractor shall prepare a full detailed programme and progress chart in the form of bar chart, precedence diagram or network analysis to coincide with the various sectional completions dates if any and must accurately detail the entire operations of the contractor.

25. Removal of Rubbish and Debris to maintain the Building or Site Clean

- 25.1. Contractor shall remove all rubbish and debris from the buildings and site as it accumulates and at completion of the works and remove all plant, scaffolding and unused materials at completion and deliver the works clean.
- 25.2. Clean all existing/ reused partitions clean all floors, sanitary fittings, glass inside and outside, and any other part of the works which may require it. The Contractor shall clean and flush all gutters, manholes and drains, wash (except where such treatment might cause damage) and clean all floors, sanitary fittings, glass inside and outside, and any other part of the works which may require it.

26. Deadline for Submission of Bids

- 26.1. Bids shall be delivered to SONARWA Life at the address specified below not later than 3rd July 2023 at 15:00 hours, Kigali Time with inscription:
Chief Executive Officer
SONARWA Life Assurance Company Ltd
Ground Floor Level, RSSB Building, Tower II,
African Union Boulevard
P.O. Box: 1774
Kigali-Rwanda
Tel: +(250)78500144
- 26.2. SONARWA Life may extend the deadline for submission of bids by issuing an amendment in which case all rights and obligations of SONARWA Life and the bidders previously subject to the original deadline will then be subject to the new deadline.

Done at Kigali, on 20th June 2023



Eric KAMANZI
Acting Chief Executive Officer

The stamp is an oval-shaped blue ink stamp for SONARWA Life Assurance Co. Ltd. It contains the company name, a stylized logo, the initials 'MD', and the website address 'www.sonarwa.co.rw'.