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## CALL FOR APPLICATION

### **SUPERVISION OF PAVER LAYER CONSTRUCTION WORKS AT UTAB MAIN CAMPUS**

#### **1. Background**

The University of Technology and Arts of Byumba (UTAB) is a Private Higher Learning Institution located in Gicumbi District, Northern Province. Its mission is to provide Quality Higher Education and Community Oriented Research, to shape a skilled workforce in the domains of Technology and Arts, and to promote a culture of Excellence and Innovation for Quality Service Delivery.

Currently UTAB has three operational faculties: Faculty of Social Sciences, Management and Development Studies (SSMDS), Faculty of Education and Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE). In addition, for strengthening community outreach and its significant impact to the community, UTAB has created an Open Distance and Learning Facility (DOLF) at KIRAMURUZI in Eastern province, Gatsibo District.

#### **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 domain of Technology and Arts;



- To promote a culture of Excellence and Innovation for Quality Service Delivery.

### 3.Objective of the assignment

The main scope of this assignment is mainly based on the supervision of ongoing Paver Layer Construction activities of UTAB Main Campus. In addition, is about guiding the construction company and when necessary revise the works where seemingly not attaining all high quality of standardization and give technical report of the work done and way forward.

### 4.Expected Outputs

The Supervising Company is assigned the following tasks:

- Oversee and direct Paver Layer Construction works from conception to completion by ensuring that there is high maintenance of safe, secure and healthy work environment;
- Meet the Construction Budget by monitoring the construction activities expenditures;
- Monitor whether Contractual Conditions of performance are met;
- Review the work progress on daily basis;
- Plan ahead to prevent problems and resolve any emerging ones and provide report to the client (UTAB);
- Analyse, supervise and mitigate risks;
- Coordinate and direct Construction Company and workers;
- Approve Construction Projects by conducting inspections at critical phases;
- 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;
- Proper monitoring of the BOQ for each milestone of implementation;
- Meeting the deadline as scheduled in the agreement contract;
- Perform any other duty that may seem necessary by the client which is linked to the construction supervision assignment of Kiramuruzi Distance and learning facility.

### 5. Scope of the work

The main scope of this assignment is mainly based on the Supervision of ongoing Paver Layer Construction activities of UTAB Main Campus. In addition, is about guiding the Construction Company and when necessary revise the works where seemingly not attaining all high quality of standardization and give technical report of the work done and way forward.

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## **6. Characteristics of desired Supervision Company for Paver Layer Construction at UTAB Main Mampus**

A supervising company should have:

- Ability to read construction blueprints and drawings;
- Proficiency in demonstrating proposals and projects;
- Ability to supervise Paver Layer Construction activities as detailed in contract with existing construction company and being able to maintain quality of work by paying attention for example on size and material content of materials (pavers), materials structures, designs as detailed in existing contract with construction contract;
- Excellent communication skills both verbal and written;
- High organisation with strong attention to details;
- Great time management and problem-solving skills.

## **7. Duration of the assignment**

The duration of the assignment should correspond to the time that the Paver Layer Construction will spend while performing its construction activities. But as among the responsibilities of the supervisor include respect of time deadline. The supervisor should make sure that the construction activities should not be beyond 30 days computed since the date of starting the Paver Layer Construction activities.

## **8. Selection Criteria**

- The Supervising Company shall be selected in accordance with the experience and qualification as follows:
  - Proven working experience in construction supervision and/or management for at least 5 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 things in big picture;
  - Competent in conflict and crisis management;
  - Excellent time and project supervision skills;
  - Self-motivated.

In addition, apart from the above criteria, applications will also be evaluated based on the following criteria:

- (1) Technical expertise and experience will be rated at 40%



- (2) Financial Proposal to be rated at 30%
- (3) Compliance with Technical Specifications rated at 20%
- (4) Past Performance and References rated at 10%

### **9. Quotation/Pricing**

Any interested company for supervision of Paver Layer Construction at UTAB Main Campus should be required to provide his/her quotation for the work to be performed with all details from the beginning up to the end of the work and mention clearly the unit cost per involved as well as the aggregated total amount required.

### **10. Reporting System**

- The consultant Company in charge of Supervision of Paver Layer Construction at UTAB Main Campus, should inform regularly the office of the Deputy Vice Chancellor in charge of Administration and Finance (DVCFA) all progress pre-scribed work at the sites and challenges encountered and then later submit the final report, all via the Email: [dvcfa@utab.ac.rw](mailto:dvcfa@utab.ac.rw)
- After completion of the assignment, the Supervision Company has to submit the report summarizing all the works done and it should be one of the most important basis for his payment because payments by UTAB are delivery based. Any deliverables not meeting the required specifications will have to be reworked and resubmitted at no additional cost to UTAB. The proposed payment schedule for this assignment is payment upon submission of above reports on completed tasks, outlined against planned outputs. Based on the report and satisfactory performance, payments will be certified by the supervisor. The final report will have summarized content of the work done, and as per User Manual.

### **11. Submission of the Application and Selection Procedures**

Technical Proposal must provide the following detailed information:

- (i) 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);
- (ii) Submit at least two certificates of good completion obtained from prior work assignments;
- (iii) A note showing understanding of the scope of work;
- (iv) Proposed Methodology and Work Plan to undertake the assignment;
- (v) Proposed Financial Cost
- (vi) Submission of sealed application documents through UTAB Front Desk Office



**Deadline of the application**

The interested candidates should submit their sealed application documents through only UTAB Front Desk Office not later than 30<sup>th</sup>/October/2023 at 17:00 and kindly note that only shortlisted candidate/bidder will be contacted for further steps.

**Done at Gicumbi, 24<sup>th</sup>/October/2023**

**Fr. Dr. MUNANA Gilbert, OP.**

