



Date: 18th May, 2024

Mssr;

To: All interested bidders

Dear Sirs,

SONARWA General Insurance Company Ltd and SONARWA Life Assurance Company Ltd have the pleasure to invite you to submit your proposal for **Office partitioning of SONARWA Headquarter.**

More details for the requirements of this tender are provided in the Terms of Reference (ToR) and Technical Specifications (TS) documents attached.

The successful Company will be selected under Quality and Cost Based Selection (QCBS) and conditions described in this RFP and in accordance with Internal Policies of the two companies.

Please submit your proposal not later than 28th May 2024 at 2:00 pm, on the following e-mail addresses:

procurement@sonarwa.co.rw and

procurementlife@sonarwa.co.rw

ATTN:
SONARWA General Insurance Company Ltd &
SONARWA Life Assurance Company Ltd

Rees KINYANGI LULU
Chief Executive Officer
SONARWA G.I.



Dianah MUKUNDWA
Chief Executive Officer
SONARWA Life



REQUEST FOR PROPOSALS (RFP)

SONARWA General Insurance Company Ltd and SONARWA Life Assurance Company Ltd are duly registered under the laws of the Republic of Rwanda and licensed by the National Bank of Rwanda to carry out General and life Insurance Business in Rwanda with their principal place of business at Road N: KN73, Plot KN 3 Av 23.

SONARWA General Insurance Company Ltd

P.O. Box 1035 Kigali-Rwanda,
TIN: 102294535,
E-mail: info@sonarwa.co.rw,
Tel.: +252 573350

And

SONARWA Life Assurance Company Ltd

P.O. Box 1774 Kigali-Rwanda
TIN: 102241010
E-mail: life@sonarwa.co.rw,
Tel.: 0788500144

Title: ***Office partitioning of SONARWA Headquarter***

May 18th, 2024

TERMS OF REFERENCE PARTITION WORKS OF SONARWA

NEW HEADQUARTER

1. Background

SONARWA General Insurance Company Ltd and SONARWA Life Assurance Ltd, are two Companies duly registered under the laws of the Republic of Rwanda and licensed by the National Bank of Rwanda to carry out Insurance Business in Rwanda. SONARWA has been established since 1975 and has emerged as the leading Insurance Company on Rwanda market. To enhance its branding image, SONARWA General Insurance Company Ltd and SONARWA Life Assurance Ltd are in the process of relocating their Headquarters at National Road N1, Muhima Sector, Nyarugenge District, Plot 1/01/06/02/51.

The objective of this tender is to contract with a competent company which can undertake the execution of the designed office partition of SONARWA new Headquarters for the purpose of achieving a conducive work environment.

2. Scope of work (see BoQs attached for technical Specifications 1 and 2)

The civil works are comprising of one indivisible lot:

- Construction of office partition for a 5-storey building (2 basements, ground floor, first and second floors)
- IT infrastructure (Networking cabling for electricity, LAN, internet, telephone and CCTV)
- Weekly reporting of the work execution progress

The Technical Specifications for office partitioning work include but is not limited to the bills of quantities attached to this request for quotation. SONARWA reserves the right to add or remove items on the scope of work to be executed depending on its needs and subject to an amendment of the bills of quantity.

3. Site Visit

The bidder, at his own responsibility and risk, is encouraged 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. If the procuring entity decides to re-advertise the tender, it may not require the second site visit to those who had visited before unless there are reasons for the second site visit.

A Compulsory site visit is scheduled on 22/05/2024

4. Timeline

The office partition works are expected to be carried out for a period of not more than 4 weeks from the date of notification award. Preference will be given to short timeline.

5. Administrative Requirements

- Company registration certificate;
- Proof of physical address of the company;
- Valid Tax clearance certificate;
- RSSB clearance if applicable;
- Brief description of the company (Company Profile);
- Proof of having a credit line of not less than 50 million;
- The company must be at least in the category F of RPPA;
- Certificate of good standing;
- Site visit Certificate

6. Technical Requirements (Qualifications and selection criteria)

- ❖ Company's capabilities and experience /**30 pts**
- ❖ Client references (maximum 3) in construction of office partition /**15 pts**
- ❖ Good Completion Certificate (at least three in the requested works) /**15 pts**
- ❖ Qualification and experience (CVs and Degrees) of the key personnel (the site Manager and 2 technicians one of them being an IT personnel) proposed for the execution of the contract /**20 pts**
- ❖ The execution timeline for each phase of the works (wall elevation, cabling, etc...) /**10 pts**
- ❖ Priced Bill of Quantities or clearly quoted unit prices in local currency /**10 pts**

7. Financial offer

The financial offer must show quantity, clearly quoted unit price and total price of each item described in the Bills of Quantity, the total price of partition works at each floor, IT infrastructure and the global price for the whole project.

8. Submission of bids

Bids comprising technical and financial offers properly presented will be received online to the following email address: procurement@sonarwa.co.rw, and procurementlife@sonarwa.co.rw not later than May 28th 2024 at 2:00 pm indicating “**Offer for office partitioning of Sonarwa Head Office**”. The Financial offer must be protected by a password to be shared on request after the deadline.

SONARWA reserves the right to not consider all the bids if they don't meet its expectations.

Enquiries related to this tender may be addressed to: mendel.sezibera@sonarwa.co.rw and john.manzi@sonarwa.co.rw, in writing by email not later than May 27th, 2023.

9. Instructions to Contractors (Data sheet)

The name of the Procuring Entity	SONARWA General Insurance Company Limited and SONARWA Life Assurance Ltd
The method of selection	Open domestic bidding
Technical and Financial Proposals are requested	Yes
Brief description of the assignment	Office partitioning of Sonarwa Head Office
Site visit	22/05/2024, Compulsory
Clarifications deadline	27 th May 2024
Drawings of the architectural layout and other technical clarifications	On request, through: Tel. 0788572846 and/or 0788456029 E-mail: mendel.sezibera@sonarwa.co.rw , and/or john.manzi@sonarwa.co.rw
Language of the proposals	English
Currency of the financial offer	Rwf
Validity of the offers	90 days after submission
The proposal submission address	procurement@sonarwa.co.rw and procurementlife@sonarwa.co.rw
Date of submission	28 th May 2024 at 2:00 pm