



INVITATION FOR PROPOSALS FOR PREQUALIFICATION OF SERVICES PROVIDERS IN OFFICE MAINTENANCE

The institute of Policy Analysis and Research (IPAR-RWANDA) is inviting eligible companies to provide proposals for pre-qualification of Office Maintenance.

The Regular maintenance services are divided into **TWO (2) Components**

1. MAINTENANCE SERVICES OF INFRASTRUCTURE

Scope of service and work description

- i. The services cover all works regarding repair, upgrade (small renovations or/and rehabilitations works) and regular maintenance services of infrastructure undertaken at IPAR-RWANDA located in GASABO District, Kimihurura Sector, Kigali City.
- ii. Services will comprise of the following:
 - Repair, upgrade and maintenance of electrical system.
 - Repair, upgrade and maintenance of plumbing and drainage system.
 - Repair and maintenance of furniture.
 - Other miscellaneous works related to the maintenance services such as construction works, welding and fabrication works as well as carpentry/joinery works.

2. MAINTENANCE SERVICES OF ELECTRO-MECHANICAL EQUIPMENT AND MACHINERY

Scope of service and work description

The services concern with all works regarding repair and regular maintenance of the following:

- i. **Generator sets:** The table below shows the main items of maintenance activities for this service.

#	<i>MAINTENANCE ITEMS</i>
1	Inspection
2	Check coolant heater
3	Check coolant level
4	Check oil level
5	Check fuel level
6	Check charge-air piping
7	Check/clean air cleaner

#	MAINTENANCE ITEMS
8	Check battery charger
9	Drain fuel filter
10	Drain water from fuel tank
11	Check coolant concentration
12	Check drive belt tension
13	Drain exhaust condensate
14	Check starting batteries
15	Change oil and filter
16	Change coolant filter
17	Clean crankcase breather
18	Change air cleaner element
19	Check radiator hoses
20	Change fuel filters
21	Clean cooling system

ii. **Air-Conditioning Equipment:** This service comprise of the following:

- Repair of existing air-conditioning equipment
- Replacement of non-repairable equipment
- Installation of new air-conditioning equipment
- Repair and maintenance of fridges and other cooling equipment
- Regular maintenance of fire-fighting equipment

iii. **Machinery and equipment:** This service includes repair, upgrade and maintenance of electrical, electronic and mechanical equipment tools and machinery such as CCTV cameras, Fire-fighting equipment, etc.

QUALIFICATION

Contractor

The Contractor should provide at least **three (3)** certified copy of good completion certificates from a recognized institution. The certificates should make reference to similar executed services.

Personnel

The Contractor shall present his key personnel eligible for the repair/maintenance services. In each field, the Contractor shall present the following qualification:

Ref.#	Qualification of key personnel
	Labor Cost
1	Engineer -A ₀ (Civil)

2	Engineer -A ₁ (Civil)
3	Engineer -A ₁ (Plumbing)
4	Technician -A ₂ (Construction)
5	Technician -A ₂ (Electrical)
6	Technician -A ₂ (Electro-mechanical)
7	Aide-Technician

INTERVENTION

- a) The Contractor shall intervene in due time upon written notice from the Client. Written notice may comprise of formal letter or email.
- b) For any maintenance/repairing services, the Contractor should deploy qualified and experienced technicians in the area/field requiring maintenance or repair.
- c) The Client shall verify the materials; the work executed and makes analysis so as to ensure the quality, resistance and the conformity to technical prescriptions.

SECURITY AND SAFETY

In case of fault, negligence or lack of necessary precaution, experience and without consulting the Client, the Contractor will be held responsible for all damages infringed on the third party while executing the services. He must take all possible measures to prevent any dangerous damage or accident resulting from the execution of works by his enterprise.

Note: All works related to the services mentioned above shall be done without creating disturbance of other activities within the building.

MODE OF PAYMENT (Generally for all Components)

- The Contractor shall be paid basing on the quantity of executed and completed works.
- Prior to execution of works, the Contractor shall submit his quotation of the proposed works for Client's approval. The quotation should comprise of Contractor's profit, overheads and applicable taxes.
- In case of supply, samples of materials/items should be presented to the Client for approval before supply.

ADMINISTRATIVE DOCUMENTS REQUIRED

- Trading License
- Tax Clearance from RRA
- Social Security Certificate from RSSB
- 3 Certificates of good completion
- Bid security 150,000 Frw

TECHNICAL EVALUATION CRITERIA

1. Technical bid evaluation

The Technical bid evaluation shall provide the following information:

A brief description of the Company

- i) Company's experience 5 years
- ii) References of a similar nature : similar tenders executed at least two similar tenders executed
- iii) The list of the proposed staff team as well as the tasks that would be assigned to each staff team member. CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal, Qualification and experience of Staff.
- iv) Availability of Materials
- v) Transport means
- vi)** The Site visite certificate

Inspections and Tests

The inspections and tests shall be performed by the Logistics Officer in IPAR-RWANDA.

A site visit is scheduled on 11/01/2024 at 10:30 am at IPAR-RWANDA located in Kimihurura Sector and the Deadline for submission of bids is on 18/01/2024 at 10:30 am in the procurement Office of the IPAR-RWANDA.

Done at Kigali, 22 /12/2023

Eugenia KAYITESI

Executive Director