

**ADDITIONAL INFORMATION TO BIDDERS  
FOR THE PROVISION OF PROFESSIONAL DETAILED DESIGN SERVICES FOR THE WORKS  
OF CONSTRUCTION OF A NEW BUILDING IN MUHANGA**

**1. CRITERIA, SUB-CRITERIA AND POINT SYSTEM FOR THE EVALUATION OF  
TECHNICAL PROPOSAL**

Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:

i) The evaluation of technical proposals shall take into account the following criteria:

<b>No</b>	<b>Description of Criteria</b>	<b>Maximum Score</b>
1	<i>Required Administration Documents Submitted</i>	<i>20 points</i>
2	<i>Specific experience of the consultant firm relevant to the assignment</i>	<i>30 points</i>
3	<i>Qualifications of key personnel proposed for the assignment</i>	<i>30 points</i>
4	<i>Quality of the work plan (work schedule) and methodology</i>	<i>20 points</i>
	<i>TOTAL</i>	<i>100 points</i>

The above evaluation criteria for technical proposals are weighted and detailed as follows:

**i) REQUIRED ADMINISTRATIVE DOCUMENTS SUBMITTED 20 points**

- Bid submission Letter (2.5 pts )
- Certificate of Domestic Company Registration (RDB) (2.5 pts )
- Valid Clearance Certificate issued by RSSB (2.5 pts )
- Valid Clearance Certificate issued by RRA (2.5 pts )
- VAT registration Certificate (2.5 pts )
- Valid Certificate of registration as Architects Consultant Firm in Rwanda (2.5 pts )
- Physical address of the consultant with proof of owning or hiring the office (2.5 pts )

- Site visit Certificate (2.5 pts).

**II) SPECIFIC EXPERIENCE OF THE CONSULTANT FIRM RELEVANT TO THE ASSIGNMENT : 30 points**

**1. Profile of the Firm with a description of relevant experience and similar work in the design services for the work of construction of new buildings :**

- Clear and well-presented company profile **(10 pts)**
- Valid reference certificates for completion of similar works (at least 3 : 12 points) (For additional relevant reference up to 5 : 4 points by reference ) **(20 pts)**

**III) QUALITY OF THE WORK PLAN (WORK SCHEDULE) AND METHODOLOGY (20 pts)**

- |    |                                    |              |
|----|------------------------------------|--------------|
| a) | Technical approach and Methodology | : 10 points  |
| b) | Work plan                          | : 10 points; |

**IV) QUALIFICATIONS OF KEY PERSONNEL PROPOSED FOR THE ASSIGNMENT (30 pts)**

CVs , Notified copies of academic Certificates for the key staff accompanied of ID and declaration of availability, all bearing the signature of their owners and stamps issued by professional Institution of Engineers / Architects in Rwanda :

The proposed key staff are the following:

1. Architect with at least 5 years of experience (4.5 pts)
2. Civil Engineer with at least 5 years of experience (4.5 pts)
3. Geotechnical Engineer (3 pts)
4. Technologist engineer in Building construction technology ( 3 pts)
5. Surveyor engineer (3 pts)
6. Mechanical or Plumber Engineer (3 pts)
7. IT Engineer (3 pts)
8. Environmentalist (3 pts)
9. Electrical engineer registered and certified by RURA (3 pts)

Total points for all the criteria : **100 points**

**The minimum technical score required to qualify is 70 points**



## 2. FORM FOR FINANCIAL PROPOSAL SUBMISSION BY BIDDERS

S/N	DESCRIPTION OF WORK	UNIT	UNITY PRICE	TOTAL PRICE
1	Geotechnical study of the plot	ff		
2	Technical Analysis and technical tests preparation	ff		
3	Preparation of Structural design including drawings and layout	ff		
4	Preparation of detailed bills of quantities for construction works to be done	ff		
5	Miscellaneous (Transport, Communication, Administration, ... )	ff		
	<b>SUBTOTAL</b>			
	<b>VAT@18%</b>			
	<b>TOTAL (VAT INCLUSIVE)</b>			

### NOTE:

**Technical and financial offers must be put in different envelopes, all sealed in another envelope.**

**NPO will open the financial offer for only bidders who will be technically qualified for the assignment**

The formula for determining the financial scores is the following:

$S_f = 100 \times F_m / F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.

The weights given to the technical and Financial Proposals are:

T= **0.7**, and F= **0.3**

Done at Kigali, on the 20<sup>th</sup> September 2021

The Management