

Terms of Reference (ToR) for the Repairs and Maintenance of the Sewage Treatment Plant (STP) at BPR-ANKO Tower

1. Introduction and Background

BPR Rwanda Plc & ANKO Properties Ltd hereby invite eligible and qualified contractors to submit bids for the comprehensive repairs and maintenance of the Sewage Treatment Plant (STP) located at BPR-ANKO Tower, situated in the Kigali City, Nyarugenge district, Nyarugenge Sector, Kiyovu Cell KG 67 St, N^o6. The STP is a vital facility responsible for the safe treatment of wastewater generated by the tower, ensuring compliance with environmental regulations and operational efficiency standards.

The primary objective of this contract is to ensure that the STP operates at optimal capacity through scheduled preventive maintenance, corrective repairs, and system overhauls where necessary. Tenderers will be given an opportunity to conduct a site visit to assess the current condition of the STP before submitting their bids.

2. Scope of Services

The successful contractor shall be responsible for providing full-scope repairs and maintenance services in a single lot, including but not limited to:

- **Preventive Maintenance:** Planned and systematic servicing activities including routine inspections, cleaning and desludging of tanks, lubrication of moving parts, calibration of sensors and control systems, performance testing of pumps and blowers, inspection and replacement of filter membranes in the MBR unit, checking and tightening of electrical connections, testing of control panels and automation systems, verification of flow meters and pressure gauges, inspection of aeration systems and diffusers, flushing of pipelines to prevent blockages, examination of structural and civil works for cracks or leaks, and ensuring all safety devices are operational.
- **Corrective Maintenance:** Timely identification and repair of defects, faults, or malfunctions in key STP components, including pumps, blowers, motors, dosing units, aeration systems, membrane filtration units (MBR), and control panels. This involves replacing worn or damaged pump seals and impellers, repairing or rewinding faulty motors, servicing or replacing defective blowers, recalibrating dosing pumps and chemical feed systems, clearing blockages or damage in aeration diffusers and pipelines, replacing or restoring damaged MBR membranes, repairing electrical faults in control and automation panels, fixing leaks in tanks and chambers, and restoring any damaged civil or structural elements to ensure uninterrupted plant operation.
- **Overhauls:** Comprehensive disassembly and detailed inspection of major STP equipment and systems, including pumps, blowers, motors, dosing units, MBR membrane modules, aeration systems, and control panels. This process involves cleaning and refurbishing



internal components, replacing worn or corroded parts such as seals, bearings, impellers, and diffusers, renewing damaged or fouled MBR membranes, reconditioning tanks and pipelines through internal coating or lining, servicing gearboxes and couplings, and upgrading control systems or electrical components where required. Overhauls aim to restore equipment to optimal operating condition and extend the overall service life of the plant.

- Civil Works: Structural maintenance of tanks, access ways, and STP housing facilities.
- MEP Services: Maintenance of electrical systems, mechanical components, and associated piping.
- Compliance Checks: Testing to ensure compliance with environmental discharge standards every six (6) months, using WASAC Rwanda or University of Rwanda Laboratories.

All works must comply with industry best practices, manufacturer's recommendations, and applicable national environmental and safety regulations.

3. Contract Structure and Payment Terms

- The contract will be awarded as a single lot covering the entire scope of works.
- Payments shall be made on a quarterly basis, subject to submission and approval of detailed maintenance reports.
- No separate payment will be made for mobilization; all costs must be included in the bid price.

4. Contractor Qualifications

Tenderers must demonstrate:

- Proven experience in the repair and maintenance of sewage treatment plants or similar water treatment facilities.
- Availability of technical personnel with relevant certifications (Certified mechanical/electrical /Water engineers, wastewater treatment technicians).
- Evidence of financial capacity to execute the contract.
- Provision of administrative documents such as company's RDB, RSSB and RRA Tax clearance certificates.
- Availability of necessary tools, equipment, and spare parts.



5. Site Visit

A mandatory pre-bid site visit will be organized to allow tenderers to assess the STP's condition and scope of work. Details of the site visit schedule will be communicated in the bid invitation.

6. Reporting and Deliverables

The contractor shall submit:

- Weekly, monthly, and quarterly maintenance reports detailing all preventive and corrective works performed.
- Incident reports for any emergency breakdowns or environmental non-compliance events.
- An annual performance report outlining the system's overall performance, key challenges faced, and recommendations for improvement, along with a wastewater analysis certificate (every six months) showing pH, TSS, TN, TP, BOD₅, COD, Faecal Coliforms, and E. coli results in compliance with RS 110:2017 standards for discharged domestic wastewater.

7. Health, Safety, and Environmental Compliance

The contractor shall:

- Adhere to all health and safety regulations, ensuring the use of appropriate PPE and safe work methods.
- Implement environmental protection measures to prevent contamination during maintenance works.
- Comply with all relevant national laws and standards governing wastewater management.
- Provide valid health insurance for all personnel engaged in the works.

8. Evaluation Criteria

Bids will be evaluated based on:

- Technical Proposal: Relevant experience, proposed maintenance methodology, qualifications of key personnel and provision of valid administrative documents
- Financial Proposal: Price competitiveness, clarity of cost breakdown, and compliance with payment terms.
- Compliance: Adherence to all tender requirements, including mandatory site visit participation.

9. Contract Duration

The contract shall be valid for a period of one (1) year, renewable subject to satisfactory performance and mutual agreement between the parties.



10. Site Visit and Bid submission Date

- **Mandatory Site Visit:** 20th August 2025 at 11:30 AM – attendance is compulsory for all prospective bidders.
- **Bid Submission Deadline:** 25th August 2025, 10:30 am, at at Anko Properties Ltd Office located at BPR-ANKO Tower Ground Floor.
- Call 0788497461 or 07821279441 for guidance

