

TERMS OF REFERENCE

Construction Works – Two Lots

LOT 1	LOT 2
Renovation Works – Phase II Ecofleet Offices (Former Cogebank Building)	Civil Works – Underground Fuel Tank Installation Downtown Kigali, Gahanga & Kabuga Depots

Issued by	Ecofleet Solutions Ltd
Tender Ref.	ECF/CONS/TND/2026/004
Issue Date	April 2026
Submission Date	28 th April 2026
Contract Type	Lump Sum / Bill of Quantities – Fixed Price
Submission Email	procurement@ecofleet.rw CC: info@ecofleet.rw

I. BACKGROUND & PROJECT OVERVIEW

Ecofleet Solutions Ltd is a government-owned company mandated to transform and modernize public transport service delivery in the City of Kigali. Its mission is to enhance efficiency, reliability, and accessibility of the transport system through data-driven planning, route optimization, fleet management, and close coordination with stakeholders. By setting and enforcing service standards, Ecofleet ensures that Kigali's growing population has access to safe, reliable, and commuter-friendly transport services.

Ecofleet plays a strategic role in managing the city's bus fleet, including planning fleet renewals to maintain a modern and efficient system, while embracing green mobility solutions — most notably electric buses — to align with Rwanda's climate and sustainability objectives.

This Terms of Reference governs the procurement of construction services under two independent lots, evaluated and awarded separately.

	LOT 1 – Renovation Works	LOT 2 – Civil works, Fuel Tank Installation
Location	Former Cogebank Building, Kigali	Downtown Kigali / Gahanga / Kabuga Depots
Scope	Interior fit-out, AC, rooftop, finishes	Earthworks, RC, electrical, firefighting, CCTV
Duration	4 weeks	8 weeks

2. OBJECTIVES

2.1 LOT 1 – Renovation Works

- Complete Phase II renovation of the 8th floor and rooftop to produce a fully operational, safe, and professional workplace.
- Restore and upgrade acoustic ceiling, AC systems, floor finishes, doors, and rooftop amenity space.
- Install rooftop epoxy flooring, carpet, aluminium doors, and parking signage as per the BOQ.

2.2 LOT 2 – Underground Fuel Tank Installation

- Execute civil and M&E works for the safe installation of underground fuel storage tanks at three depots.
- Provide structurally sound tank pits (excavation, hardcore, blinding, RC slab, saddle supports, backfill).
- Install operational firefighting, electrical, CCTV, and access control systems at each depot.

3. SCOPE OF WORKS

LOT 1 | Renovation Works – Phase II | Former Cogebank Building

Item	Description	Unit	Qty	Specification
1	Suspended acoustic ceiling – 600×600×15 mm mineral fibre tiles; Al T-grid; replace light fittings	m ²	145	Fine fissured; Class A fire rated; shadow-gap trim
2	Supply & fix new curtains incl. removal of existing and all accessories (8th floor)	m ²	34.6	Min. 280 gsm; UV-resistant; colour TBC by PM
3	Supply & install VRF Inverter Main Control PCB (Samsung AM220MXVAGC); repair; refill refrigerant gas if required	Ls	1	OEM Samsung PCB; R-410A refrigerant; HVAC-certified technician
4	Relocation of Samsung AM220MXVAGC AC units with all accessories	No.	2	Full recommission after relocation;
5	Rooftop epoxy floor painting incl. surface preparation	m ²	318	2-component solvent-free epoxy; min 300 µm DFT; non-slip finish
6	Rooftop fun space – structural support, roofing/canopy, floor finish, lighting, safety provisions (lump sum)	Item	1	Comply with Rwanda Building Code; min. 150 kg/m ² imposed load; Engoneer approval before covering
7	Carpet flooring incl. underlay, adhesives, edge trims (5th floor, soundproofed rooms)	m ²	7	Min. 28 oz/yd ² ; Class I fire rating; acoustic underlay ≥ 5 mm
8	Remove existing window; supply & install anodized Al door incl. 6 mm glass and ironmongery	Item	1	AA 6063-T5 frame; thermally broken; multi-point lock
9	Freestanding reserved parking sign (0.58×0.77 m) – mild steel frame, ACP board, base support	No.	9	Galvanised post; corporate branding vinyl; positions per Engineer instruction

LOT 2 | Underground Fuel Tank Installation | Three Depot Locations

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The scope covers three locations: Downtown Kigali, Gahanga Depot, and Kabuga Depot. Civil foundation works are identical across all locations; systems works vary per site as detailed below.

3A. Civil Foundation Works – All Locations (Common Scope)

Item	Description	Unit	Qty	Standard / Note
1.1	Mobilisation & demobilisation – personnel, plant, equipment, and temp facilities	Item	1	Per site; include welfare and site office
1.2	Setting out – survey control, reference points, level verification	Item	1	Prior to any excavation
1.3	Temporary fencing, warning signage, traffic management, site lighting	Item	1	Petroleum works safety compliance
1.4	Site insurance, HSE compliance, PPE throughout	Item	1	RURA & REMA compliance
2.1	Excavation for underground tank pit (approx. 4.4 m × 8.2 m × 3.8 m deep)	m ³	137.4	Trim sides and bottom; shoring if depth > 1.5 m
2.2	Carting away and disposal of surplus excavated material	m ³	137.4	Approved dumping site; disposal manifest required
2.3	Sand bedding beneath tank foundation (200 mm compacted)	m ³	7.2	Clean washed sand; free of organics
2.4	Backfilling around tank – selected fill, compacted in 200 mm layers	m ³	Var.	95% Modified Proctor Density
2.5	Final levelling, compaction and surface preparation	m ²	24.6	Ready to receive reinstatement
3.1	Hardcore filling for tank base (400 mm compacted)	m ³	14.4	Hard broken stone; 150 mm max. size
3.2	50 mm plain concrete blinding (C10) to tank base	m ³	1.8	Level floated finish
4.1	RC base slab (C25/30, 200 mm thick) incl. Y12@200 EWF reinforcement, placing, vibrating, curing	m ³	7.2	W/C ratio ≤ 0.50; cube tests at 7 & 28 days
4.2	Formwork to RC slab and saddles – erect and remove	m ²	40	Plywood-faced or steel; remove after curing

4.3	RC concrete saddle supports (4 No.) incl. formwork and reinforcement	No.	4	Fixed to base slab; per structural design
5.1	Reinstatement of surface finishes (concrete or asphalt) over tank pit	m ²	45	Match adjacent surface; min. 9 m × 5 m

3B. Downtown Kigali – Site-Specific Works

Item	Description	Unit	Qty	Specification
CW1	Site clearance & formation prep (19 m × 33 m area)	m ²	627	Remove vegetation, debris, unsuitable material
CW2	Excavation & disposal of unsuitable subgrade	m ³	238.8	approved disposal site
CW3	Subgrade prep – murrum compaction to 95% MDD	m ²	583.7	Grading, watering, compaction
CW4	Granular subbase (150 mm compacted)	m ²	583.7	CBR ≥ 30%
CW5	Bituminous prime coat to subbase	m ²	583.7	At specified application rate
CW6	Hot mix asphalt wearing course (40 mm compacted)	m ²	583.7	60/70 pen bitumen; HMA specification
CW7	Precast concrete kerbs incl. bedding and jointing	m	85	150×300 mm; Grade C30; 1:3 mortar bed
CW8	Surface drainage channels to existing drain	m	33	Min. 200 mm wide concrete U-channel
CW9	Thermoplastic pavement markings – circulation & parking	m ²	150	Retroreflective; per highway standards
CW10	Galvanised steel mesh perimeter fencing – steel posts 60×40×1.5 mm SHS at 2 m c/c, concrete foundations	SM	360	
FF1	Portable fire extinguisher – 6 kg ABC type incl. mounting	No.	1	EN 3-7 compliant; wall/post-mounted
FF2	Fire extinguisher – 25 kg type incl. mounting	No.	1	ABC dry powder; inspection tag

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FF3	Automatic fire alarm control panel – fully wired & commissioned	Item	1	EN 54-4; min. 2 zones; 24 h battery backup
FF4	Smoke / heat detectors incl. wiring, conduits, testing	No.	1	EN 54-5/7; addressable; test facility
EL1	LED street light fixtures on fence (complete fitting)	No.	4	Min. IP65; 60–100 W; 5000–6000 K
EL2	LED projector 75 W – internal area	No.	2	IP54; surface/recessed mount; wired complete
EL3	Underground electrical cabling in ducts incl. trenching & backfilling	Item	1	SWA armoured cable; HDPE duct; depth \geq 600 mm
EL-DB	Main distribution board incl. MCBs, RCCB, metering, labelling, testing	Item	1	IP41 metal enclosure; fully labelled and tested
EL4	Earthing system – earth rods, conductors, testing	Item	1	Copper rod \geq 1.2 m \times 16 mm; resistance $<$ 5 Ω
CC1	IP PTZ CCTV camera – 4 MP outdoor (IP66) incl. mounting	No.	2	H.265; IR \geq 30 m; PTZ; remote access
CC2	NVR (4-channel) incl. HDD 4,000 GB – configured & commissioned	Item	1	H.265; enterprise-grade HDD; remote viewing
CC3	Structured cabling Cat6 incl. conduits, trunking, accessories	Item	1	Cat6 UTP/FTP; fire-rated conduits
CC4	Monitoring screen incl. installation and connections	No.	1	Min. 21" display; HDMI/VGA input
CC5	UPS 2 kVA for CCTV system (Office Point brand or equal)	Item	1	Online double-conversion; runtime \geq 30 min
CC6	Access control system – card readers, controllers, HDD 4000 GB	Item	1	RFID card; fail-safe/fail-secure door interface

3C. Gahanga Depot – Site-Specific Works

Civil foundation scope (Items 1.1–5.1) is identical to the common scope in Section 3A. Gahanga has no additional pavement civil works. The following systems are site-specific:

Item	Description	Unit	Qty	Specification
FF1	Portable fire extinguisher – 6 kg ABC type incl. mounting	No.	1	EN 3-7 compliant
FF2	Fire extinguisher – 25 kg type incl. mounting	No.	1	ABC dry powder
FF3	Automatic fire alarm control panel – fully wired & commissioned	Item	1	EN 54-4; min. 2 zones; 24 h battery backup
FF4	Smoke / heat detectors incl. wiring, conduits, testing	No.	1	EN 54-5/7; addressable
EL2	LED projector 75 W – internal area (no street light at this site)	No.	2	IP54; surface mount; wired complete
EL4	Earthing system – earth rods, conductors, testing	Item	1	Copper rod ≥ 1.2 m \times 16 mm; resistance $< 5 \Omega$
CC1	IP CCTV camera – outdoor/indoor incl. mounting (standard fixed, not PTZ)	No.	2	Min. 1080p; IR; IP66; unit
CC2	NVR (standard, not PTZ-grade) incl. config. & commissioning	Item	1	Min. 4-channel; 80,000 RWF unit (vs 380k Downtown)
CC3	Structured cabling Cat6 incl. conduits, trunking, accessories	Item	1	Cat6; fire-rated conduits
CC4	Monitoring screen incl. installation and connections	No.	1	Min. 21" display
CC5	UPS for CCTV system	Item	1	Min. 2 kVA; (higher-spec UPS)
CC6	Access control system – card readers and controllers	Item	1	RFID; door interface; no HDD at this site

3D. Kabuga Depot – Site-Specific Works

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Civil foundation scope (Items 1.1–5.1) is identical to the common scope in Section 3A. Kabuga is the smallest configuration. The following systems are site-specific:

Item	Description	Unit	Qty	Specification
FF1	Portable fire extinguisher – 6 kg ABC type incl. mounting	No.	1	EN 3-7 compliant
FF2	Fire extinguisher – 25 kg type incl. mounting	No.	1	ABC dry powder
FF3	Automatic fire alarm control panel – fully wired & commissioned	Item	1	EN 54-4; min. 2 zones; 24 h battery backup
FF4	Smoke / heat detectors incl. wiring, conduits, testing	No.	1	EN 54-5/7; addressable
EL2	LED projector 75 W – internal area (1 No. only – smallest site)	No.	1	IP54; 1 No. vs 2 No. at Gahanga and Downtown
EL4	Earthing system – earth rods, conductors, testing	Item	1	Copper rod ≥ 1.2 m \times 16 mm; resistance $< 5 \Omega$
CC1	IP CCTV camera – outdoor/indoor incl. mounting (standard fixed, not PTZ)	No.	1	Min. 1080p; IR; IP66; 1 camera vs 2 at Gahanga
CC2	NVR (standard) incl. config. & commissioning	Item	1	Min. 4-channel; unit
CC3	Structured cabling Cat6 incl. conduits, trunking, accessories	Item	1	Cat6; fire-rated conduits
CC4	Monitoring screen incl. installation and connections	No.	1	Min. 21" display
CC5	UPS for CCTV system	Item	1	Min. 2 kVA unit
CC6	Access control system – card readers and controllers	Item	1	RFID; door interface; no HDD at this site

4. DELIVERABLES & ACCEPTANCE CRITERIA

4.1 LOT 1

Ref.	Deliverable	Acceptance Standard
D1.1	Completed acoustic ceiling system – 145 m ² with matching LED fittings	PM visual inspection; no sag, gaps, or alignment defects
D1.2	Curtains fully installed (34.6 m ²) with all accessories	PM approval of materials prior to installation
D1.3	VRF AC system repaired, recharged, and commissioned	HVAC commissioning test certificate; Samsung PCB OEM part confirmed
D1.4	Rooftop epoxy coating (318 m ²) complete	Third-party DFT test \geq 300 μ m; no holidays or delamination
D1.5	Rooftop fun space structurally complete and operational	Structural inspection; load test sign-off; safety balustrades in place
D1.6	Carpet (7 m ²), Al door, and parking signs (9 No.) installed	PM sign-off; photographic record
D1.7	As-built drawings, warranties, O&M manuals submitted	Submitted within 7 days of practical completion

4.2 LOT 2 – All Locations

Ref.	Deliverable	Acceptance Standard
D2.1	Tank pits complete (excavation, blinding, RC slab, saddles, backfill) – 3 locations	HP-4 & HP-6 hold-point sign-off; 28-day cube test \geq C25/30
D2.2	Reinstated pavement over all tank pits – min. 45 m ² /location	Material test report; surface level and finish PM sign-off
D2.3	Additional civil works (Downtown – pavement, drainage, fencing)	As-built drawings; PM inspection
D2.4	Firefighting systems installed & commissioned – 3 locations	Fire safety authority inspection certificate
D2.5	Electrical & lighting systems energised and tested – 3 locations	IEC 60364 electrical test certificate; earth resistance $<$ 5 Ω

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D2.6	CCTV & access control live and configured – 3 locations	Live demonstration to Ecofleet IT/security; NVR recording confirmed
D2.7	Environmental disposal manifests for excavated spoil	Submitted at practical completion
D2.8	As-built drawings, O&M manuals, warranties for all systems – 3 locations	Submitted within 7 days of practical completion

5. IMPLEMENTATION SCHEDULE

5.1 LOT 1 – 4 Weeks

Period	Activity	Milestone
Week 1	Site handover; mobilisation; material approvals; programme submission	M1 – Mobilisation
Week 1–2	Ceiling & curtain installation (8th floor); light fitting replacement	
Week 2	AC PCB replacement; unit relocation; gas recharge; commissioning	M2 – AC Complete
Week 2	Rooftop surface prep and epoxy floor painting	
Week 2–3	Rooftop fun space construction (structure, roofing, lighting, safety)	M3 – Rooftop Complete
Week 3	Carpet flooring; aluminium door installation	
Week 4	Parking signage installation (9 No.)	M4 – Works Complete
Week 4	Snagging, final clean, documentation submission	M5 – Practical Completion

5.2 LOT 2 – 8 Weeks

Period	Activity	Milestone
Week 1	Site handover; mobilisation; HSEMP & QMP submission; survey – all 3 sites	M1 – Mobilisation
Week 1	Temporary hoarding, signage, traffic management – all 3 sites	
Week 2	Tank pit excavation to formation; spoil disposal – all 3 sites	HP-4 Hold Point

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Week 2	Hardcore compaction; sand bedding; concrete blinding – all 3 sites	
Week 2–3	Reinforcement, formwork, RC base slab and saddles – all 3 sites	HP-5 Hold Point
Week 3–4	Concrete curing; 7-day cube test results	M2 – Civil Foundation / M3 – RC Works
Week 4	Tank placement; backfilling and compaction – all 3 sites	HP-7 Hold Point; M4
Week 5	Surface reinstatement over tank pits – all 3 sites	
Week 5	Additional civil works: pavement, drainage, fencing – Downtown	M5 – Civil Works
Week 5	Underground electrical cabling; earthing; distribution board	HP-8 Hold Point
Week 6–7	LED lighting installation and energisation – all 3 sites	
Week 7	CCTV, NVR, UPS, access control install & commissioning – all 3 sites	
Week 7	Firefighting systems installation and commissioning – all 3 sites	M6 – Systems Complete
Week 8	Testing; snagging; as-built drawings; documentation; handover	M7 – Practical Completion

6. QUALIFICATION REQUIREMENTS

6.1 General (Both Lots)

Criterion	Minimum Requirement
Legal Registration	Valid RDB business registration certificate
Tax Compliance	Valid RRA tax clearance certificate
Financial Standing	Audited accounts (last 2 years); positive net worth
Insurance	Contractor All-Risk + Third-Party Liability ≥ RWF 50,000,000

6.2 LOT 1 – Technical Requirements

Criterion	Minimum Requirement
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Experience	≥ 3 completed renovation/interior fit-out projects in last 5 years; completion certificates required
Site Manager	Diploma in Civil Engineering or Architecture; ≥ 5 years renovation experience; full-time on site
Similar Contract Value	≥ RWF 15,000,000 single contract in last 3 years
Equipment	Scaffolding, ceiling installation tools, safety apparatus

6.3 LOT 2 – Technical Requirements

Criterion	Minimum Requirement
Experience	≥ 3 underground civil projects in last 5 years; at least 1 underground fuel tank project
Project Engineer	B.Sc. Civil Engineering; REB registered; ≥ 7 years construction experience
Electrical Supervisor	HND Electrical Engineering; licensed; ≥ 3 years industrial electrical experience
HSE Officer	Full-time on site; NEBOSH General Certificate or equivalent; ≥ 3 years civil construction HSE
Similar Contract Value	≥ RWF 30,000,000 single contract in last 3 years
Equipment	Excavator (≥ 15 t), concrete mixer, vibrator, compactor

7. HEALTH, SAFETY & ENVIRONMENTAL (HSE) REQUIREMENTS

7.1 Obligations

- Submit a site-specific HSE Management Plan (HSEMP) ≥ 7 days before commencement.
- Assign a dedicated HSE Officer (full-time on site for LOT 2; mandatory).
- Conduct site induction for all workers before commencement; maintain attendance records.
- Maintain a site incident log; submit monthly and immediately upon any reportable incident.
- Comply with Rwanda Labour Code, Environmental Management Law, RURA petroleum regulations, and REMA guidelines.

7.2 PPE Matrix

Work Activity	Minimum PPE
All site activities	Safety helmet (EN 397); Hi-Vis vest; steel-capped safety footwear
Concrete works	Gloves; eye protection; FFP2 dust mask; rubber boots

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Electrical works	1000V insulated gloves; arc flash protection; safety goggles
Rooftop / height works	Full body harness; lanyard to certified anchor; edge protection rails
AC / refrigerant handling	Refrigerant-rated gloves; safety goggles; respirator mask

7.3 LOT 2 – Underground Petroleum Works

- All excavations > 1.5 m depth shall be shored or battered per OSHA trench safety requirements.
- No excavation within 1.5 m of existing services without service location survey and utility-owner approval.
- All excavated spoil to be disposed at approved sites; disposal manifests required.
- Fire extinguishers to be positioned within 10 m of all excavation and refuelling works at all times.

8. QUALITY ASSURANCE & CONTROL

8.1 Quality Management Plan

Contractor shall submit a Quality Management Plan(QMP) within 7 days of site handover covering material inspection, hold points, non-conformance management, and as-built documentation.

8.2 Inspection Hold Points

HP Ref.	Activity – Works Must Stop for PM Sign-off	Lot
HP-1	Material approval – ceiling tiles, carpet, door, AC parts, signage prior to delivery	LOT 1
HP-2	Rooftop structural frame inspection before roofing and covering	LOT 1
HP-3	AC installation inspection before gas charge and commissioning	LOT 1
HP-4	Excavation formation level and dimensions check before blinding pour	LOT 2
HP-5	Reinforcement fixed and formwork erected before concrete pour	LOT 2
HP-6	7-day cube test result \geq C25/30 before tank installation loading	LOT 2
HP-7	Tank placed and secured before backfilling commences	LOT 2

HP-8	Underground electrical cabling laid and inspected before duct backfill	LOT 2
HP-9	CCTV live demonstration and access control test before handover	LOT 2
HP-10	Final snagging list signed off before Practical Completion Certificate issued	Both

8.3 Testing

- Concrete: 3 test cubes per pour; tested at 7 days and 28 days by accredited laboratory.
- Compaction: Proctor test every 500 m² of compacted fill or as directed by Engineer.
- Electrical: IEC 60364 test and commissioning certificate; earth resistance < 5 Ω confirmed.
- DFT (epoxy): Third-party spot checks; minimum 300 μm DFT at ≥ 5 test locations per 100 m².

8.4 Defects Liability Period

12 months from Practical Completion Certificate for both lots. Performance Bond to remain in force until Final Acceptance Certificate. Contractor shall remedy all defects notified during DLP at no additional cost.

9. REPORTING & SUPERVISION

Report	Frequency	Contents
Inception Report	Within 5 days of NTP	Programme; key personnel; equipment schedule; QMP; HSEMP; method statement
Weekly Progress Report	Every Monday	Activities completed; % progress; resources; issues; photographs
Monthly Progress Report	1st working day	Cumulative progress; financials; HSE statistics; forward look
Material Approval Submittal	Min. 3 days before delivery	Datasheets; compliance certs; sample submission form
Test & Inspection Record	Within 48 hrs of test	Test type; date; sample ref.; result; lab certificate
Incident Report	Within 24 hrs	Nature; location; persons involved; immediate action; corrective measures

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Practical Completion	Upon completion	Defects list; as-builts; O&M manuals; warranties; commissioning records
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10. EVALUATION CRITERIA

Evaluation follows Quality and Cost Based Selection (QCBS) – 60% Technical / 40% Financial. Minimum technical qualifying score: 70/100.

Technical Criterion	Sub-criteria
Relevant Experience	Number, value & relevance of similar completed projects (last 5 years)
Technical Methodology	Method statement quality; programme; risk management; HSE approach
Key Personnel	Qualifications and experience of PM/Engineer, supervisor, HSE officer
Equipment & Resources	Ownership or confirmed availability of required construction equipment
QMP & HSEMP	Quality and completeness of plans submitted with bid
TOTAL	–

Lot	Duration	Start	Completion	Defects Liability
LOT 1 – Renovation Works	4 weeks	Notice to Proceed	4 weeks from NTP	12 months from Practical Completion
LOT 2 – Fuel Tank Installation	8 weeks	Notice to Proceed	8 weeks from NTP	12 months from Practical Completion

11. CONTRACT DURATION & KEY CONDITIONS

- Performance Bond: 10% of contract sum; valid for full contract duration + DLP + 30 days; submitted within 10 working days of award.
- Liquidated damages: 0.1% of contract sum per calendar day; maximum 10% of contract sum.
- Extension of time available for delays attributable to Ecofleet or force majeure, supported by written evidence.

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ANNEXURES

Annexure	Title	Lot
A	BOQ – Phase II Rehabilitation of Ecofleet Offices (Cogebank Building)	LOT 1
B	BOQ – Downtown Underground Fuel Tank Installation	LOT 2
C	BOQ – Gahanga Depot Underground Fuel Tank Installation	LOT 2
D	BOQ – Kabuga Depot Underground Fuel Tank Installation	LOT 2
F	Bid Submission Form	Both

MANDATORY SITE VISIT

All prospective bidders are required to attend a Mandatory Pre-Bid Site Visit prior to submission of their bid. The purpose of the site visit is to enable bidders to inspect the works areas, assess existing site conditions, identify any constraints or access requirements, and obtain all information necessary for the preparation of a complete, accurate and competitive proposal. Attendance is compulsory. Bids submitted by contractors who did not attend the Mandatory Site Visit will be disqualified without further consideration.

Site / Lot	Date	Time	Meeting Point
LOT 1 & LOT 2 Downtown Kigali Depot & Former Cogebank Building	Wednesday 23 April 2026	Downtown Kigali Depot 2:00 – 3:00PM Former Cogebank Building 3:15 – 4:00PM	Main entrance of each site
LOT 2 Gahanga Depot & Kabuga Depot	Friday 24 April 2026	Gahanga Depot 2:00 – 3:00PM Kabuga Depot 4:00 – 5:00PM	Main entrance of each depot

Instructions to Bidders

Registration: Bidders must confirm their intention to attend by registering in advance. Registration details will be communicated with the Request for Proposals (RFP) documents.

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Attendance & Sign-in: All bidder representatives shall report to the main entrance of each site at the scheduled time. Attendance must be recorded on the official Ecofleet sign-in register. The site visit will be conducted by Ecofleet's Project Manager and / or designated representative.

Both Lots: Bidders submitting for both LOT 1 and LOT 2 are required to attend both site visits (23 April and 24 April 2026).

No Individual Visits: No separate or individual site visits will be arranged outside of the scheduled dates and times above. Requests for alternative visits will not be considered.

Queries: Technical or site-related queries raised during the visit will be documented and addressed in writing through an official Addendum issued to all registered bidders within five (5) working days of the visit. Verbal responses provided on site do not constitute a binding commitment.

Disqualification: Bids submitted by contractors who did not attend the Mandatory Site Visit for the relevant lot will be disqualified at the administrative compliance stage and will not be evaluated further.

PPE: All site visit participants must wear appropriate Personal Protective Equipment (PPE) including high-visibility vest, and safety footwear. Ecofleet will not be responsible for providing PPE to visiting bidders.

HOW TO BID – INSTRUCTIONS TO BIDDERS

I. Bid Structure – What Must Be Submitted

Each bid submission shall be structured in two separate, clearly labelled envelopes or folders: a Technical Proposal and a Financial Proposal. The two envelopes must be submitted simultaneously but will be evaluated independently, in that order.

Component	Technical Envelope	Financial Envelope
Contents	All qualifications, methodology, personnel CVs, programme, QMP, HSEMP	Completed Bill of Quantities (BOQ) with unit rates and totals only
Pricing included?	No – no prices or cost information	Yes – fully priced BOQ, VAT clearly shown
Evaluation weight	60% of combined score	40% of combined score
Disqualifying if missing?	Yes – bid rejected at administrative stage	Yes – bid rejected at administrative stage

Valid RDB business registration certificate
Valid RRA tax clearance certificate
Audited accounts (last 2 years); positive net worth
Contractor All-Risk + Third-Party Liability ≥ RWF 50,000,000

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Submission Date	28 th April 2026
Submission Email	procurement@ecofleet.rw CC: info@ecofleet.rw

A handwritten signature in blue ink, appearing to read "Aubin Rukera", enclosed within a hand-drawn blue oval.

Aubin RUKERA
Chief Executive Officer
Ecofleet Solutions Ltd