

THE REPUBLIC OF RWANDA



Prequalification Document

Rwanda Development Board, Procurement Office

Prequalification Document for Procurement of Design and Build of Bulk Infrastructure Works at Kigali Innovation City, Rwanda – Phases 1 & 2

Invitation for Prequalification Number: As provided on e-procurement system

Procurement Method: International Competitive Bid

Date of Issue:

25th August 2022

THE PREQUALIFICATION PROCESS

This Prequalification Document has been issued for the procurement of **Design and Build** of Infrastructure at Kigali Innovation City, Rwanda – Phase 1&2.

On successful pre-qualification the successful applicants would then be qualified to bid on the Design and Build of Bulk Infrastructure at Kigali Innovation City, Rwanda – Phase 1&2 from the Detailed Master Plan and outline specifications prepared by the consultants employed by the procuring entity.

The Design and build contract shall be awarded on a Lump sum price basis. The procuring entity shall appoint independent advisers who shall review the appointed contractor's design proposals, administer the contract and monitor works on site.

The form of contract shall be the **FIDIC Conditions of Contract for Plant and Design-Build For Electrical & Mechanical Plant and for Building and Engineering Works Designed by the Contractor, Second Edition 2017**

The prequalification document shall be issued through the UMUCYO e-procurement system.

The Invitation for Application shall be issued through advertisement in newspapers, magazines and trade publications in Rwanda and in countries of the funding entity.

Submission of Applications shall be through uploading to the Umucyo e-procurement system on the date and time specified in e-procurement system. Applications will be opened automatically by e-procurement system at the date and time specified in e-procurement system. Applications shall be evaluated in accordance with the evaluation and qualification criteria included in this document.

E-PROCUREMENT SYSTEM

You DO NOT have to be a company registered in Rwanda to apply for this opportunity through the Umucyo e-Procurement system. **We strongly encourage you to complete both steps at least 14 days before the tender deadline to avoid any last minute challenges.**

The UMUCYO is the e-Procurement System for Rwanda. It is the single channel for all public procurement process in Rwanda.

To use Umucyo, companies will first need to get a PKI certificate through Govca.rw for Digital Certificate for E-procurement.

Bidders shall obtain information on bidding through the Umucyo system on www.umucyo.gov.rw

For queries on the use of UMUYCO system feel free to email queries to e-procurement@rppa.gov.rw with copy to procurement-kic@rdb.rw

A GUIDE FOR REGISTERING ON THE UMUCYO SYSTEM

Registration Process

STEP 1: Apply for a Digital Certificate

STEP 2: Register on the Umucyo E-Procurement System

STEP 3: Submitting Bids

You DO NOT have to be a company registered in Rwanda to apply for this opportunity through the Umucyo e-Procurement system. We strongly encourage you to complete both steps at least 14 days before the tender deadline to avoid any last-minute challenges.

Registration Process

STEP 1: Apply for a Digital Certificate

- Before registering on the e-procurement system, please make sure to first apply for a RISA Digital Certificate by clicking on this link: <https://www.govca.rw>.
- Click Apply for a new Digital Certificate
- Scroll to the last option titled **Foreign Company: Foreigner Organization Certificate / 12 months**
- Fill out the application form and attach the required documents:
 - A Copy of the company Business Registration Certificates
 - A copy of Applicant's Passport (With validity time not less than 6 months)
 - Copy of passport of authorized signatory (required if the applicant is not the owner of the company)
 - Copy of the **notarized** board resolution appointing the MD or the CEO (if the authorized signatory is not mentioned on any official company document)
 - A signed and **notarized** power of attorney (If the authorized signatory is not available to sign.
- Please refer to the user guide [HERE](#) for further instructions
- In case you encounter issues please contact pki@risa.gov.rw and bonaventure.karikumutima@risa.gov.rw +250788817357 for assistance.

STEP 2: Register on the Umucyo E-Procurement System

- Please visit <https://www.umucyo.gov.rw/>
- **Click on "Supplier registration".**
- You can also email the e-procurement team at e-procurement@rppa.gov.rw for assistance In case you have any trouble registering or logging into the e-procurement system please call
- the Toll-free number 3131 (for local bidders) **or call +250788123100 (for international bidders, press 2 for English).**
- Once registered, you can Login and access the tender application. To easily locate the tender, **please search for the Tender Title or search for the Procuring Entity which is the Rwanda Development Board**
- We strongly encourage bidders to review the videos below on how to use the Umucyo system prior to submitting their Applications and to dedicate 7 business days to this process:
 - Supplier registration
 - Registration of certificate
 - Submission of bid
- **Bidders should ensure to only use a Windows-operated computer** for their registration on the Umucyo system. (You must click on the java download or the EXE download to have seamless access to Umucyo).

STEP 3: Submitting Bids/Applications

- You are encouraged to start preparation as early as possible and submit bid/application few days

before deadline to avoid any technical issue that may lead to missing the tender opportunity.

- The submitted bids/applications are encrypted and cannot be seen before bids/applications opening and the system provides the possibility to change the bids through submission of the new one before the deadline.
- Bid security (when required) is mandatory to be able to submit the bids and is obtained from local banks or insurance companies. International companies are advised to ask their banks to deal with local banks or insurance companies for issuance of bid security or they may partner with local companies who can deal directly with local bank or insurance companies to get the bid securities and in this case, the bid security is issued in the names of all JV partners
- **A list of banks and insurance companies can be found at the end of this document**

Umucyo Help Section

- The Umucyo system has a catalogue for other issues/questions bidders might have on the following links: umucyo.gov.rw -> Help (illustrated in the image below)

The screenshot shows the Umucyo website interface. At the top, there is a navigation bar with links for Help, e-Bidding, e-Catalog, Procuring Entity Reg, Supplier Registration, and My Page. Below this is a banner for the Rwanda On-Line E-Procurement System with icons for Procurement Plan, Bid Notice, Goods Search, Product Search, Law, and PKI. The main content area is divided into three sections: Service Assistant, Tender notices, and News/Event. The Service Assistant section includes a welcome remark, a list of links (What is UMUCYO?, Procurement Glossary, Supplier Registration Guide, Questions & Answers, Contact us, Call us(3131)), and a computer icon. The Tender notices section features a table with columns for All, Works, Goods, Consultant, and Non-Consu, listing various tenders with their dates. The News/Event section has a 'NOTICE' sign icon and a text block about submission deadlines for 22nd February 2022. A pop-up window in the bottom right corner says 'Welcome to E-Procurement System. Can we assist you?' with 'Yes' and 'No' buttons.

Service Assistant

Welcome remark
What is UMUCYO ?
Procurement Glossary
Supplier Registration Guide
Questions & Answers
Contact us
Call us(3131)

News/Event

Submission deadlines for 22nd February 2022
Dear esteemed Umucyo users,
This is to kindly inform you that the deadline for all Tender Submissions for 22nd February 2022 has been pushed to 5pm, due to a service disruption which occur ...

Tender notices

All	Works	Goods	Consultant ...	Non-Consu...	+
Goods		Supply of miscellaneous examinations mat ...			22/03/2022
Non Consultant Services		Maintenance non medical equipment			22/03/2022
Non Consultant Services		Maintenance laundry			22/03/2022
Non Consultant Services		Cleaning services on the road from CHEZ ...			22/03/2022
Non Consultant Services		Acquisition of COMSOL Software component ...			21/03/2022

Announcements

Admin Announcement	Procuring Entity Announc...
Contract	User guide for New Contract (Suppliers)
Contract	User guide for New Contract (Procuring E...
Contract	Approval of Final Contract - CBM (Video)
Contract	New e-Contract Tutorial (Video)

Welcome to E-Procurement System.
Can we assist you?
Yes. No.

List of Banks and Insurance Companies

Name of Institution	Type (Bank or Insurance Company)	Website	Contact Details
Access Bank Rwanda PLC	Bank	https://rwanda.accessbankplc.com/	rwandacontactcenter@accessbankplc.com +250788145300
Bank of Africa Rwanda PLC	Bank	https://www.boarwanda.com/	+250 788 172 600
Bank of Kigali PLC	Bank	https://bk.rw/	bk@bk.rw +250788-143-000
Banque Populaire du Rwanda PLC	Bank	http://www.bpr.rw/	info@bpr.rw +250 788 140 000
Cogebanque PLC	Bank	https://cogebanque.co.rw/	0788 155 500
Ecobank Rwanda PLC	Bank	https://www.ecobank.com/rw/	ecobankenquiries@ecobank.com +250 788 384 000
Equity Bank Rwanda PLC	Bank	https://equitygroup Holdings.com/rw/	info@equitybank.co.rw +250 788 190 000
Guaranty Trust Bank Rwanda PLC	Bank	https://www.gtbank.co.rw/	inforw@gtbank.com +250 788 149 600
I&M Bank Rwanda PLC	Bank	https://www.imbankgroup.com/rw/	info@imbank.co.rw +250 788 384 000
NCBA Bank Rwanda PLC	Bank	https://rw.ncbagroup.com/	contact@ncbagroup.com +250 788 149 555
BK General Insurance Company Ltd	Insurance	https://www.bkinsurance.rw/	bkinsurance@bk.rw (+250) 788 177 400
Prime Insurance Ltd	Insurance	https://prime.rw/	callcenter@prime.rw 0788 150 100
SONARWA General Insurance Ltd	Insurance	https://sonarwa.co.rw/	infos@sonarwa.co.rw +2507882632
SANLAM Assurances Generales Ltd	Insurance	https://rw.sanlam.com/	info@rw.sanlam.com +25078818 5300
MUA Rwanda	Insurance	http://www.mua.rw/index.php?lang=rwanda	inforw@mua.rw +250 788 125 024
Old Mutual Insurance Rwanda PLC	Insurance	https://www.oldmutual.rw/about/	OMinsurancerw@oldmutal.rw +250 788168000
Radiant Insurance company	Insurance	https://radiant.co.rw/	info@radiant.rw 0788381093
Britam Insurance company Rwanda	Insurance	https://rw.britam.com/	Rwanda@Britam.Com +250 788 198 000
Mayfair Insurance company Rwanda Ltd	Insurance	https://rw.mayfairinsurance.africa/	info@mayfair.co.rw +250 788 381844

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PART 1 – Prequalification Procedures

Section I. Instructions to Applicants (ITA)

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Section I. Instructions to Applicants (ITA)**A. General**

- 1. Scope of Application**
 - 1.1 In connection with the Invitation for Prequalification indicated in Section II, Prequalification Data Sheet (**PDS**), the Procuring entity, as defined in the **PDS**, issues this Prequalification Document (PQD) to Applicants interested in bidding for the works described in Section VI, Scope of Works. The number of contracts and the name and identification of each contract, and the International Competitive Bidding (ICB) number corresponding to this prequalification, are provided in the **PDS**.
- 2. Source of Funds**
 - 2.1 The procuring entity indicated in the **PDS** has applied for or received financing (hereinafter called “funds”) from the funding entity indicated in the **PDS** towards the cost of the project named in the **PDS**. The procuring entity intends to apply the funds to eligible payments under the contract(s) resulting from the bidding for which this prequalification is conducted.
- 3. Fraud and Corruption**
 - 3.1 The Rwanda Public Procurement Authority (RPPA) requires that its officials, those from all procuring entities, as well as Applicants, suppliers, and contractors and their subcontractors, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Bank:
 - (a) defines, for the purposes of this provision, the terms set forth below as follows:
 - (i) “Corrupt Practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - (ii) “Fraudulent Practice” is any act or omission, including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation.
 - (iii) “Collusive Practice” is an arrangement between two or more parties, designed to achieve an improper purpose, including to influence improperly the actions of another party; and
 - (iv) “Coercive Practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - (v) “Obstructive practice” is
 - (v.1) deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a Bank investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

(v.2) acts intended to materially impede the exercise of the Bank's inspection and audit rights provided for under paragraph 3.1(d) below.

- (b) will reject a proposal for award if it determines that the Applicant recommended for award or any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/or their employees has, directly or indirectly, engaged in Corrupt, Fraudulent, Collusive, Coercive or Obstructive Practices in competing for the contract in question;
- (c) will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that they have, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a public procurement contract; and
- (d) will have the right to require that a provision be included in bidding documents and in contracts signed by the Procuring entity, requiring Applicants/contractors to permit the Procuring entity to inspect their accounts and records and other documents relating to the Bid submission and contract performance and to have them audited by auditors appointed by the Procurement entity.

4. Eligible Applicants

- 4.1 Eligible Applicants are those from Arab, African or a joint venture of Arab-African firms. The criteria for determining nationality shall be as follows.
- a) For the company to be defined as an Arab company, more than 50% of the company shares should be owned by Arab nationals and the company should be registered in an Arab country. The company's chief executive officer must be a national of an Arab country. In addition, more than half of its managerial staff and more than half of its other staff should be from an Arab country.
 - b) For the company to be defined as an African company, more than 50% of the company shares should be owned by African nationals and the company should be registered in an African country. The company's chief executive officer must be a national of an African country. In addition, more than half of its managerial staff and more than half of its other staff should be from an African country.
 - c) For the joint ventures, each company that is participating in the venture should satisfy the definition of being either African or Arab as stated ITB 4.1a and 4.1b above.
- 4.2 All local companies in Rwanda should comply with the definition of being African
- 4.3 An Applicant may be a private entity, government-owned entity—subject to **ITA 4.7**—or any combination of such entities supported by a letter of intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association (JVCA). In the case of a joint venture, consortium, or association:
- (a) unless otherwise specified in the **PDS**, all partners shall be jointly and severally liable, and
 - (b) the JVCA shall nominate a Representative who shall have the authority to conduct all businesses for and on behalf of any and all the partners of

the JVCA during the prequalification process, during the bidding process (should the JVCA be prequalified) and, in the event the JVCA is awarded a contract, during contract execution.

- 4.4 An Applicant, and all parties constituting the Applicant, shall have the nationality of an eligible country as listed in Section V, Eligible Countries. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of a contract including related services.
- 4.5 An Applicant shall not have a conflict of interest. All Applicants found to have a conflict of interest shall be disqualified. An Applicant may be considered to have a conflict of interest with one or more parties in this prequalification process, if:
- (a) they have controlling partners in common; or
 - (b) they receive or have received any direct or indirect subsidy from any of them; or
 - (c) they have the same legal representative for purposes of this prequalification; or
 - (d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decisions of the Procuring entity regarding this prequalification process; or
 - (e) an Applicant participates in more than one application in this prequalification process. Participation by an Applicant in more than one application will result in the disqualification of all applications in which it is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as an applicant, in more than one application: or
 - (f) an Applicant participated as a consultant in the preparation of Section VI, Scope of Works, which is the subject of the prequalification process.
 - (g) an Applicant or any of its affiliates has been hired, or is proposed to be hired, by the Procuring entity for the supervision of a works contract resulting, eventually, from this prequalification process.
- 4.6 An Applicant that is under a declaration of ineligibility by the Procuring entity in accordance with ITA Clause 3, at the date of the deadline for submission of the application or thereafter, shall be disqualified.
- 4.7 Government-owned entities in the Procuring entity's Country shall be eligible only if they can establish that they are (i) legally and financially autonomous, (ii) operate under the principles of commercial law, and (iii) are not dependent agencies of the Procuring entity.
- 4.8 Applicants shall not be under execution of a Bid–Securing Declaration in the

Procuring entity's Country.

4.9 Applicants shall provide such evidence of their continued eligibility satisfactory to the Procuring entity, as the Procuring entity shall reasonably request.

4.10 Applicants from an eligible country shall be excluded if:

- (a) as a matter of law or official regulation, the procuring entity's country prohibits commercial relations with that country; or
- (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Borrower's country prohibits any import of Goods from that country or any payments to persons or entities in that country.

5. Eligible Goods and Related Services

5.1 The materials, equipment and services to be supplied under the Contract may have their origin in any country subject to the restrictions specified in Section V, Eligible Countries, and all expenditures under the Contract will not contravene such restrictions. At the Procuring entity request, Applicants may be required to provide evidence of the origin of materials, equipment and services.

B. Contents of the Prequalification Document

6. Sections of Prequalification Document

6.1 The Procurement Documents – Prequalification for Procurement of Works (hereinafter - "Prequalification Document") consists of Parts 1 and 2, which comprise all the sections indicated below, and should be read in conjunction with any Addendum issued in accordance with **ITA 8**.

PART 1. Prequalification Procedures

- Section I. Instructions to Applicants (**ITA**)
- Section II. Prequalification Data Sheet (**PDS**)
- Section III. Evaluation and Qualification Criteria
- Section IV. Application Forms
- Section V. Eligible Countries

PART 2. Works Requirements

- Section VI. Scope of Works

6.2 The "Invitation for Prequalification" issued by the Procuring entity is not part of the prequalification document.

6.3 The Applicant shall obtain the Prequalification Document from the source stated by the Procuring entity in the Invitation for Prequalification; otherwise, the Procuring entity is not responsible for the completeness of the Prequalification Document.

6.4 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish all information or documentation required by the Prequalification Document.

- 7. Clarification of Prequalification Document** 7.1 A prospective Applicant requiring any clarification of the Prequalification Document shall contact the Procuring entity in writing at the Procuring entity's address indicated in the **PDS**. The Procuring entity will respond in writing to any request for clarification provided that such request is received prior to the deadline for submission of Applications, within the number of days specified in the **PDS**. The Procuring entity shall forward copies of its response to all Applicants who have acquired the prequalification document directly from the Procuring entity including a description of the inquiry but without identifying its source. Should the Procuring entity deem it necessary to amend the prequalification document as a result of a clarification, it shall do so following the procedure under **ITA 8** and in accordance with the provisions of **ITA 17.2**.
- 8. Amendment of Prequalification Document** 8.1 At any time prior to the deadline for submission of Applications, the Procuring entity may amend the Prequalification Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all who have obtained the prequalification document from the Procuring entity, in accordance with **ITA 6.3**.
- 8.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their Applications, the Procuring entity may, at its discretion, extend the deadline for the submission of Applications, pursuant to **ITA 17.2**.

C. Preparation of Applications

- 9. Cost of Applications** 9.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.
- 10. Language of Application** 10.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring entity, shall be written in the language specified in the **PDS**. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the language specified in the **PDS**, in which case, for purposes of interpretation of the Application, the translation shall govern.
- 11. Documents Comprising the Application** 11.1 The Application shall comprise the following:
- (a) Application Submission Form, in accordance with **ITA 12**;
 - (b) documentary evidence establishing the Applicant's eligibility, in accordance with **ITA 13**;
 - (c) documentary evidence establishing the Applicant's qualifications, in accordance with **ITA 14**; and
 - (d) any other document required as specified in the **PDS**.
- 12. Application Submission Form** 12.1 The Applicant shall prepare an Application Submission Sheet using the form furnished in Section IV, Application Forms. This Form must be completed without any alteration to its format.
- 13. Documents** 13.1 To establish its eligibility in accordance with **ITA 4**, the Applicant shall

- Establishing the Eligibility of the Applicant** complete the eligibility declarations in the Application Submission Form and Forms ELI (Eligibility) 1.1 and 1.2, included in Section IV, Application Forms.
- 14. Documents Establishing the Qualifications of the Applicant** 14.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Evaluation and Qualification Criteria, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV, Application Forms.
- 15. Signing of the Application and Number of Copies** 15.1 The Applicant shall prepare one original of the documents comprising the Application as described in **ITA 11**. The Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant.

D. Submission of Applications

- 16. Sealing and Identification of Applications** 16.1 Applications shall be submitted online by uploading to Rwanda e-procurement system www.umucyo.gov.rw on the date and time specified in e-procurement system. Applications submitted using any method other than e-procurement system shall not be allowed. Late Applications will not be accepted by the Rwanda e-procurement system.
- 16.2 Bids will be opened automatically by e-procurement system at the date and time specified in e-procurement system.
- 17. Deadline for Submission of Applications** 17.1 Applications must be uploaded to the Rwanda e-procurement system www.umucyo.gov.rw no later than the date and time specified in e-procurement system
- 17.2 The Procuring entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with **ITA 8**, in which case all rights and obligations of the Procuring entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.
- 18. Late Applications** 18.1 Any Application received by the Procuring entity after the deadline for submission of Applications prescribed in **ITA 17** will be treated as indicated in the **PDS**.
- 19. Opening of Applications** 19.1 Bids will be opened automatically by e-procurement system at the date and time specified in e-procurement system.

E. Procedures for Evaluation of Applications

- 20. Confidentiality** 20.1 Information relating to the evaluation of Applications, and recommendation for prequalification, shall not be disclosed to Applicants, or any other persons not officially concerned with such process, until the notification of prequalification is made to all Applicants.
- 20.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with **ITA 28**, any Applicant that wishes to contact the Procuring entity on any matter related to the prequalification process, may do so but only in writing.

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|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21. Clarification of Applications | 21.1 To assist in the evaluation of Applications, the Procuring entity may, at its discretion, ask any Applicant for a clarification of its Application which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. |
| | 21.2 If an Applicant does not provide clarifications of the information requested by the date and time set in the Procuring entity's request for clarification, its Application may be rejected. |
| 22. Responsiveness of Applications | 22.1 The Procuring entity may reject any Application which is not responsive to the requirements of the prequalification document. |
| 23. Domestic or Regional Preference | 23.1 Unless otherwise stipulated in the PDS , a margin of preference for domestic or regional Applicants shall not apply in the bidding process resulting from this prequalification. |
| 24. Subcontractors | 24.1 Applicants planning to subcontract any of the key activities indicated in Section III, Evaluation and Qualification Criteria, shall specify the activities or parts of the works to be subcontracted in the Application Submission Form. Applicants shall clearly identify the proposed specialist subcontractors in Forms ELI-1.2 and EXP (Experience)-4.2(b) in Section IV, Application Forms. Such proposed specialist subcontractor(s) shall meet the corresponding qualification requirements specified in Section III, Evaluation Qualification Criteria. |
| | 24.2 At this time, the Procuring entity does not intend to execute certain specific parts of the Works by subcontractors selected in advance by the Procuring entity (Nominated Subcontractors), unless otherwise stated in the PDS . |

F. Evaluation of Applications and Prequalification of Applicants

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|----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 25. Evaluation of Applications | 25.1 The Procuring entity shall use the factors, methods, criteria, and requirements defined in Section III, Evaluation and Qualification Criteria to evaluate the qualifications of the Applicants. The use of other methods, criteria, or requirements shall not be permitted. The Procuring entity reserves the right to waive minor deviations in the compliance with qualification criteria if they do not materially affect the capability of an Applicant to perform the contract. |
| | 25.2 Only the qualifications of subcontractors that have been identified in the Application may be considered in the evaluation of an Applicant. However, the general experience and financial resources of subcontractors may not be added to those of the Applicant for purposes of prequalification of the Applicant. |
| | 25.3 In case of multiple contracts, the Procuring entity shall prequalify each Applicant for the maximum number and types of contracts for which the Applicant meets the appropriate aggregate requirements of such contracts, as specified in Section III, Evaluation and Qualification Criteria. |
| 26. Procuring entity's Right to Accept or Reject Applications | 26.1 The Procuring entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to Applicants. |
| 27. Prequalification of Applicants | 27.1 All Applicants whose Applications have met or exceeded ("passed") the specified threshold requirements will, to the exclusion of all others, be |

- prequalified by the Procuring entity.
- 28. Notification of Prequalification** 28.1 Once the Procuring entity has completed the evaluation of the Applications it shall notify all Applicants in writing of the names of those Applicants who have been prequalified.
- 29. Invitation to Bid** 29.1 Within reasonable time after the notification of the results of the prequalification the Procuring entity shall invite bids from all the Applicants that have been prequalified.
- 29.2 In the bidding process, Applicants will be required to provide a Bid Security or a Bid-Securing Declaration acceptable to the Procuring entity in the form and an amount to be specified in the Bidding Documents, and the successful Applicant shall be required to provide a Performance Security to be specified in the Bidding Documents.
- 30. Changes in Qualifications of Applicants** 30.1 Any change in the structure or formation of an Applicant, after being prequalified in accordance with **ITA 27**, and invited to bid, shall be subject to the written approval of the Procuring entity, prior to the deadline for submission of bids. Such approval shall be denied if as a consequence of the change the Applicant no longer substantially meets the qualification criteria set forth in Section III, Evaluation and Qualification Criteria, or if in the opinion of the Procuring entity, a substantial reduction in competition may result. Any such changes shall be submitted to the Procuring entity not later than 14 days after the date of the Invitation for Bids.

Section II. Prequalification Data Sheet	
A. General	
ITA 1.1	The number of the Invitation for Prequalification is: As provided on e-procurement system
ITA 1.1	The Procuring entity is: Rwanda Development Board, Procurement Office
ITA 1.1	The number of contracts is: As provided on e-procurement system
ITA 1.1	ICB name is: Prequalification for Design and Build of Bulk Infrastructure Works at Kigali Innovation City, Rwanda – Phases 1 & 2
ITA 2.1	The funding entity is: Arab Bank for Economic Development in Africa
ITA 2.1	The name of the Project is: Design and Build of Bulk Infrastructure Works at Kigali Innovation City, Rwanda – Phases 1 & 2
ITA 4.1(a)	The individuals or firms in a joint venture, consortium or association shall be jointly and severally liable.
B. Contents of the Prequalification Document	
ITA 7.1	For clarification purposes , all clarifications shall be through the e-Procurement system www.umucyo.gov.rw . Refer to <u>HELP menu under Umucyo system</u> Requests for clarifications should be received by the Procuring entity no later than Seven Days , prior to the deadline for submission of Bids.
C. Preparation of Applications	
ITA 10.1	The language of the Application as well as of all correspondence is: English
ITA 11.1 (d)	The Applicant shall submit with its Application, all documents requested in this prequalification document. No additional documents are required to be submitted other than what the Applicant deems necessary to support their application
D. Submission of Applications	
ITA 17.1	Applicants shall submit their Applications electronically by uploading to Rwanda e-procurement system www.umucyo.gov.rw before the date and time specified in e-procurement system, <i>local time</i> . Applications submitted using any method other than e-procurement system <i>shall not be allowed</i> . Late applications will not be accepted by the Rwanda e-procurement system. Applications will be opened automatically by the E-Procurement system on the same day at the time specified on e-procurement system.
ITA 19.1	The electronic Application opening procedures shall be as described in the Umucyo system www.umucyo.gov.rw

E. Procedures for Evaluation of Applications	
ITA 23.1	A margin of domestic or regional shall not apply during in the bidding process resulting from this prequalification.
ITA 24.2	At this time the Procuring entity does not intend to execute certain specific parts of the Works by subcontractors selected in advance (Nominated Subcontractors).

Section III. Evaluation and Qualification Criteria

This Section contains all the methods, criteria, and requirements that the Procuring entity shall use to evaluate Applications. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the respective Application Forms.

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Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture, Consortium or Association (JVCA)			Submission Requirements
				All Parties Combined	Each Partner	At least One Partner	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA Clause 4.1	Must meet requirement	Existing or intended JVCA must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 4.5	Must meet requirement	Existing or intended JVCA must meet requirement	Must meet requirement	N/A	Application Submission Form
1.3	Procuring Entity Ineligibility	Not having been declared ineligible by the Procuring entity, as described in ITA 4.6	Must meet requirement	Existing JVCA must meet requirement	Must meet requirement	N/A	Application Submission Form
1.4	Government Owned Entity	Applicant required to meet conditions of ITA 4.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.5	United Nations resolution or Borrower's country law	Not having been excluded as a result of the Procuring entity's country laws or official regulations, or by an act of compliance with UN Security Council resolution, in accordance with ITA 4.10	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture, Consortium or Association (JVCA)			Submission Requirements
				All Parties Combined	Each Partner	At least One Partner	
2. Historical Contract Non-Performance							
2.1	History of Non-Performing Contracts	Non-performance of a contract did not occur within the last Five (5) years prior to the deadline for Application submission based on all information on fully settled disputes or litigation. A fully settled dispute or litigation is one that has been resolved in accordance with the Dispute Resolution Mechanism under the respective contract and where all appeal instances available to the Applicant have been exhausted.	Must meet requirement by itself or as partner to past or existing JVCA	N/A	Must meet requirement by itself or as partner to past or existing JVCA	N/A	Form CON-2
2.2	Failure to Sign Contract	Not being under execution of a Bid-Securing Declaration pursuant to ITA 4.8 for Three (3) years	Must meet requirement	N/A	Must meet requirement by itself or as partner to past or existing JVCA	N/A	Application Submission Form
2.3	Pending Litigation	All pending litigation shall in total not represent more 50%, [Fifty Percent] of the Applicant's net worth and shall be treated as resolved against the Applicant	Must meet requirement by itself or as a partner to past or existing JVCA	N/A	Must meet requirement by itself or as a partner to past or existing JVCA	N/A	Form CON – 2

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture, Consortium or Association (JVCA)			Submission Requirements
				All Parties Combined	Each Partner	At least One Partner	
3. Financial Situation							
3.1	Historical Financial Performance and Financial Resources	Submission of audited balance sheets or if not required by the law of the Applicant's country, other financial statements acceptable to the Procuring entity, for the last Five (5) years to demonstrate the current soundness of the Applicant's financial position and its prospective long-term profitability, and	Must meet requirement (a) Must meet requirement	N/A (a) N/A	Must meet requirement (a) Must meet requirement	N/A (a) N/A	Form FIN – 3.1 with attachments
3.2	Average Annual Construction Turnover	Minimum average annual construction turnover of Rwf.15,000,000,000 (Fifteen Billion Rwandan Francs) , calculated as total certified payments received for contracts in progress or completed, within the last Five (5) years	Must meet requirement	Must meet requirement	Must meet 30%, [Thirty Percent] of the requirement	Must meet 30%, [Thirty Percent] of the requirement	Form FIN – 3.2
3.3	Financial Capacity	The Applicant must demonstrate his/her capacity to access to, or availability of, financial resources such as liquid assets, unencumbered real assets, lines of credit, and other financial means, other than any contractual advance payments to meet: (i) A cash-flow requirement of Rwf.150,000,000 (One Hundred and Fifty Million Rwandan Francs) , from Contract commencement to Payment of First Interim Certificate and (ii) the overall cash flow requirements for this contract and its current commitments.	Must meet requirement	Must meet requirement	Must meet 30%, [Thirty Percent] of the requirement	Must meet 30%, [Thirty Percent] of the requirement	Form FIN – 3.3

Eligibility and Qualification Criteria			Compliance Requirements				Documentation
No.	Subject	Requirement	Single Entity	Joint Venture, Consortium or Association (JVCA)			Submission Requirements
				All Parties Combined	Each Partner	At least One Partner	
4. Experience							
4.1	General Construction Experience	Experience under construction contracts in the role of contractor, subcontractor, or management contractor for at least the last Ten (10) years prior to the Application submission deadline, and with activity in at least nine (9) months in each year.	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	Specific Construction Experience	Participation as contractor, management contractor or subcontractor, in at least Three (3) contracts within the last Ten (10) years, each with a value of at least Rwf.10,000,000,000 (Ten Billion Rwandan Francs) , that have been successfully and substantially completed and that are similar to the proposed works. The similarity shall be based on the physical size, complexity, methods/technology or other characteristics as described in Section IV, Application Forms	Must meet requirement	Must meet requirement	N/A	Must meet requirement for one characteristic (e.g., can be a specialist subcontractor)	Form EXP 4.2(a)
4.2 (b)		For the above or other contracts executed during the period stipulated in 4.2 (a) above, provide project profile and data sheets indicating a minimum construction experience in the following key activities for each of the project: <ul style="list-style-type: none"> • Bulk Earthworks/Site grading • Construction of Roads including layer Works, 	Must meet requirements	Must meet requirements	N/A	N/A	Form EXP – 4.2 (b)

Eligibility and Qualification Criteria			Compliance Requirements			Documentation	
No.	Subject	Requirement	Single Entity	Joint Venture, Consortium or Association (JVCA)			Submission Requirements
				All Parties Combined	Each Partner	At least One Partner	
		Earthworks and retaining walls <ul style="list-style-type: none"> • Construction of stormwater network • Construction of wastewater network • Construction of potable water reservoir • Construction of potable water reticulation • Construction of fire reticulation • Construction of electrical MV reticulation and miniature substations • Construction of Street lighting • Construction of solar power PV panels and storage batteries • Construction of cable ducts • Construction of hard and soft landscaping 					

5. Personnel

The Applicant must demonstrate that he has the personnel for the key positions that meet the following requirements:

No.	Position	Total Work Experience (years)	Similar Works Experience (years)	Qualification Requirements
1	Contracts Director	10	10	At least Bachelor's degree in civil engineering or architecture.
2	Site agent/manager	10	10	At least Bachelor's degree in civil engineering
3	Site foreman	10	10	At least a Diploma or Advanced certificate (A1) in construction or public works
4	Safety manager	5	5	At least Bachelor's degree in Environmental health or in safety management or related field
5	Consulting Professionally Registered Civil Engineer – design component	10	10	At least Bachelor's degree in Civil Engineering. Professional registered with a Body or Association in country of Practice (for example Institution of Engineers Rwanda or Engineering Council UK etc.)
6	Consulting Professionally Registered Electrical Engineer – design component	10	10	At least Bachelor's degree in Electrical Engineering. Professional registered with a Body or Association in country of Practice (for example Institution of Engineers Rwanda or Engineering Council UK etc.)

For the design component staff, Consulting Professionally Registered Engineers, these staff could be professional consulting firms contracted to work for the Applicant or contained within the applicant own staff. The Applicant shall provide details of the proposed personnel and their experience records using Forms PER-1 and PER-2 included in Section IV, Application Forms.

6. Equipment

The Applicant must demonstrate that he has (owned, rented or leased) the key equipment listed hereafter as available for the execution of works:

No.	Equipment Type and Characteristics	Minimum Number required
1	Hydraulic excavator more than 150kW	2
2	Tracked dozer 200kW	1
3	Road going tip trucks 10m ³	6
4	Water tanker minimum 6m ³	1
5	Hydraulic excavator more than 150kW with pecker	1
6	Mobile crane with lifting capacity of 25 tons	1
7	Tractor/loader/backhoe minimum 50kW	2
8	Self-propelled motor grader minimum 100kW	1
9	Crane truck minimum 15 tons	1
10	Track asphalt paver minimum 150kW	1
11	Flatbed truck with minimum 5-ton crane	1
12	Concrete batching plant	1
13	Compactor smooth drum minimum 100tons	1
14	Compactor padfoot drum minimum 100tons	1
15	Tracked bob cat minimum 30kW	1

The Applicant shall provide further details of proposed items of equipment using Form EQU in Section IV, Application Forms.

Section IV. Application Forms**Table of Forms**

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Application Submission Form

Date: _____
IFP No.: _____
ICB No. and title: _____

To: _____

We, the undersigned, apply to be prequalified for the referenced ICB and declare that:

- (a) We have examined and have no reservations to the Prequalification Documents, including Addenda No., issued in accordance with Instructions to Applicants (ITA) Clause 12:

- (b) We, including any subcontractors or suppliers for any part of the contract resulting from this prequalification process, have nationalities from eligible countries, in accordance with ITA 4.1:
_____;
- (c) We, including any subcontractors or suppliers for any part of the contract resulting from this prequalification, do not have any conflict of interest, in accordance with ITA 4.5;
- (d) We, including any subcontractors or suppliers for any part of the contract resulting from this prequalification, have not been declared ineligible by the Procuring entity, or under execution of a Bid Securing Declaration in the Procuring entity's Country, or under the Procuring entity's country laws, official regulations, or by an act of compliance with a decision of the United Nations Security Council, in accordance with ITA 4.3, 4.8, and 4.10, respectively;
- (e) *[insert either "We are not a Government owned entity" or "We are a Government entity, and we meet the requirements of ITA 4.3];*
- (f) We are / are not under sanction by the United Nations for any action of corruption and fraud in accordance with ITB 3. [If under sanction, please provide details including date of start of sanction and duration].
- (g) We, in accordance with ITA 24.1, plan to subcontract the following key activities and/or parts of the works:

(h) We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding bidding process or execution of the Contract:¹

Name of Recipient	Address	Reason	Amount
_____	_____	_____	_____
_____	_____	_____	_____

¹ If none has been paid or is to be paid, indicate "none".

.....
.....
.....

- (i) *We undertake that, in competing for (and, if the award is made to us, in executing) the contract resulting from this prequalification process, we will strictly observe the laws against fraud and corruption in force in the country of the Procuring entity, as such laws shall be listed by the Procuring entity in the bidding documents for the said contract.*

- (j) We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to bid for the contract subject of this prequalification, without incurring any liability to the Applicants, in accordance with **ITA 26**.

Signed:

Name:

In the capacity of:

Duly authorized to sign
the Application for and
on behalf of:

Applicant's Name:

Date:

Applicant Information Sheet

Form ELI - 1.1

Date: _____
 ICB No. and title: _____
 Page _____ of _____ pages

1. Applicant's Legal Name
2. In case of Joint Venture, Consortium or Association (JVCA), legal name of each party:
3. Applicant's actual or intended Country of Registration:
4. Applicant's actual or intended Year of Registration:
5. Applicant's Legal Address in Country of Registration:
6. Applicant's Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <ul style="list-style-type: none"> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITA Clauses 4.1 and 4.2. <input type="checkbox"/> In case of JVCA, letter of intent to form JVCA including a draft agreement, or JVCA agreement, in accordance with ITA Clause 4.1. <input type="checkbox"/> In case of government owned entity from the Procuring entity's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITA Clause 4.7.

Party to JVCA Information Sheet

Form ELI - 1.2

Date: _____

ICB No. and title: _____

Page _____ of _____ pages

1. Applicant's Legal Name:
2. JVCA's Party legal name:
3. JVCA's Party Country of Registration:
4. JVCA's Party Year of Registration:
5. JVCA's Party Legal Address in Country of Registration:
6. JVCA's Party Authorized Representative Information Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <ul style="list-style-type: none"> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITA Clauses 4.1 and 4.2. <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with the principles of commercial law, in accordance with ITA Clause 4.7.

Historical Contract Non-Performance

Form CON – 2

Applicant's Legal Name: _____
 JVCA Partner Legal Name: _____

Date: _____

ICB No. and title: _____
 Page _____ of _____ pages

Non-Performing Contracts in accordance with (Evaluation and Qualification Criteria)			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Contract non-performance did not occur during the stipulated period, in accordance with Sub-Factor 2.1 of Section III, Evaluation and Qualification Criteria. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Contract non-performance during the stipulated period, in accordance with Sub-Factor 2.1 of Section III, Evaluation and Qualification Criteria.			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
_____	_____	Contract Identification: Name of Procuring entity: Address of Procuring entity: Matter in dispute:	_____
Pending Litigation, in accordance with Section III, Evaluation and Qualification Criteria			
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> No pending litigation in accordance with Sub-Factor 2.3 of Section III, Evaluation and Qualification Criteria. <input type="checkbox"/> Pending litigation in accordance with Sub-Factor 2.3 of Section III, Evaluation and Qualification Criteria, as indicated below			
Year	Outcome as Percent of Total Assets	Contract Identification	Total Contract Amount (current value, US\$ equivalent)
_____	_____	Contract Identification: Name of Procuring entity: Address of Procuring entity: Matter in dispute:	_____
_____	_____	Contract Identification: Name of Procuring entity: Address of Procuring entity: Matter in dispute:	_____

Financial Situation

Form FIN – 3.1

Historical Financial Performance

Applicant's Legal Name: _____
 JVCA Partner Legal Name: _____

Date: _____
 ICB No. and title: _____
 Page _____ of _____ pages

To be completed by the Applicant and, if JVCA, by each partner

Financial information in US\$ equivalent	Historic information for previous _____ (____) years (US\$ equivalent in 000s)						
	Year 1	Year 2	Year 3	Year ...	Year n	Avg.	Avg. Ratio
Information from Balance Sheet							
Total Assets (TA)							
Total Liabilities (TL)							
Net Worth (NW)							
Current Assets (CA)							
Current Liabilities (CL)							
Information from Income Statement							
Total Revenue (TR)							
Profits Before Taxes (PBT)							

- Attached are copies of financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following conditions:

-
- Must reflect the financial situation of the Applicant or partner to a JVCA, and not sister or parent companies
 - Historic financial statements must be audited by a certified accountant
 - Historic financial statements must be complete, including all notes to the financial statements
 - Historic financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted)

Average Annual Turnover

Form FIN – 3.2

Applicant's Legal Name: _____

Date: _____

JVCA Partner Legal Name: _____

ICB No. and title: _____

Page _____ of _____ pages

Annual turnover data (construction only)		
Year	Amount and Currency	US\$ equivalent
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
*Average Annual Construction Turnover	_____	_____

*Average annual turnover calculated as total certified payments received for work in progress or completed over the number of years specified in Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2, divided by that same number of years.

Financial Capacity

Form FIN – 3.3

Applicant's Legal Name: _____

Date: _____

JVCA Partner Legal Name: _____

ICB No. and title: _____

Page _____ of _____ pages

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the anticipated subject contract or contracts as indicated in Section III (Evaluation and Qualification Criteria)

Financial Resources		
No.	Source of funding	Amount (US\$ equivalent)
1		
2		
3		

General Experience

Form EXP – 4.1

Applicant's Legal Name: _____
 JVCA Partner Legal Name: _____

Date: _____
 ICB No. and title: _____
 Page _____ of _____ pages

Starting Month / Year	Ending Month / Year	Years*	Contract Identification	Role of Applicant
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Procuring entity: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Procuring entity: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Procuring entity: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Procuring entity: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Procuring entity: Address:	_____
_____	_____		Contract name: Brief Description of the Works performed by the Applicant: Name of Procuring entity: Address:	_____

*List calendar year for years with contracts *with at least nine (9) months activity* per year starting with the earliest year

Specific Experience

Form EXP – 4.2(a)

Applicant's Legal Name: _____
 JVCA Partner Legal Name: _____

Date: _____
 ICB No. and title: _____

Page _____ of _____ pages

Similar Contract Number: ____ [insert specific number] of ____ [insert total number of contracts required].	Information		
Contract Identification	_____		
Award date	_____		
Completion date	_____		
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Total contract amount	_____		US\$ _____ _____
If partner in a JVCA or subcontractor, specify participation of total contract amount	_____ %	_____	US\$ _____
Procuring entity's Name:	_____		
Address:	_____ _____ _____		
Telephone/fax number:	_____		
E-mail:	_____		

Specific Experience (cont.)

Form EXP – 4.2(a) (cont.)

Applicant's Legal Name: _____
 JVCA Partner Legal Name: _____

Page _____ of _____ pages

Similar Contract No. __ [insert specific number] of __ [insert total number of contracts] required	Information
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III, Evaluation and Qualification Criteria:	
<i>Amount</i>	_____
<i>Physical size</i>	_____
<i>Complexity</i>	_____
<i>Methods/Technology</i>	_____
<i>Physical Production Rate</i>	_____

Specific Experience in Key Activities

Form EXP – 4.2(b)

Applicant's Legal Name: _____ Date: _____

JVCA Partner Legal Name: _____ ICB No. and title: _____

Subcontractor's Legal Name (as per ITA 24.1): _____
 Page _____ of _____ pages

	Information		
Contract Identification	_____		
Award date	_____		
Completion date	_____		
Role in Contract	<input type="checkbox"/> Contractor	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Subcontractor
Total contract amount	_____		US\$ _____
If partner in a JVCA or subcontractor, specify participation of total contract amount	_____ %	_____	US\$ _____
Procuring entity's Name:	_____		
Address:	_____ _____		
Telephone/fax number:	_____		
E-mail:	_____		

Specific Experience in Key Activities (cont.)

Form EXP – 4.2(b) (cont.)

Applicant's Legal Name: _____

Page _____ of _____ pages

JVCA Partner Legal Name: _____

Subcontractor's Legal Name: _____

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III, Evaluation and Qualification Criteria:	
<i>Amount</i>	
<i>Physical size</i>	
<i>Complexity</i>	
<i>Methods/Technology</i>	
<i>Physical Production Rate</i>	

2. Key Activity No. Two

3.

Equipment

Form EQU -1: Equipment

The Applicant shall provide adequate information to demonstrate clearly that he/she has the capability to meet the requirements for the key equipment listed in Section III, Evaluation and Qualification Criteria. A separate Form shall be prepared for each item of equipment listed, or for alternative equipment proposed by the Applicant.

Item of equipment		
Equipment information	Name of manufacturer	Model and power rating
	Capacity	Year of manufacture
Current status	Current location	
	Details of current commitments	
Source	Indicate source of the equipment <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Leased <input type="checkbox"/> Specially manufactured	

Omit the following information for equipment owned by the Applicant.

Owner	Name of owner	
	Address of owner	
	Telephone	Contact name and title
	Fax	Telex
Agreements	Details of rental / lease / manufacture agreements specific to the project	

Personnel

Form PER-1: Proposed Personnel

Applicants should provide the names of suitably qualified personnel to meet the specified requirements stated in Section III. The data on their experience should be supplied using the Form below for each candidate.

1.	Title of position*	
	Name	
2.	Title of position*	
	Name	
3.	Title of position*	
	Name	
4.	Title of position*	
	Name	

**As listed in Section III.*

Application's attachment: CVs and copies of certified academic testimonials or Degrees

Form PER-2: Resume of Proposed Personnel

Name of the Applicant:

Position:

Personnel information	Name:	Date of birth:
	Professional qualifications:	

Present employment	Name of Procuring entity:	
	Address of Procuring entity:	
	Telephone:	Contact: Manager / personnel officer)
	Fax:	E-mail:
	Job title:	Years with present employee:

Summarize your professional experience over the last 20 years, in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience

Section V. Eligible Countries**Eligibility for the Provision of Goods, Works and Related Services in The Republic of Rwanda**

As an exception to the Public Procurement Code, firms of any Country or goods manufactured in any Country may be excluded from competitive bidding in the Republic of Rwanda, if:

Para 1.8 (a) (i): as a matter of law or official regulation, the Republic of Rwanda prohibits commercial relations with that Country,

Para 1.8 (a) (ii): by an Act of Compliance with a Decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, the Republic of Rwanda prohibits any import of goods from that Country or any payments to persons or entities in that Country.

PART 2 – Works Requirements

Section VI. Scope of Works

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1. DESCRIPTION OF THE WORKS

1. DESCRIPTION OF THE PROJECT

Kigali Innovation City (KIC) is positioned as the 'Digital Heart of Africa'- a pan-African talent and technology innovation hub, to drive the transformation of Rwanda into a pan African innovation hub. It is a 61.2 hectare mixed-use development that integrates university campuses, offices, residential housing, retail facilities and a hotel in a smart and environmentally-conscious manner. KIC will host 4 prestigious tertiary institutions, two of which (Carnegie Mellon University - Africa and Africa Leadership University) have been built and one which will be operational in December 2023.

There are 3 key stakeholders in the project. Kigali Innovation City (KIC Co) - a Special Purpose Vehicle (SPV) with mandate to manage and operate the KIC; Africa50 - an infrastructure investment platform to develop and invest in bankable projects; and Rwanda Development Board (RDB) - the Government of Rwanda's one stop center for fast-tracking economic development and enabling private sector growth.

RDB is the Procuring entity for the intended works at KIC.

KICCL has appointed JLL as its project manager and to carry out feasibility study for KIC. Surbana Jurong Consultants Pty. Ltd (SJ) has been appointed by KICCL to provide master planning consultancy services for KIC, with SMEC South Africa as the infrastructure engineers, SMEC International as the construction supervision/implementation engineers and MACE as the Quantity Surveyors.

2. PROCURING ENTITY'S OBJECTIVES

The design and construction of the Bulk Infrastructure for phases 1 and 2 of the Kigali Innovation City (KIC).

The Procuring entity's objectives are to deliver high quality public infrastructure in an efficient and sustainable manner whilst maximizing employment opportunities for local labour.

3. SCOPE OF WORKS

The entire KIC encompasses an area of approximately 61 ha, bounded in the East by the natural valley line, in the Southwest by the existing asphalted minor arterial road, and by the existing gravel road in the North.

Infrastructure for phase 1 and 2 of KIC will primarily be constructed adjacent to the existing Carnegie Mellon University (Africa): Regional ICT Center of Excellence building Plot No A8, Kigali Special Economic Zone Phase II, Rwanda, -1.935039728806875, 30.15848708753104 and adjacent to University of Rwanda.

The design and construction of the bulk infrastructure for phases 1 and 2 of the Kigali Innovation City (KIC) masterplan will include the following as per the approved Master Plan Phasing:

- a) Construction of Site Grading for plots
- b) Construction of Roads (Incl. Layer works, Earthworks & Retaining Walls)
- c) Construction of the Storm Water network
- d) Construction of the Eastern Valley Check Weirs
- e) Construction of the wastewater network (which includes the University of Rwanda gravity wastewater).
- f) Construction of a 1ML potable water Reservoir.

- g) Construction of the potable water network and the temporary pipeline from the Reservoir.
- h) Construction of the upgrade to the existing Bulk potable water Ndera reservoir pump station supplying the existing potable reservoir in PEZ Phase 2.
- i) Construction of the fire water network
- j) Construction of the x1 MV Power feeder cable from Rubungo Switching Station and x1 MV Power feeder cable from Ndera Substation.
- k) Construction of the power MV ring network
- l) Construction of the power distribution network
- m) Construction of the power street lighting.
- n) Construction of 550m² of Solar Power PV panels and equivalent battery storage.
- o) Construction of cable ducts for information and communications technologies (ICT) including manholes within right of ways (ROWs) (incl. CMU existing ROW).
- p) Construction of CCTV infrastructure (including camera's, poles, fibre and fully fitted control room) within ROWs (incl. CMU existing ROW).
- q) Construction of hard and soft landscaping (including sidewalk paving, street furniture, sculptures, planting and trees etc.) within right of ways (ROWs) (incl. CMU existing ROW).
- r) Construction of the High Street (Hard and Soft Landscaping),
- s) Construction of the Innovation Square (Hard and Soft Landscaping),
- t) Construction of the Visitor's Centre (Hard and Soft Landscaping),
- u) Construction of the temporary pedestrian pathway for ALU connectivity.
- v) Construction of the temporary fences with landscaping; and
- w) Construction of the temporary construction vehicle access off the existing PEZ road

4. DESIGN INPUT AND TENDER DOCUMENTATION BY MASTER PLANNER

The SJ team has developed a Detailed Master Plan, technical specifications, technical design guidelines and Bills of Quantities for the contractor's use during the bid process to be undertaken later. During the bid process, once applicants have successfully the prequalification process, will use this developed information in order to compile their design and build bid. The successful bidder shall be appointed to complete the shop drawings for construction and carry out the construction accordingly.

5. FORM OF CONTRACT

The Design and build contract shall be awarded on a Lump sum price basis. The procuring entity shall appoint independent advisers who shall review the appointed contractor's design proposals, administer the contract and monitor works on site.

The form of contract shall be the **FIDIC Conditions of Contract for Plant and Design-Build For Electrical & Mechanical Plant and for Building and Engineering Works Designed by the Contractor, Second Edition 2017**

6. CONSTRUCTION PERIOD

The expected time for Completion is **18 Months** from the date of contract commencement. Alternative times for completion shorter than 18 Months shall be permitted and bidders (during the bid process) will be required to state this in their submission.

7. SITE AND OTHER DATA

The entire KIC encompasses an area of approximately 62 ha, bounded in the East by the natural valley line, in the Southwest by the existing asphalted minor arterial road, and by the existing gravel road in the North.

Infrastructure for phase 1 and 2 of KIC will primarily be constructed adjacent to the existing Carnegie Mellon University (Africa): Regional ICT Center of Excellence Building Plot No A8, Kigali Special Economic Zone Phase II, Rwanda, -1.935039728806875, 30.15848708753104