



REQUEST FOR PROPOSALS (RFP) FOR THE CONSTRUCTION OF SWIMMING POOL CHANGING ROOMS AT THE INTERNATIONAL SCHOOL OF KIGALI

1. Project Title

Construction of Swimming Pool Changing Rooms with a Concrete Slab Roof at the International School of Kigali.

2. Background

The International School of Kigali (ISK), as part of its strategic infrastructure development, is seeking a qualified contractor to design and construct new swimming pool changing rooms. The project aims to provide modern, durable, and eco-friendly facilities that ensure comfort, privacy, and accessibility for students and visitors. The proposed construction should comply with local construction standards and environmental regulations.

3. Project Objectives

With a broader initiative to enhance its physical infrastructure in a sustainable and community-friendly manner, the objective of this project is to construct four separate changing rooms to serve the swimming pool: male and female, subdivided into sections for adults and youth. These facilities should be functional, safe, and aesthetically integrated into the existing infrastructure.

4. Scope of Work

Phase 1 – Site Layout and Preparation

- Survey and preparation of the site, ensuring it is level and ready for construction.
- Construction of separate changing facilities, each with individual spaces for male and female adults and youth, with a total footprint of approximately 1,100m² by 1,000m².
- Build a reinforced concrete slab roof with perimeter safety rails.
- Develop two stairways for male and female access, ensuring compliance with local safety regulations.
- Ensure disability access where appropriate.



Phase 2 – Interior Finishing and Utility Installations

- Install plumbing systems for eight water-efficient sinks and sufficient shower spaces.
- Tiled interior walls for durability, ease of cleaning, and a long-lasting finish.
- Electrical systems, including energy-efficient lighting and ventilation for improved air quality.
- Provide necessary fire safety measures in compliance with Rwanda's building regulations.

Phase 3 – Final Inspection and Handover

- Completion of all building, plumbing, and electrical work.
- Final site cleanup and preparation for inspection.
- Submission of compliance documentation, including inspection certificates from local authorities.
- Handover of as-built drawings and a maintenance schedule.

5. Deliverables

The following minimum deliverables are expected:

i. Inception Report:

- Detailed work plan and project schedule, including resource allocation and personnel involvement.
- Updated project scope if needed, based on initial site conditions.

ii. Progress Reports:

- Bi-weekly progress updates including milestones achieved, delays, risks, and mitigation strategies.
- Financial tracking updates comparing actual vs. projected costs.

iii. Final Construction and Inspection Report:

- Documentation of compliance with local building codes and regulations.
- Final inspection report from both the contractor and an external party (if applicable).
- Handover of all project documentation, including maintenance schedules, manuals, and as-built drawings.



6. Stakeholders

- International School of Kigali Administration
- Contractors and subcontractors
- Local authorities (for permits and inspections)

7. Proposal Requirements

Interested contractors must submit the following documentation:

i. Technical Proposal:

- **Understanding of the project:** A 2–3–page narrative explaining the contractor’s understanding of the project objectives.
- **Work Plan and Methodology:** Detailed construction methodology, key milestones, and expected timelines. A clear breakdown of each phase, with relevant Gantt charts showing timelines for key deliverables.
- **Experience of the Contractor:** Company profile, including previous similar projects completed, qualifications of key personnel, and certifications.
- **Health, Safety, and Environmental Plans:** Demonstrate adherence to health and safety protocols, environmental sustainability, and resource efficiency.
- **References:** Provide five references from previous clients on similar projects, ideally within Rwanda or the East African region.

ii. Financial Proposal:

- Detailed budget broken down into labor, materials, overheads, and any additional costs.
- Payment schedule aligned with project milestones, highlighting any contingency costs.
- The cost of materials and construction work should be clearly outlined for each phase.

iii. Attachments:

- Company profile and relevant experience.
- Business Registration Certificate
- Safety and quality assurance plans



- Insurance documents including but not limited to
 - Contractors' All Risk Insurance
 - Professional Liability Insurance
 - Workers' Compensation Insurance
- Curriculum vitae of all key personnel involved in the project.
- Copies of all relevant company and personnel certifications.

8. Contract duration and timelines

The project is expected to commence immediately after contract signing, with a completion timeline of six months. The contractor is expected to adhere to the milestones laid out in their technical proposal. Payments will be made in phases, based on the completion of agreed milestones upon submission of progress reports, project deliverables, and successful inspection reports.

9. Remuneration and payment terms

The financial offer must include all relevant costs (including logistics, contingency, labor, and materials). ISK reserves the right to negotiate final prices based on market conditions and the scope of work.

10. How to Apply

Each submission should be divided into two separate password-protected PDF files (Technical and Financial proposals). The password should be sent in a separate email to ensure transparency and confidentiality.

The 1st PDF will contain the technical offer consisting of the following elements:

- A signed letter of submission for the technical offer.
- A note on understanding the project max 3 A4 pages.
- The methodological approach, including a draft work plan including how and when to reach the required deliverables.
- Detailed curricula vitae of all involved team members including experiences conducting similar assignments; (max. 3 pages each)
- 5 References (certificates of good completion) justifying their experience of construction of similar projects



The 2nd PDF will contain the financial offer composed of the following elements:

- A signed letter of submission for the financial offer per district per position indicated.
- The financial offer clearly indicating the firm's fee structure including details such as relevant logistic costs and the duration of completion of the project.
- Any other costs (to be detailed by the firm).

The interested and qualified firms are requested to submit two separate password-protected PDF files (Technical Proposal and Financial Proposal) by email only to procurement@iskr.org by Monday, 4th November 2024, at 2:00 PM. Proposals submitted after this time will not be considered.

11. Evaluation Criteria

All proposals will be evaluated based on the following criteria:

| N° | Evaluation Criteria | Marks |
|--------------|--|------------|
| 1 | Understanding of the Project | 60 |
| 1.1 | Site analysis and construction methodology | 30 |
| 1.2 | Work plan and timelines | 10 |
| 1.3 | Environmental, health, and safety measures | 20 |
| 2 | Qualifications and Experience of the Contractor | 40 |
| 2.1 | Qualifications of personnel assigned to the project | 20 |
| 2.2 | Previous experience with similar projects | 20 |
| Total | | 100 |

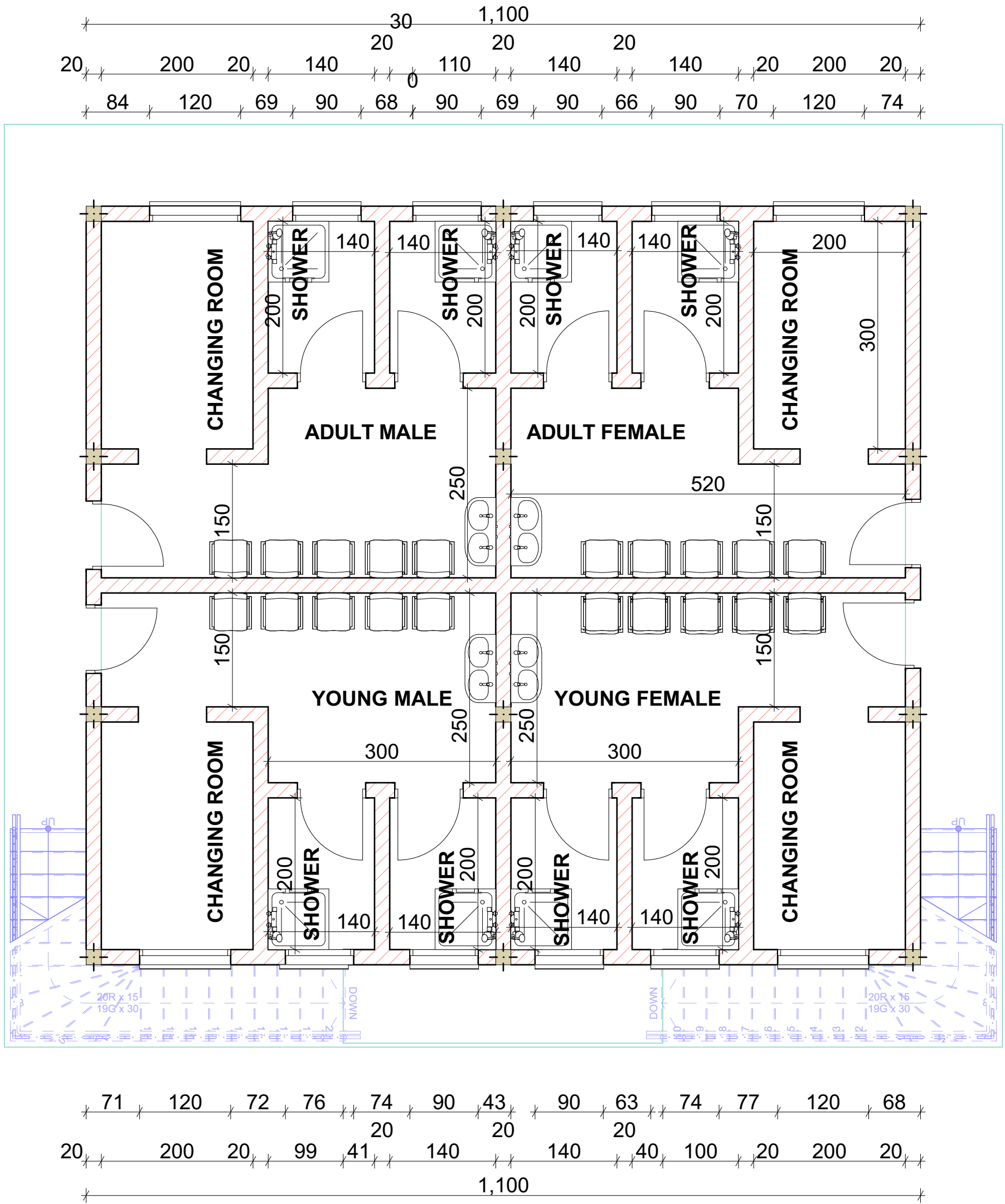
Only firms scoring 70% or more on the technical evaluation will proceed to financial evaluation.

Evaluation of Financial Proposal

- Only firms with technical qualifications above 70% reach evaluation of financial offers.
- The financial offers from all firms with a qualified technical offer will be ranked. Where the lowest offer will be ranked the highest.
- The analysis of the financial offer will be conducted on the cost per construction phase (including miscellaneous costs) submitted.



Appendix 1- Approved changing room design



GROUND FLOOR PLAN

GENERAL NOTES

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CONSTRUCTION NOTE:

- Implementation according to the site layout of the Project's planning.
- Reference datum according to the site layout of the project's planning.
- Roof heights in sections are standardised and have to be adapted according to roof slope.
- Contractor to check all dimensions on site prior to fabrication.
- Do not scale from drawing. All dimension are in cm unless otherwise specified.
- All dimensions are structural opening dimensions unless otherwise specified.
- This drawing is to be read in conjunction with all other relevant drawings, bills of quantities and specifications.
- Any discrepancies are to be pointed out to Contract Administrator.
- Contractor to ensure standard of workmanship is as described in specification.
- Contractor to provide samples of all finishing materials for CA approval.

REVISION:

| No | REVISION/ISSUE | DATE |
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Kigali, Rwanda

PROJECT TITLE:

PROPOSED CONSTRUCTION OF CHANGING ROOM

LOCATION

CITY OF KIGALI
DISTRICT: GASABO
SECTOR: KIMIRONKO
CELL: KIBAGABAGA
VILLAGE: GASHARU
UPI: 1/02/09/02/6063

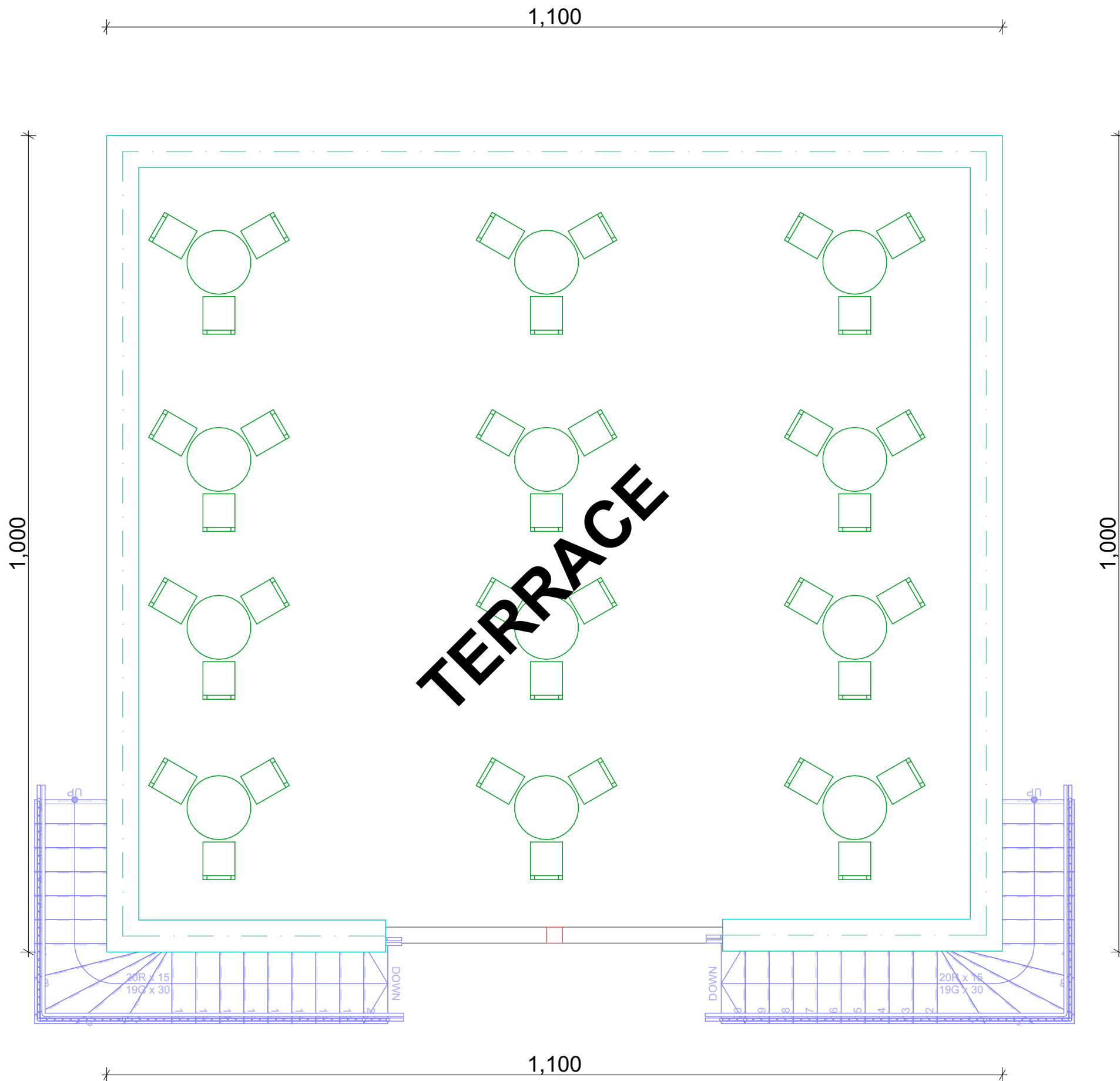
CLIENT: ISK ESTATE COMPANY

Address: P.O. Box
E-mail:
Contact:

DRAWING TITLE:

GROUND FLOOR PLAN

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|---|--------------|-------------------|
| DRAWN By: Eng. UWIMANA Papias | Scale: 1/100 | Drawing Number: 1 |
| Approved By: MUHIZI DESIGNING AND CONSTRUCTION | Job No: | Date: 23/MAY/2024 |



FIRST FLOOR PLAN

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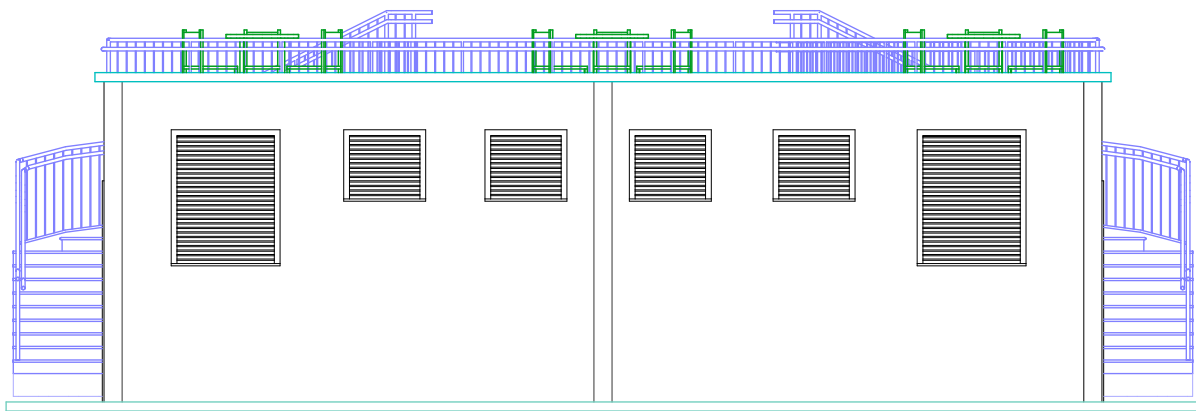
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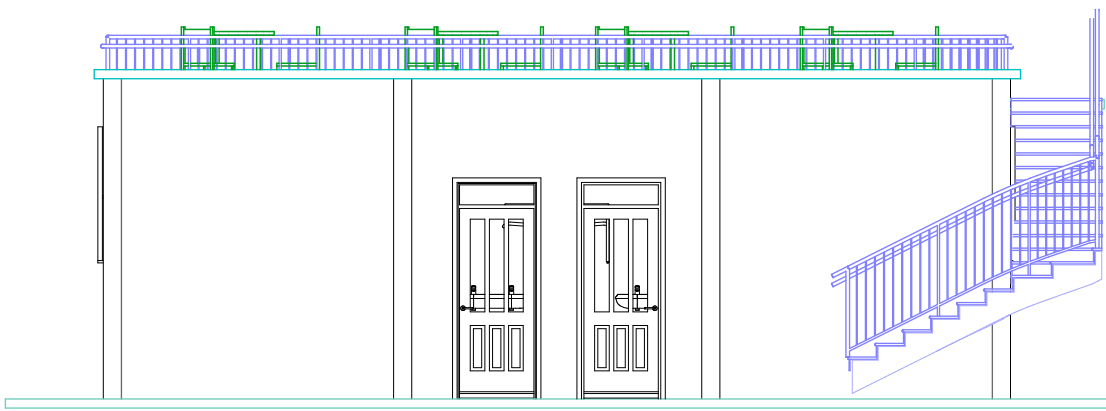
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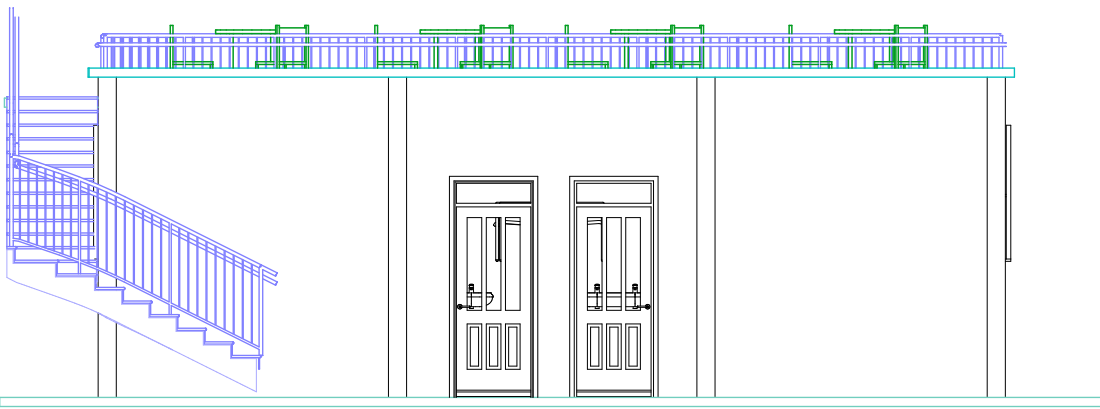
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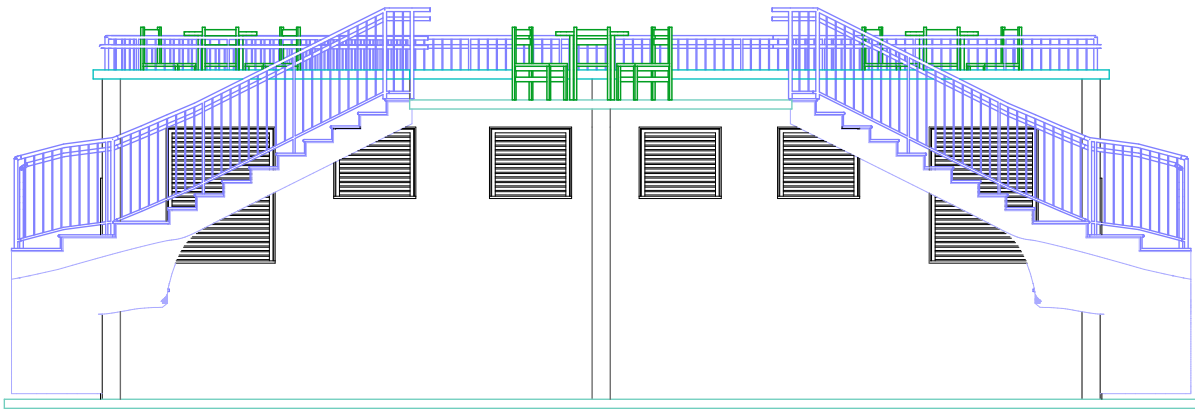
FRONT SIDE ELEVATION



LEFT SIDE ELEVATION



RIGHT SIDE ELEVATION



REAR SIDE ELEVATION

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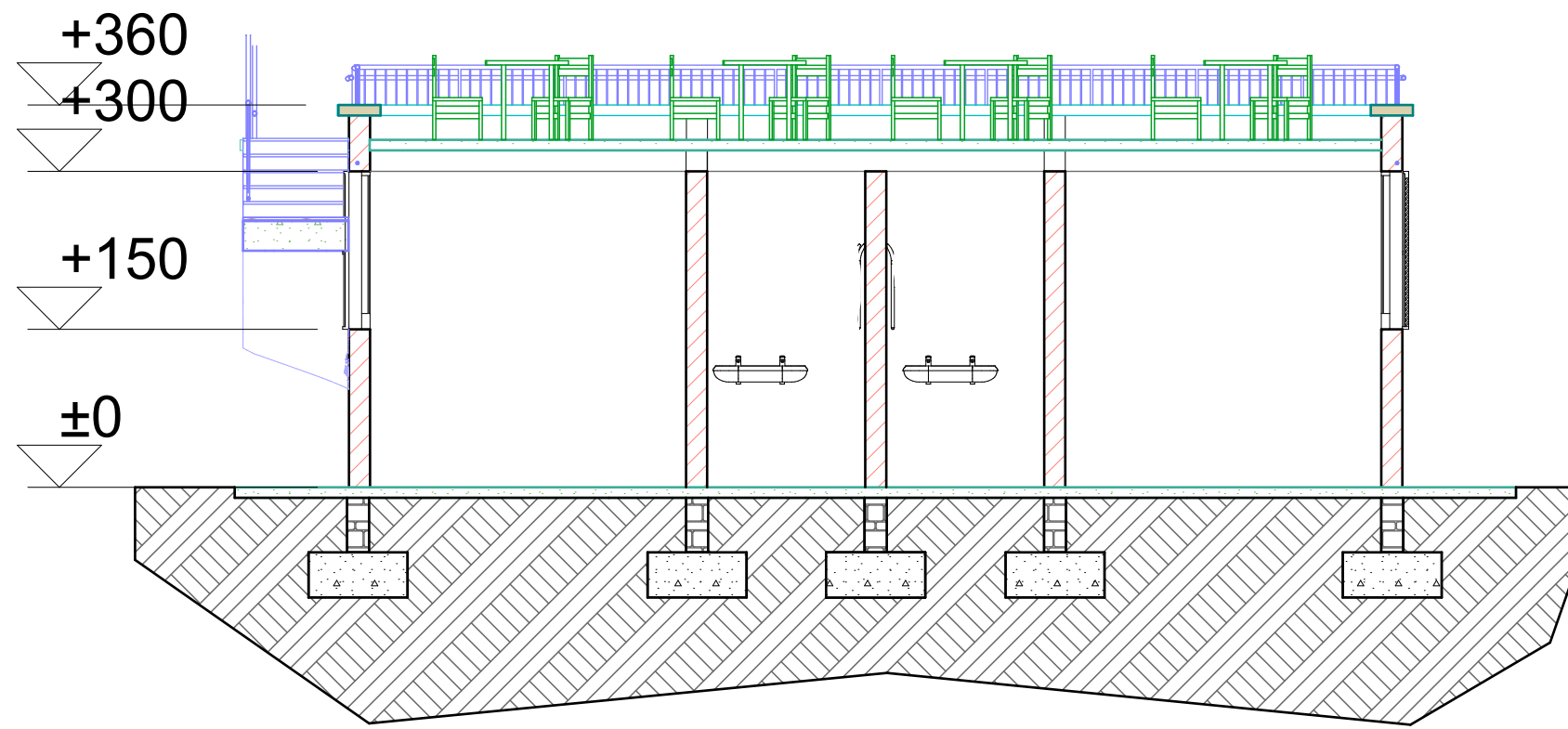
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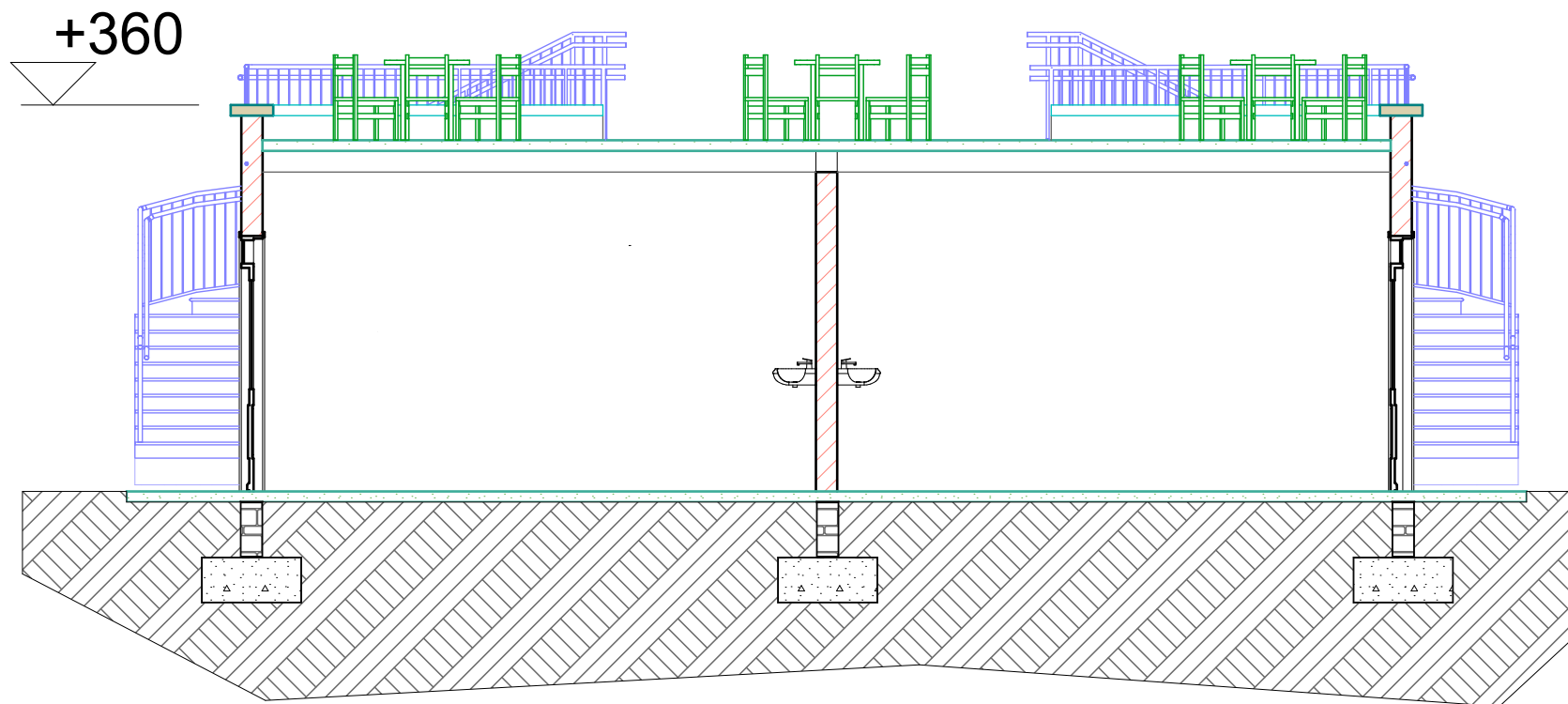
DRAWING TITLE:

ELEVATION PLAN

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| DRAWN By: Eng. UWIMANA Papias | Scale: 1/100 | Drawing Number: 2 |
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CROSS SECTION N-N



LONGITUDINAL SECTION F-F

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DRAWING TITLE:

SECTION PLAN

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| DRAWN By: Eng. UWIMANA Papias | Scale: 1/100 | Drawing Number: 3 |
| Approved By: MUHIZI DESIGNING AND CONSTRUCTION | Job No: | Date: 23/MAY/2024 |