



## **Expression of Interest (EOI)**

**TENDER TITLE: EXPRESSION OF INTEREST (EOI) FOR VISION CITY**

**-PHASE 1 FRAMEWORK CONTRACT**

**TENDER FOR**

**MEP & IT MAINTENANCE SERVICES**

**Tender Ref N°: 009/S/NCB/UDL/2020**

### **0. Background**

Ultimate Developers Ltd (UDL) is a private real estate company leading the way in transforming the property business in Rwanda. UDL has a growing portfolio of Residential and Commercial projects that are changing Rwanda's real estate landscape. It's a flagship project, the unique Vision City neighbourhoods, is the biggest upscale suburb in Kigali and Rwanda at large with the first phase of 504 units which are completed and now on sale.

The objective of this Expression of Interest (EOI) is to enter into a framework contract with a competent MEP & IT companies/firms that can undertake the assignment and **maintain the MEP & IT facilities within Vision City - Phase 1 Estate to the highest standards and satisfaction by UDL and the Home Owners.**

Companies/Firms/JV interested in this expression of Interest may obtain further information on the EOI at UDL Head Office (Address below) during office hours 08:00 a.m. to 05:00 p.m. Local Time.

**Address:** Ultimate Developers Ltd (UDL)  
Procurement & Logistics Office  
RSSB Building, Tower II  
9<sup>th</sup> Floor  
P.O Box 5516 Kigali  
Kigali City, Rwanda  
E-mail: [procurement@udl.rw](mailto:procurement@udl.rw)

**A Compulsory Site Visit** is planned on **06/10/2020, at 2pm local time.** The venue for the site visit will be at UDL Site Office in Vision City -1 located at the entrance gate of Vision City estate using the road adjacent to **Greater Seasons Hotel.**

Well typed proposals written in English, suitably bound in 4 copies, including 1 (one) original and 3 (three) copies, clearly marked, **“Expression of Interest (EOI) for Vision City -Phase 1 Framework Contract Tender for MEP & IT Maintenance Services”** shall be deposited in sealed envelopes at the Procurement Office of UDL not later than **13/10/2020 at 10:00 a.m. local time (8:00 a.m. GMT)**. The envelope containing the proposals will have to be marked on the outside the following wording: **“The Title of Tender”** and the **“Tender Reference N°”**.

EOI will be opened in the presence of bidders’ representatives who choose to attend **on 13/10/2020 at 10:30 a.m. local time (08:30 a.m. GMT)** in the Board Room of UDL HQ, 9th Floor /RSSB Building – Tower II. The EOI shall remain valid for **120 days** after the Deadline for Submission prescribed above.

Sincerely,

**Alice NTAMITONDERO**  
**Chief Executive Officer**  
**Ultimate Developers Ltd**

## **EXPRESSION OF INTEREST (EOI) CONDITIONS**

<b>Project Name</b>	<b>Vision City -Phase 1 Framework Contract Tender for MEP &amp; IT Maintenance Services</b>
<b>Assignment</b>	<p>Expression of Interest (EOI) to be contracted under framework contract to undertake the maintenance services for a period of one (1) renewable upon satisfactory performance within Vision City - Phase 1 Estate. The services shall be contracted individually or under several lots depending on the competences presented by the firm/company for each lot below:</p> <p>Lot 1: Civil works maintenance  Lot 2: Mechanical installations maintenance  Lot 3: Electrical installations maintenance  Lot 4: Plumbing works maintenance  Lot 5: IT installations maintenance</p>

### **I. Consulting Firm/company Information**

Consultant/Contractor Name:	Country of Incorporation:
Acronym:	
EOI Submission Authorized by:	Position:

### **Associations (Joint Venture)**

Consultant/ Contractor	Acronym	Country of Incorporation <sup>2</sup>	Joint Venture (JV)	EOI Submission Authorized By	Position

Present the rationale for and benefits of working in association (JV) with others rather than undertaking the assignment independently (as

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appropriate). Describe the proposed management and coordination approach of the association and the role of each firm.

I confirm that:

- ☐ Documentation regarding our corporate structure including beneficial ownership has been attached.
- ☐ A written agreement to associate for the purpose of this Expression of Interest has been signed between the consortium partners and has been attached.

Once your company/firm is shortlisted and invited for submission of the Price schedule, it is not permissible to transfer the invitation to any other company/firm not on the shortlist and shortlisted companies/firms are not permitted to form a Joint Venture for purposes of submitting a Price Schedule.

## **II. Assignment Specific Qualifications and Experience**

### **A. Technical Competence**

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Cross-referencing from your profile projects in Section D. Project References, highlight the technical qualifications of your entity/consortium in undertaking similar assignments. Provide details of past experiences working with similar

### **B. Management Competence (Please answer each question in one paragraph of 3-5 sentences)**

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1. Describe standard policies, procedures, and practices that your entity has to assure quality interaction with clients and outputs. Please state if your company is ISO certified.

2. How will your firm/consortium handle complaints concerning the performance of experts or quality of the reports submitted for this assignment? What internal controls are in place to address and resolve complaints, given that the assignment will be carried out in a Premium Residential Estate, one of its kind in the City of Kigali?

3. How will you ensure the quality of your firm's/consortium's performance over the life of this assignment?

4. Describe standard policies, procedures and practices that your company/firm has put in place to avoid changes/replacements of personnel and to ensure the continuity of professional services once contracted.

5. Describe what social protection practices you have in place to safeguard the well-being of your proposed experts? Specifically describe arrangements you have in place for medical, accident, and life insurance coverage during the assignment. As experts in this field, describe the various personal protective equipment (PPE) that will be required for safe execution of the assignment once contracted.

**C. Other Information to enhance your expression of interest vis-à-vis the assignment**

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## D. Project References

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Please select most relevant projects to demonstrate the company/firm's technical qualifications and geographical experience (maximum 5 similar or relevant projects). Provide proof of successful completion or ongoing projects, i.e., copies of contracts, certificates of good completion, etc.

S N	Project	Period	Client	Countr y	Firm/ company
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

### Project Summary

SN 1	
Project Title	
Country / Region	
Start Date	
Completion Date	
Continuous / Intermittent	
Client	
Contract cost	
Description	Describe the activities done in similarity to the present assignment

(Please insert more tables as necessary)

## E. Compulsory Site Visit

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A compulsory site visit is planned on **06/10/2020, at 2pm local time**

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### III. EOI Administrative Documents

SN	Description
1	Rwanda Revenue Certificate for tax clearance, still valid
2	RSSB Contribution Certificate, still valid
3	Certificates from RURA for MEP and IT staff authorizing their competence to undertake maintenance works in those fields
4	List of proposed staff for MEP & IT maintenance fields
5	CVs and certifications (other than from RURA) of proposed staff for the MEP & IT assignment
6	List of equipment and tools proposed to be used on the assignment with proof of ownership or lease for the equipment
7	Certificate of Incorporation of the lead member
8	Certificate of Incorporation of the JV member (for each member)
9	Certificate of Incorporation of the Sub-Consultant /sub-contractors
10	Letter of Association indicating the Authorized Representatives
11	Power of Attorney to represent the company/firm/JV
12	Maintenance Approach methodology (to appreciate the understanding of the MEP&IT maintenance standards and approaches). The methodology shall list all activities or areas in MEP&IT that normally require maintenance and propose a maintenance plan that shall describe all maintenance interventions given the particularities of each equipment to be maintained. Furthermore, the plan shall propose a list of normally needed spare parts
13	Financial Capabilities to undertake the assignment
14	Site Visit Certificate

### IV. Eligibility Declaration

We, the undersigned, certify to the best of our knowledge and belief:

- ☐ We have read the advertisement, including the requirements for this assignment.
- ☐ We confirm that the project references submitted as part of this EOI accurately reflect the experience of the specified company/firm/consortium.
- ☐ The lead entity and JV member has ever been convicted of an integrity-related offense or crime related to theft, corruption, fraud, collusion or coercion.

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- ☐ JV member named in this EOI confirmed their interest in this activity in writing.
- ☐ JV member named in this EOI, authorized us in writing to represent them in expressing interest in this activity.
- ☐ We understand that any misrepresentations that knowingly or recklessly mislead, or attempt to mislead may lead to the automatic rejection of the proposal.