



## **REQUEST FOR PROPOSALS (RFP) FOR SUPPLY AND INSTALLATION OF LOUVERS (IMPROVE VENTILATION) AT UGHE BUTARO CAMPUS HOUSING CLUSTERS**

Date: September 4, 2024

### **1. Background:**

The University of Global Health Equity (UGHE) mission is to radically change the way health care is delivered around the world by training generations of global health professionals who strive to deliver more equitable, quality health services for all. UGHE is committed to expanding its infrastructure to support its mission of training global health leaders.

To support this mission, UGHE is focused on enhancing its infrastructure, including the improvement of ventilation in its Housing Clusters #01 to #04 by installing louvers into existing windows and doors.

1. More details on the services are provided in the Terms of Reference.
2. The RFP includes the following documents:

### **Section 1 - Letter of Invitation**

### **Section 2 - Instructions to Firms (including Data Sheet)**

### **Section 3 - Technical Proposal - Standard Forms**

### **Section 4 - Financial Proposal - Standard Forms**

### **Section 5 - Terms of Reference**

3. Well prepared proposals in PDF format will be sent to the following email addresses: [aniyonshuti@ughe.org](mailto:aniyonshuti@ughe.org), [gngwenderi@ughe.org](mailto:gngwenderi@ughe.org), [dkayigamba@ughe.org](mailto:dkayigamba@ughe.org), on or before the 19th of September 2024, 1PM Kigali time.
4. Any clarification requests can be sent by email to the above email addresses no later than 11<sup>th</sup> September 2024.
5. All documents must be submitted in one PDF document, and it shall remain the responsibility of the firm to ensure that your proposals are submitted by email to the above-mentioned emails. Kindly ensure that they are signed, in PDF format, and free from any virus or corrupted files.
6. Services offered shall be reviewed based on completeness and compliance of the Proposals with the minimum specifications described above and any other annexes providing details of UGHE requirements.
7. The Proposal that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected.

8. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UGHE. The unit price shall prevail, and the total price shall be corrected.
9. At any time during the validity of the Proposals, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UGHE after it has received the Proposals.
10. UGHE is not bound to accept any Proposals, nor award a contract/Purchase Order, nor be responsible for any costs incurred by the bidder while conducting the selection process.
- 11. For all interested Service Providers, a Mandatory site visit is scheduled on the 11<sup>th</sup> of September 2024 at 11:00AM, at UGHE Butaro Campus located in Burera District;**

Thank you and we look forward to receiving your Proposals.

Yours sincerely,

**Shivon Byamukama, PhD**

**Deputy vice Chancellor for Administrative and Financial Affairs.**

<b>Item No.</b>	<b>Description</b>
1	Name of the Client: <b>UNIVERSITY OF GLOBAL HEALTH EQUITY</b> Method of selection: Quality & Cost Based Selection
2	Financial Proposal to be submitted together with Technical Proposal: <b>YES</b>  Name of the assignment is: <b>FOR SUPPLY AND INSTALLATION OF LOUVERS (IMPROVE VENTILATION) AT UGHE BUTARO CAMPUS HOUSING CLUSTERS (#1 - #4)</b>
3	A Mandatory site visit will be held: <b>YES</b> , Mandatory site visit is scheduled on the <b>11<sup>th</sup> of September 2024 at 11:00AM, at UGHE Butaro Campus located in Burera District;</b> The Client's representative is:  <b>Project Manager, University of Global Health Equity</b>
4	The Client will provide the following inputs and facilities: <b>None</b>
5	Proposals must remain valid <b>120 days</b> after the submission date.
6	Clarifications may be requested not later than 16/09/2024.  The address for requesting clarifications is: <a href="mailto:aniyonshuti@ughe.org">aniyonshuti@ughe.org</a> , <a href="mailto:dkayigamba@ughe.org">dkayigamba@ughe.org</a> , <a href="mailto:jmunyaneza@ughe.org">jmunyaneza@ughe.org</a>
7	Proposals shall be submitted in ENGLISH
8	The format of the Technical Proposal to be submitted is: <b>As per the forms provided</b>
9	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: <b>YES</b> .
10	Firms to state price in the national currency: <b>YES</b>
11	Type of Contract: FIDIC Performance Guarantee: <b>Yes</b> Insurance: <b>Yes (CAR and Worker's Insurance)</b> Defects Liability Period: <b>1 year</b>
12	Expected Timeline of the Assignment: 2 months

13	<p>Documents to be submitted:</p> <ul style="list-style-type: none"> <li>a) Completed BOQ, Work Plan, Technical proposal &amp; Financial proposal Forms.</li> <li>b) Copy of Trading license/ Certificate of incorporation</li> <li>c) Valid Certified copy / original Certificate from RSSB (for local firms)</li> <li>d) Valid Certified copy / original Tax clearance Certificate from RRA (for local firms)</li> <li>e) At least 3 Certificates of satisfactory completion of similar services or proof of contract</li> </ul>
14	<p><b>Evaluation criteria:</b></p> <ul style="list-style-type: none"> <li>a) 5 years Experience in similar services with at least 3 Certificates of satisfactory completion of similar services or proof of contract. 50 marks</li> <li>b) Quality and understanding of the Methodology (Technical Approach and Methodology, Work Plan, Organization and staffing) 20 marks.</li> <li>c) Qualification and experience of the Key personnel proposed- (See Terms of Reference for Staff) 30 marks.</li> </ul> <p>Total Points for Technical Score: 100 Pts The minimum technical score required to pass for financial evaluation is <b>75%</b></p>
15	<p><b>Financial Evaluation:</b></p> <p><b>Only Bidders with complete administrative documents and have passed the minimum technical score will be Financially evaluated</b></p>
16	UGHE will award contract to: One Vendor
17	Type of Contract to be Signed: lump-sum contract
18	Advance Payment: Advance payment will be given after presentation of a valid Advance Payment Guarantee (If required)
19	Conditions for Release of Payment: Approval of invoice of services rendered or Advance Payment Guarantee, if required
20	<p>Annexes to this RFP:</p> <ul style="list-style-type: none"> <li>a) Technical proposal submission forms</li> <li>b) Financial proposal submission forms</li> <li>c) Terms of Reference</li> <li>d) Form of Contract</li> </ul>
21	<p>Date of Submission of proposals:</p> <p>Date of Submission: on or before 19<sup>th</sup> September 2024 at 1PM.</p>



**Technical Proposal – Standard Forms /Annexes**

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

**FORM TECH-1**

**TECHNICAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To:

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for *(insert Title of Assignment)*. in accordance with your Request for Proposal dated *(Insert date)* and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than 7 days after the signature of the contract.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Consultant

Address:

Contact information (phone and email):

## FORM TECH-2

### CONSULTANT'S ORGANIZATION AND EXPERIENCE

#### A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your consultancy]

#### B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last 10 years. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Assignment name:	Approx. value of the contract (in currency: Rwanda francs or freely convertible currency]
Country: Location within country:	Duration of assignment (weeks):
Name of Client:	Total N <sup>o</sup> of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultant under the contract ( <i>in currency: US\$, Euro, RWF, etc...</i> ):
Start date (month/year): Completion date (month/year):	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultant involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):

Narrative description of Project:
Description of actual services provided by your staff within the assignment:

### FORM TECH-3

#### DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

a) Technical Approach and Methodology

b) Work Plan

c) Organization and staffing

a) Technical Approach and Methodology. *{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}*

b) Work Plan. *{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}*

c) Organization and Staffing. *{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}*

### FORM TECH-4



**CURRICULUM VITAE (CV) Proposed Position** *[only one candidate shall be*

*nominated for each position]:*

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**2. Name of Consultant** *[Insert name of Consultant proposing the staff]:* \_\_\_\_\_

\_\_\_\_\_

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**3. Name of Staff** *[Insert full name]:* \_\_\_\_\_

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**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:* \_\_\_\_\_

\_\_\_\_\_

**6. Membership of Professional Associations:** \_\_\_\_\_

\_\_\_\_\_

**7. Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]:* \_\_\_\_\_

\_\_\_\_\_

**8. Countries of Work Experience:** *[List countries where staff has worked in the last ten years]:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**9. Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:* \_\_\_\_\_

\_\_\_\_\_

**10. Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>11. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_ Date: \_\_\_\_\_

*[Name and Signature of staff member or authorized representative of the staff]*

*Day/Month/Year*

**Financial Proposal - Standard Forms**

**FORM FIN-1**

**FINANCIAL PROPOSAL SUBMISSION FORM**

{Location, Date}

To: [Name and address of Client]

Dear Sir/Madam,

We, the undersigned, declare that:

- a) We have examined and have no reservations to the Request for proposals for .....  
(Insert title). Services.
- b) We offer our services in conformity with the services required in the RFP
- c) The total price of our proposal, excluding any discounts offered in item below is:  
..... (Insert amount in words and figures in Rwandan Francs) taxes inclusive.
- d) The discounts offered and the methodology for their application are: Discounts: If our bid  
is accepted, the following discounts shall apply:.....
- e) Our Financial Proposal shall be binding upon us subject to the modifications resulting from  
Contract negotiations, up to expiration of the validity period of the Proposal
- f) We have no conflict of interest in accordance with the UGHE code of conduct.
- g) We understand that you are not bound to accept the lowest evaluated proposal or any  
other proposal that you may receive

Yours sincerely,

Authorized Signature

Name and Title of Signatory:

Name of Consultant:

## TERMS OF REFERENCE

### SUPPLY AND INSTALLATION OF LOUVERED PANNELS (FOR VENTILATION IMPROVEMENT) IN UGHE BUTARO HOUSING CLUSTERS #01 TO #04

#### Background

The University of Global Health Equity (UGHE) is dedicated to revolutionizing global health care by educating the next generation of health professionals who are committed to providing equitable, high-quality health services for all. To support this mission, UGHE is focused on enhancing its infrastructure, including the improvement of ventilation in its Housing Clusters #01 to #04 by installing louvers into existing windows and doors.



The ventilation improvements for Cluster #05 have been completed and will serve as a **mock-up** for the work to be undertaken by the selected contractor.

#### Scope of Works

The Contractor will be responsible for the following tasks, **but not limited to**:

1. **Uninstallation:**

- Carefully uninstall existing windows without causing damage.
- Remove glass from aluminum frames and resize it accordingly

2. **Installation:**

- Retrofit operable louvers and remaining glass into the aluminum frames as per the provided dimensions.
- Reinstall the assembled windows in the walls, ensuring proper finishing of the window/door openings and repairing any part of the building that is damaged during the process.
- Procure and install aluminum louvers with mosquito net (where applicable) that match the existing aluminum materials in terms of color, thickness, quality, and finish.
- Provide a physical sample for approval before procurement or production.

3. **Quality Assurance:**

- Perform all work with due skill, care, and diligence.
- Ensure the dimensions of the louvers conform to the standard sizes used in Cluster #05 unless otherwise.
- The contractor is responsible for protecting the existing infrastructure and shall be held liable for any damage caused by the contractor.
- Provide weekly progress reports.
- Provide As built drawings after project completion

## Louvered Panel Specifications

1. **Material Specifications:**

- **Aluminum Material:** The louvers should be made of high-quality aluminum that matches the existing aluminum materials in terms of color, finish, and thickness.
  - **Thickness:** The aluminum thickness should be a minimum of 2.0 mm
  - **Finish:** The aluminum should have a powder-coated finish, resistant to corrosion and weathering, in a color that matches the existing window and door frames.

2. **Installation Requirements:**

- **Sealing:** All louvered panels should be properly sealed during installation to prevent air and water leaks around the frames.
- **Integration with Existing Frames:** The louvers must be compatible with the existing aluminum window and door frames, ensuring a seamless fit and aesthetic match.

3. **Sample Approval:**

- **Shop drawings:** The contractor shall provide shop drawings for approval before construction
- **Physical Sample:** A physical sample of the louvered panel must be provided for approval before mass production and installation. This sample should demonstrate the material quality and finish.

**Bill of Quantities**

**PART 1. HOUSING CLUSTER #01**

<b>MEASUREMENTS REPORT FOR CLUSTER 1 FOR WINDOW &amp; DOORS OPENINGS FOR VENTILATION IMPROVEMENT</b>						
<b>Location</b>	<b>Existing dimension s/doors and windows in mm</b>	<b>Proposed Louvered Panel (mm)</b>	<b>Unit of Measureme nt</b>	<b>Quantity</b>	<b>Rate (RWF)</b>	<b>Total (RWF)</b>
Bedrooms	1600x660	480x660	No	27		
<b>LIVING ROOM:</b>						
Backdoor	2560x1660	2560x420	No	9		
Window6	2560x650	1480x650	No	18		
Small Window in Living room:	2560x360	1520x360	No	6		
<b>KITCHEN:</b>						
Front Door:	2560x860	480x860	No	9		
Window7	1270x640	480x640	No	4		
Window 10	2000x1370	2000x675	No	6		
<b>Total (RWF)</b>						

**PART 2. HOUSING CLUSTER #02**

<b>MEASUREMENTS REPORT FOR CLUSTER 2 FOR WINDOW &amp; DOORS OPENINGS FOR VENTILATION IMPROVEMENT</b>						
<b>Location</b>	<b>Existing dimensions/ doors and windows in mm</b>	<b>Proposed Louvered Panel (mm)</b>	<b>Unit of Measureme nt</b>	<b>Quantity</b>	<b>Rate (RWF)</b>	<b>Total (RWF)</b>
Bedrooms	1600x850	480x850	No	9		

W4 for Bedrooms and Kitchen	1600x660	480x660	No	36		
Corridors:	2560x360	1520x360	No	8		
<b>LIVING ROOM:</b>						
Backdoor	2560x1660	2310x420	No	9		
W6	2560x650	1480x650	No	18		
<b>KITCHEN:</b>						
Front Door:	2560x860	480x860	No	10		
Window7	1600x660	480x660	No	9		
Window 10	2000x1370	2000x675	No	9		
<b>Total (RWF)</b>						

### PART 3. HOUSING CLUSTER #03

<b>MEASUREMENTS REPORT FOR CLUSTER 3 FOR WINDOW &amp; DOORS OPENINGS FOR VENTILATION IMPROVEMENT</b>						
<b>Location</b>	<b>Existing dimension s/doors and windows in mm</b>	<b>Proposed Louvered Panel (mm)</b>	<b>Unit of Measurement</b>	<b>Quantity</b>	<b>Rate (RWF)</b>	<b>Total (RWF)</b>
Bedroom W4	1600x660	480x660	No	60		
Bedroom W3	1000x660	480x660	No	4		
Living room W6	2600x660	1000x 660	No	13		
Mezzanine W10	2600x1700	2600x420	No	8		
Living room & Kitchen(	1000x660	1000x660	No	8		

W7-lower part)						
Living room Doors D5 (front doors and back doors)	2600x1700	2600x420	No	16		
Bathroom	550x 280	550x 280	No	11		
<b>Total (RWF)</b>						

**PART 4. HOUSING CLUSTER #04**

<b>MEASUREMENTS REPORT FOR CLUSTER 4 FOR WINDOW &amp; DOORS OPENINGS FOR VENTILATION IMPROVEMENT</b>						
<b>Location</b>	<b>Existing dimension s/doors and windows in mm</b>	<b>Proposed Louvered Panel (mm)</b>	<b>Unit of Measurement</b>	<b>Quantity</b>	<b>Rate (RWF)</b>	<b>Total (RWF)</b>
Bedroom W4	1600x660	480x660	No	60		
Bedroom W3	1000x660	480x660	No	4		
Living room W6	2600x660	1000x 660	No	13		
Mezzanine W 10	2600x1700	2600x420	No	8		
Living room & Kitchen (W7-lower part )	1000x660	1000x660	No	8		
Living room Doors D5 (front doors and back doors)	2600x1700	2600x420	No	16		
Bathroom Window	550x 280	550x 280	No	12		



<b>Total (RWF)</b>						
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The rate should include all adjustments required as specified in the scope of the works under Terms of Reference.

**Company Experience**

The selected company must have a proven track record in aluminum works and should provide references for similar projects completed in the past. Additionally, the company must submit a detailed work methodology demonstrating how high-quality work will be achieved.

**Key Experts**

The Contractor should have the following key experts on the project:

- **Aluminum Works Technician/Foreman:** Minimum 5 years of experience.
- **Lead Engineer/Architect (A0):** Registered with a professional body and with a minimum of 5 years of experience.

**Site Inspection**

Before submitting bids, the Contractor must visit the site to verify the existing window and door sizes. Any errors, omissions, or additions will be the Contractor's responsibility.