

TENDER DOCUMENT
BILLS OF QUANTITIES
FOR
PROPOSED INTERIOR FIT OUT WORKS
AND RELATED SERVICES INSTALATIONS
FOR
AB RWANDAN HEAD OFFICE

Client: AB RWANDA PLC

Procurement Method: OPENED.

Tender No:006|8|2026

Date of issue: : 8th September 2026

Date of Submission: 14th September 2026

Consultants:

ALENZO LTD

All engineering solution

Tel. +250 786444297

E-mail: alensold@outlook.com / butumwaa@gmail.com

Kigali, Rwanda

SEPTEMBER 2026

INSTRUCTION TO BIDDERS

001. TENDER DOCUMENTS

Tender documents comprise of the following documents

- ☐ Invitation to Bid – Prepared Separately by AB Rwanda
- ☐ Instruction to bidders
- ☐ Form(s) of tender
- ☐ Form(s) of surety undertaking
- ☐ Unpriced Bills of quantities
- ☐ Drawings- To be issued out separately.

002. SCOPE OF THE PROPOSED CONTRACT WORKS

The works contained in this contract of office renovation and extension comprising:

- Demolition of existing construction works following the drawings (For all to be re-used should be demolished carefully)
- Interior Fit outs (flooring, walling, ceiling, door & window, interior finishes etc.)
- Electrical works and structured cabling systems (new for extended part and reinstallation for existing)
- Air conditioning and mechanical ventilation (supply of New and relocation of existing)
- Plumbing installation
- Fire detection and firefighting systems
- Security systems (CCTV installation, intruder alarm system, access control).

003. CLARIFICATION OF THE TENDER DOCUMENT

Should the tenderer be in any doubt of the precise meaning for any item or figure for any reason whatsoever, and should he find and page(s) missing or in duplicate, or indistinct, he must inform the procurement entity in writing within **THREE** days before the date of submission of the tender. The latter shall respond to such query with copies to all tenderers. No liability will be admitted nor claim allowed in respect of errors in the contractor's tender due to mistakes in the bills of quantities which should have been rectified in the manner described above.

All queries shall be address to procurement@abr.rw.

004. AMENDMENT TO TENDER DOCUMENT

At any time prior to the deadline for the submission of tender, the employer may for any reason whether at his own initiative or in response to the clarification requested by a prospective tenderer, amend the tender document by the issuance of an "addendum" in writing. The tenderers must acknowledge the receipt of the addendum and include it in their bid.

Should the employer be of the opinion that the issuance of the addendum has created a need to extend the deadline for submission of the tenders, then at his discretion he shall, in writing grant such an extension.

005. DELIVERY OF TENDER.

Tenders and all documents in connection therewith, as specified in this document will be submitted at email named procurement@abr.rw and Well printed bids presented in two hard copies: one original and one copy, in English and properly bound, together with other administrative documents mentioned in the tender document must be delivered with the applicant's company stamp on the seal to AB Rwanda's Head Office, Reception desk, located in Kiyovu, BCK building, KN 78 ST15 not later than 14th September-2026@1:00pm,

All communications relating to this tender will be addressed at procurement@abr.rw

006. COMPLETION OF TENDERS

All documents forming part of the tender shall be filled in Black / Blue ink and the offer shall be strictly made in the same manner as indicated in the form of tender provided. All items measured and described herein must be priced. Any item not priced shall be deemed to have been covered by the tenderer's prices on the other items. Lump sum pricing and willfully omitting to price an item shall render the tender liable to disqualification. No unauthorized addition, alterations, deletions, corrections, omission or qualifications of whatsoever nature shall be made in any of the tender documents. The tender shall be witnessed as to validity.

The tender documents shall be packaged in the following order.

ADMINISTRATIVE

- ☐ Signed Form of tender
- ☐ Bid bond
- ☐ Company registration certificate
- ☐ Tax clearance certificates- RRA & RSSB
- ☐ Three references from previously accomplished of similar nature and value-Preferably a bank related project.

FINANCIAL

- ☐ Priced bills of quantities

007. MODIFICATIONS AND WITHDRAWALS OF TENDER

Prior to the tender opening, a tenderer may alter or withdraw his tender in writing provided that any alteration so made must be personally signed by the tenderer or his authorized representative. The modifications or notice of the withdrawal shall be prepared, sealed, marked and delivered clearly marked 'MODIFICATION' or 'WITHDRAWAL' as appropriate. No tender shall be modified or withdrawn subsequent to deadline of submission of tenders. In the event of a tenderer withdrawing before the tenders are opened, his tender will be not be considered.

008. RESPONSIVENESS

Prior to the detailed evaluation of tenders, the employer will determine whether each tender is substantially responsive to the requirements of the tender.

For the purpose of this clause, a substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tender without materials deviation or reservation. A material deviation or reservation is one which affects in any substantial way; the scope, quality or performance of works or which limits in anyway, inconsistent with the tender documents the employers right or the tenderer obligations under the contract and the rectification of which deviation or reservation would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.

If a tender is not substantially responsive to the requirements of the tender document, it will be rejected by the procuring entity and may not be subsequently made responsive by the tenderer having corrected or withdrawn the non-conforming deviations and reservations

009. CORRECTION OF ERRORS

Tenders determined to be substantially responsive will be checked by the procuring entity / project consultant for any errors in computation and summation. Errors will be corrected by the procuring entity as follows: -

Where there is a discrepancy between amount in figures and amount in words, the amount in figures will precede. Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rates and the quantity, the unit rate as quoted will govern; unless in the opinion of the procuring entity there is an obvious misplacement of decimal point in the unit rate, in which event the total amount as quoted will govern and the unit rates will be corrected.

Where there is a glaring and substantial pricing error, the procuring entity with the consent of the tenderer shall adjust the unit rates and the error dealt with as stipulated in 10.6 so as not to change the tendered amount.

010. PRELIMINARIES SECTION

Whereas the section should be keenly, consistently and competitively priced, no front loading shall be tolerated. This section shall be priced at an amount not more than 10.0% of the tender sum. Any amounts in excess of the above percentage shall be relocated in the measured section of these bills of quantities, else otherwise at the discretion of the employer or consultants the tender shall be liable to disqualification as irresponsible.

011. VALUE ADDED TAX AND OTHER TAXES

Tenderers are reminded that they are required by law to pay taxes including 18% as value added tax on this contract. Provision of this has been made in the main summary of the bills of quantities for the tenderer to include VAT. No such taxes shall be included in the unit rates.

012. PAYMENT CERTIFICATES, CURRENCY OF PAYMENTS AND ADVANCE PAYMENTS.

The contractor shall submit to the project Consultants at an agreed period intervals application for valuations giving sufficient details of the works done and materials on site and the amount which the contractor considers himself to be entitled to. The consultant shall check the application and approve for payment the amount in his opinion is correctly due to the contractor within a period of 10 days or as otherwise governed by the contract but not less than 10 days.

The value of works executed shall comprise the value of the quantity of the items in the bills of quantities completed, materials delivered on site and variations. Such materials shall become the property of the employer once the employer has paid the contractor for their value. Thereafter, they shall not be removed from site unless with prior written permission of the consultants/ employer.

Payments shall be adjusted for deduction for retention. The certified invoice of the constructor will be paid within 15 days and if the work have been accepted by the employer and certified by the consultant.

Items of the works for which no rate or price has been entered will not be paid for by the Employer and shall be deemed covered by other rates and prices in the contract.

The tender shall be addressed to locally registered companies (national tender) and thus the tender prices shall be stated in Rwandan Francs. All payments shall be made in local currency. In case the tender is in any other currency, the exchange rate of basis will be the central bank exchange rate as of the date of tender opening.

In the event that an advance payment is granted the following shall apply:

On signatures of the contract, the contractor shall at his request and without furnishing the proof of expenditure be entitled to an advance of 20% of the original contract amount. The advance shall not be subject to retention money. No advance payment may be made before the contractor has submitted proof of establishment of deposit or a directly liable guarantee satisfactory to the employer in the full amount and currency of the advance payment. Re-imbursement of the lump sum advance payment shall be made by deductions from the interim certificates and where applicable (when the advance payment guarantee expires or when the entire works reaches 80% of execution) from the balance owing to the contractor, the amount to be repaid by way of successive deductions shall be calculated by means of the formula:

$$R=A(X1-X2)$$

80-20

Where:



R= the amount to be reimbursed

A=The amount of advance which has been granted

X1=The amount of the proposed cumulative payment as a percentage of the original amount of the contract. This figure must be more than 20% but not more than 80%

X2=The amount of the previous cumulative payment as a percentage of the original amount of the contract. This figure will be below 80% and less than 20%

13.7.4

With each reimbursement, the counterpart of the directly liable guarantee may be reduced accordingly.

013. CONFIDENTIALITY

All the recipients of this tender document shall, whether they submit the tender or not, treat the details of these documents as confidential.

014. COST OF TENDERING

All tenderers shall bear all the cost associated with their preparation, submission of their offers. In no way shall the employer and /or the consultant be liable for such costs irrespective of the conduct or outcome of the tender process.

015. SITE VISIT

All the tenderers shall visit the site of the works and obtain for themselves all information that may be necessary for completing their tenders and for entering into the contract with the employer. No tenderer shall be excused for lack of such information.

A site visit is scheduled for **AS STATED IN THE LETTER OF INVITATION.**

016. LANGUAGE

The tender and consequent contract language will be English. All formal correspondences and documents exchange between with the employer and / or consultants relating to the bid and the resulting contract will be English in three copies. However, should a bidder want to submit a document in support of his bid in any other language, he should do so provided it is accompanied by an English translation. Such translation must be certified by a public notary office and shall govern.

017. PERFORMANCE BOND

All bidders shall indicate in their bid the proposed guarantor. The amount of performance guarantee is fixed at 10% of the contract value. A written undertaking from a guarantee shall be required. Such guarantor shall commit in the undertaking his willingness and ability to issue performance bond within a period not more than seven days from the date of notification of successful tender. Such bond shall be deposited with the CLIENT prior to contract signatures.

018. BID VALIDITY

All bids shall remain valid for 90 days from the date of bids submission. Any bid valid for a period less than the stated period shall be rejected. In exceptional cases, the employer may request the tenderers consent to extend the validity period of their tenders. Any tenderer is at liberty to refute such requests.

019. RIGHTS TO TENDER AWARD, ACCEPTANCE AND REJECTION

The employer reserves the rights to accept and/ or reject any and all tenders received. The employer also reserves the right to suspend or cancel the tender prior to tender award. The employer further reserves the rights to award or reject in whole or in parts any bids received. Such rights as stipulated in this clause may be exercised without any liability of any kind or any obligation to inform the affected tenderers of the reasons for such actions.



020. CONTRACT AWARD, AGREEMENT AND COMMENCEMENT

Prior to the expiry of the tender validity period, the employer or the consultant shall notify the successful tender in writing by way of letter of acceptance of their tenders. Unsuccessful tenderers shall also be notified.

The contract agreement shall be entered into and signed between the employer and successful bidder

A formal site handover shall take place not more than ONE WEEK from the date of the signatures of contract agreement

The contractors shall be given a period of not more than 5 calendar days for mobilization from the dates of contract signature. The cost of mobilization shall be deemed to be included within the contract rates.

Contract works shall commence within a day after the last day of the mobilization period.

021. FORFEITURE OF BID BOND

The tenderer shall be at risk of forfeiting his bid bond in case:

*They withdraw their bid within the period of bid validity after such bid are open.

*Refusal to accept correction of their bid price found to be inconsistent / with errors at the time of bid evaluation.

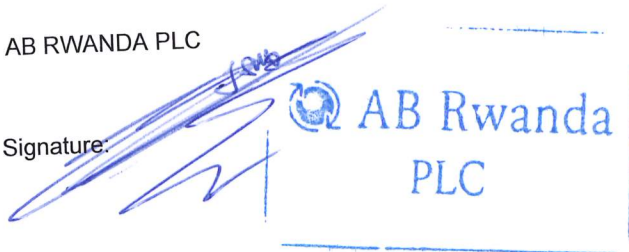
*Failure to sign contract within stipulated time.

022. ALTERNATIVE BIDS

Tenderers are advised that no alternative bids, brand names and the like other than those specified herein shall be accepted.

AB RWANDA PLC

Signature:

A handwritten signature in blue ink is written over a blue circular stamp. The stamp contains the text "AB Rwanda PLC" in a serif font, with "AB Rwanda" on the top line and "PLC" on the bottom line. The signature is a stylized, cursive-like scribble in blue ink.

BID SECURITY FORM (MODEL)

M/s AB RWANDA
P.O BOX 671
KIGALI, RWANDA.

PROPOSED RENOVATION OF AB RWANDA – HEAD OFFICE.

Where asof P. O Box
.....(herein after called the contractor) has undertaken to submit a tender
dated..... for the

PROPOSED RENOVATION OF AB RWANDA – HEAD OFFICE:

And whereas it has been stipulated by you in the tender document that the contractor shall furnish you with a bid bond of 50% of the project amount equal to Rwf..... from a recognized financial institution.

And whereas we have agreed to give the contractor such a bond.

We hereby confirm that we are the guarantor and responsible to you on behalf of the contractor for the bid bond of 50% of the project amount equal to Rwf.....and we undertake to pay you upon your first demand without cavil and argument any sum within the limits of a foresaid without needing to prove or to show grounds for your demands for the sums specified herein.

We hereby waive the necessity of you demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or any other modification of terms of the tender are to be performed there under between you and the contractor shall release us from your liability under this guarantee.

We further acknowledge the guarantee to an extension of time or other modifications of terms as agreed between the contractor and the employer if we are notified of such agreements.

This agreement is valid up to 30 days (inclusive) from the date of expiry of bid validity period.

Signed..... Date.....

Guarantor.

PERFORMANCE BOND (MODEL)

We.....

of P.O Box.....(surety)

are willing to act as surety and to be bound to AB RWANDA, the sum equal to 20% of the contract amount for the due performance by:

..... (contractor)

of P.O Box.....of a contract which they contemplate entering into with AB RWANDA for the:

PROPOSED RENOVATION OF AB RWANDA – HEAD OFFICE according to the contract document, a copy of which has been inspected by us, without addition of any limitation.

We agree to enter into a bond under the above terms within seven days of being called upon to do so.

Signed:.....

Date:.....

Surety

