

**TOR FOR THE REHABILITATION AND EXTENSION OF THE BUILDING OCCUPIED BY THE KENYA HIGH COMMISSION IN RWANDA-KIGALI.**

**I. Background**

Mayfair Insurance Company Rwanda Limited (MICRL) is an insurance company incorporated under the code of company number 105307941 by Rwanda Development Board (RDB) on 2<sup>nd</sup> February 2016 and was licensed to operate General Insurance business in Rwanda by the National Bank of Rwanda (BNR) on 5<sup>th</sup> May, 2017. MICRL is an affiliate of Mayfair Insurance Company Ltd, with head office in Kenya. Our parent company started its operations fifteen (15) years back in November 2005.

Since then, the company has extended its regional presence to Zambia (2010), Tanzania (2016), Rwanda (2017), Zanzibar (2018), Uganda (2018) and Democratic Republic of Congo (2020). Mayfair Kenya has a credit rating of GCR(A+) which reflects our strong claims paying ability. The company has also been ranked number one by the think Business- insurance survey 2016. Mayfair is also the largest private-sector shareholder in the COMESA institution, PTA Re which is one of the largest reinsurers in Africa and is rated "B++ (Good)" by AM BEST.

**II. Objectives**

The present Terms of Reference aim to provide a framework for full rehabilitation exercise of the building of Mayfair Insurance Company Rwanda Ltd currently occupied by Kenyan High Commission in Rwanda; located in Kacyiru, Boulevard de l'Umuganda registered under the certificate UPI № 1/02/07/01/477, located in Kamuhire Village, Kamatamu Cell, Kacyiru Sector, Gasabo District, Kigali City, currently fully registered under the names of MICR Ltd.

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### III. Technical Work Requirements

The rehabilitation work activities of main building are but not limited to the following:

#### A. REHABILITATION OF THE BUILDING ACTIVITIES:

Item	Designation	Unit	QTY
<b>I</b>	<b>INSTALLATION OF THE SITE</b>		
1	Site installation and cleaning	LS	1
<b>II</b>	<b>MAIN WORKS</b>		
1	Demolition and transport away of tiles	sqm	325
2	Supply and fix of metallic gutters	lm	96
3	Replacement of roof tiles by metallic sheets	sqm	325
4	Supply and fix of plastic draining pipes D90	lm	72
5	Supply and fix of ceiling made with gypsum board	sqm	240
6	Supply and fix of ceiling made with plastic tongue	sqm	86
7	Review and re-installation of electrical system; cabling arrangement for protection	item	1
8	Supply and installation fire hydrant 6kg	pce	6
9	Supply and installation of lighting protection system	item	1
<b>III</b>	<b>EXTERNAL WORKS</b>		
1	Repair on concrete flooring	item	1
2	Repainting on fence and external house's walls	sqm	635
	<b>GROUND FLOOR</b>		
<b>IV</b>	<b>MEETING ROOM</b>		
1	Replacement of damaged ceiling with gypsum board	sqm	30.38
2	Repainting on walls and ceiling	sqm	71.04
3	Supply and apply of granite floor tiles	sqm	30.38
<b>V</b>	<b>ENTRANCE</b>		
1	Replacement of damaged ceiling with gypsum board	sqm	24
2	Repainting on walls and ceiling	sqm	71.04
3	Supply and apply of granite floor tiles	sqm	30.38
<b>VI</b>	<b>CONSULAR SERVICE</b>		
1	Replacement of damaged ceiling with gypsum board	sqm	22.4
2	repainting on walls and ceiling	sqm	60
<b>VII</b>	<b>CORRIDOR</b>		
1	Repair of Humidity on wall	sqm	15.4
2	Repainting on walls and ceiling	sqm	49.28
<b>VIII</b>	<b>SERVER ROOM</b>		
1	Repair of Humidity on wall	sqm	12.24
2	Repainting on walls and ceiling	sqm	39.68

3	Replacement of damaged ceiling with gypsum board	sqm	9.6
<b>IX</b>	<b>OFFICE 7</b>		
1	Repair of Humidity on wall	sqm	14.4
2	Repainting on walls and ceiling	sqm	46.08
3	Re arrangement of cabling	item	1
<b>X</b>	<b>OFFICE 5</b>		
1	Repair of Humidity on wall	sqm	6.9
2	Repainting on walls and ceiling	sqm	44.16
<b>XI</b>	<b>OFFICE 6</b>		
1	Repair of Humidity on wall	sqm	13
2	Repainting on walls and ceiling	sqm	41.6
3	Re arrangement of cabling	item	1
<b>XII</b>	<b>KITCHEN</b>		
1	Repair of Humidity on wall	sqm	7.4
2	Repainting on walls and ceiling	sqm	23.68
3	Supply and installation of Tap on sink	item	1
<b>XIII</b>	<b>TOILETTE &amp; ESCALIER</b>		
1	Supply and fix Paper holder	pce	1
2	Supply and fix of urinal's tap	pce	1
3	Repainting on walls and ceiling	sqm	65.92
	<b>Second floor</b>		
<b>XIV</b>	<b>STAIRS</b>		
1	Repair of Humidity on wall	sqm	18
2	Repainting on walls and ceiling	sqm	51
<b>XV</b>	<b>SECRETARY OFFICE</b>		
1	Repainting on walls and ceiling	sqm	30.8
2	Repair on window	sqm	3.33
<b>XVI</b>	<b>AMBASSADOR'S OFFICE</b>		
1	Repair on window	sqm	13.32
2	Replacement of toilet	pce	1
3	Repainting on walls	sqm	92.8
4	Crack repair on wall	Item	1
5	Cabling arrangement	Item	1
6	Varnish on door and windows	item	1
	<b>FIRST FLOOR</b>		
1	Floor tiles replacement	sqm	112
<b>XVII</b>	<b>Repair room</b>		

1	Repainting on walls	sqm	42.88
2	Cabling arrangement	item	1
<b>XVIII</b>	<b>Affaires office</b>		
1	Repainting on wall	sqm	58.24
2	Cabling arrangement	item	1
<b>XIX</b>	<b>Accounting</b>		
1	Repainting on wall	sqm	3.52
2	Repair on windows	sqm	1

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## **B. EXTENSION OF A NEW BOARD ROOM & WASH ROOM TO THE BUILDING:**

<b>Item</b>	<b>Designation</b>	<b>Unit</b>	<b>QTY</b>
1	Site preparation and readjustment of the cars sheds	item	1
2	Stones masonry	cbm	6.4
3	Bricks masonry on wall	sqm	51.2
4	Reinforced concrete	cbm	0.64
5	Roof made in metalic tube and metalic sheet	sqm	42
6	Opening furniture( doors and windows)	sqm	14
7	Walls plastering and painting	sqm	120
8	Installation of toilet seat an hand wash (pipilines inclusive	item	1
9	Tiling on wash room	sqm	24
10	Supply and fix of ceiling made with gypsum board or plastic tonguesqm	sqm	54
11	Electrical instalation	item	1
12	Frooling with concrete base, tiles and rain water drainage	sqm	60
13	supply and installation of AC/18000 BTU	Item	1

### **IV. Execution Period**

All works of the building rehabilitation should be accomplished within 4 weeks after the signing of the contract.

### **V. Contractual and payment provisions**

The rehabilitation service payment will be based on a fixed amount agreed in the contract plan with no additional cost.

### **VI. Qualification requirements and Terms and Conditions**

MICR Ltd needs the following qualifications, Terms and conditions from the potential offer:

- ❖ The Contractor must have the necessary experience and expertise in building rehabilitation.
- ❖ Provide proof of permit/licenses of the Contractor (certified copy of business registration, place of registration and principal address of business).

- ❖ List of completed projects with works of similar in nature.
- ❖ Engaged in the business for at least five (5) years.
- ❖ Certification issued by at least three (3) different clients attesting to the satisfactory services/completion rendered by the contractor.
- ❖ List of 3 qualified experts (with proofs) that will undertake the rehabilitation works.
- ❖ Ready to take a public liability insurance before signing the contract of execution.
- ❖ Financial offer.
- ❖ The winner shall provide us performance guarantee of 10% of contract amount.

## **VII. Visiting of the venue**

Interested applicants shall visit the premises on Sunday 21<sup>st</sup> February, 2021 at 11:00 am.

## **VIII. Application deadline**

Interested and qualified applicants are required to submit their Financial offers with complete supporting documents to; [info@mayfair.co.rw](mailto:info@mayfair.co.rw) or in sealed envelopes to MICR Ltd Head Office located at 2<sup>nd</sup> floor Makuza Peace Plaza Avenue de la Paix KN 4, P.O. Box 1380 Kigali Rwanda, not later than **Tuesday 23<sup>rd</sup> February 2021 at 5:00 pm** (Rwanda Time).

  
**MUHIMUZI Mugisha Daniel**  
 Managing Director

