

**TOR FOR SUPRVISION OF THE REHABILITATION AND EXTENSION WORKS 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 supervision of rehabilitation and Board room extension 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.

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### III. Technical Work Requirements

The supervision of the rehabilitation work activities of main building and extension of the Board room are but not limited to the following:

- Participate in evaluation of the building rehabilitation and extension Bid officers.
- To be heavily involved in planning, organizing and controlling of the mentioned project.
- supervising regularly the contractors and staff while maintaining a safe work environment.
- Ensure the project proceeds in timely manner.
- Overseeing the construction activities that take place on the worksite in accordance with the contract agreement and standards.
- Schedule the delivery of needed materials and Labors.
- Complete necessary reports and meet with Mayfair management on regular basis to discuss the construction activities progress.
- Make suggestion and recommendations on rehabilitation and extension works correction (if any).
- Supervise and ensure all the construction works activities are aligned to the construction standards and quality specified in the contract agreement.
- Organize and conduct the quality checking of materials, equipment, supplies according to the approved drawings, technical specifications and necessary details and professional rules and regulations.
- Supervise the works according to the approved drawings, contractual documents, specifications and service orders.
- Control material characteristics referring to the prescribed standards.
- Control workmanship and materials used in execution of the construction activities.
- Produce Final completion report leading to award of Final completion certificate.

#### **IV. Execution Period**

All works of the building rehabilitation and extension supervision should be accomplished within 4 weeks after the signing of the contract, however it might be extended upon the project execution delay.

#### **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 supervision.
- ❖ 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 three (3) years.
- ❖ Certification issued by at least three (3) different clients attesting to the satisfactory services/completion rendered by the contractor.
- ❖ List of 2 qualified experts (with proofs) that will undertake the supervision of the rehabilitation and extension works.
- ❖ Ready to take a public liability insurance before signing the contract of execution.
- ❖ Financial offer.

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

Interested applicants shall visit the premises from Tuesday 09<sup>th</sup> March,2021 to Thursday 11<sup>th</sup> March,2021 from 10:00 am- 12:00 Noon (upon confirmation).



For the purpose of the site visit you may contact **Emmanuel Mbanjimbere** on **Tel: 0788426508** or **James Ngirumwe** on **Tel: 0788518153**.

### 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 **Thursday 11<sup>th</sup> March, 2021 at 5:00 pm** (Rwanda Time).

  
**MUHIMUZI Mugisha Daniel**  
**Managing Director**

