REPUBLIC OF RWANDA



RWANDA PUBLIC PROCUREMENT AUTHORITY (RPPA)

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CATEGORIZATION OF CONSULTING FIRMS OPERATING IN THE FIELD OF BUILDING AND CIVIL ENGINEERING WORKS FOR DESIGN AND SUPERVISION ASSIGNMENTS

FOREWORD

FOREWORD

Rwanda Public Procurement Authority (RPPA) as an Institution that provides advice to the Government on the smooth running of public procurement operations and contract management, establishes laws and sets the instructions regulating public procurement, enhances capacity building in favor of officials in charge of public procurement proceedings, audits and monitors Public Institutions on how they abide by public procurement laws and regulations, has introduced the categorization of consulting firms operating in the field of building and civil engineering works for design and supervision assignments.

This is the second categorization process undertaken by Rwanda Public Procurement Authority to reduce weaknesses in public procurement. The current exercise concerns companies which participate in public tenders of consultancy for design and supervision assignments.

This manual will be a useful guide to the concerned firms and will help them understand very well the concept of categorization and the whole categorization process. Also, with this manual RPPA guides all public institutions on what they have to put into consideration in preparing all tenders of consulting services for design and supervision assignments, awarding and managing contracts for consultancy services related to fields which are specified in this document.

Through this document, we would like to express our gratitude to various institutions and ministries who provided their technical support and actively participated in several consultative meetings with RPPA taskforce for the achievement of this manual. In the same regard, we would like to express our gratitude to the Institution of Engineers Rwanda (IER) and Rwanda Institute of Architects (RIA). Let our thanks also go to members of the Board of Directors of RPPA in particular, and to the staff of the Rwanda Public Procurement Authority in general for the commitment they all displayed in the achievement of this manual. Last but not least, may all the administrative entities and our partners accept our sincere gratitude for their frank collaboration and support.

Finally, we would like to call upon all concerned companies to submit their application for categorization within the period communicated by RPPA.

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Director General of RPPA

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1. Introduction

Rwanda Public Procurement Authority has the mission to achieve the best value for money for the Government of Rwanda by setting up procurement standards, guidelines, and procedures, building capacity and monitoring procurement proceedings in order to ensure competition, economy, transparency, fairness, efficiency, accountability and zero tolerance to corruption in all public procurement activities.

Considering that, the market for engineering consultancy services is large, sometimes this causes many shortcomings in hiring consulting firms that will be assigned to do engineering services.

For this reason, in order to reduce to a minimum the number of unqualified consulting firms and try to do an orientation of them, RPPA intends to categorize consulting firms working in the field of civil engineering so that consulting firms will act in accordance with their technical and financial capacities according to the assignment to be performed.

Engineering consultancy firms work on projects worth millions in the fields of design and supervision. The quality of the services provided in this field has a major impact on the national economy through various aspects of these services, such as the lifetime of the projects, their environmental effects, their efficiency, the esthetics of cities, and the societal impacts of the projects.

By this categorization, there will be a balanced distribution of work among the consultants on the market. As every year there will the upgrading of categories, consulting firms will increase their level of performance and hire new staff to improve and enrich their knowledge.

Moreover, this categorization will help Rwandan consulting firms to gain sufficient experience and permit them to compete at the international level sure of delivering services of quality and in due time.

2. Background

Good practice of public procurement relies on fundamental principles including competition and equity. The current practice in Rwanda is based on those principles. However, some consultants do not respect those principles during the competition.

Considering some of the reports of the Auditor General consulted, it was revealed that different project studies and supervision failed due to lack of knowledge in different engineering or architecture domain and/or negligence.

After finding those challenges and many others not listed, a strategy (categorization of consulting firms operating in the field of building and civil engineering works) was recommended in order

to reduce them to a minimum. Concerned consulting firms are those providing architecture or engineering services in both supervision and studies.

After this categorization, consulting firms with low capabilities will be obliged to make more effort and the use of specialized technical expertise to upgrade their performance so that they can provide architectural services and engineering consultancy at an adequate level.

Currently, according to article 8 of the law n° 26/2012 of 29/06/2012 Governing the professions of Architecture and engineering and establishing the institute of architects and the Institute of engineers in Rwanda, any legal entity providing architecture or engineering services willing to operate in Rwanda is required to first secure authorization from the Institute of Architects or Institute of Engineers of Rwanda, however, those firms are not categorized according to their financial and technical capacities.

3. Objective:

➤ Categorize consulting firms according to their financial and technical capacities;

4. Methodology and Scope of services offered

4.1 Methodology

During Categorization of Consulting firms operating in the field of building and civil engineering works, the following criteria should be taken into consideration:

- Experience of firm in similar consulting activities;
- Experience of the staff in similar consulting activities;
- Engineers gears and equipment needed in engineering consultancy.

4.2 Scope of services offered

4.2.1 Scope of services offered for Design

For all domains that will be categorized under this manual, a consulting firm will offer the following services:

- 1. Pre-feasibility Studies
- 2. Feasibility Studies including Conceptual Designs
- 3. architectural design, functionality and aesthetics;
- 4. design of harmony of shapes and colors;
- 5. interior design;
- 6. landscape architecture;
- 7. urban and rural design;
- 8. quantity surveying;

- 9. Pavement design
- 10. land surveying;
- 11. drawing and model making ;to conduct technical studies;
- 12. Detailed Engineering Designs (structural design) and preparation of Request for Proposals;
- 13. Mechanical and Electrical installation proposals;
- 14. Geotechnical study;
- 15. planning of construction of activities;
- 16. Master plans;
- 17. Technical specifications for tender for works;
- 18. Environmental impact assessment;
- 19. Elaboration of terms of reference/ request for proposals for supervision.

4.2.2 Scope of services offered for supervision

In addition to offering any advice to the procuring entity that can help in the success of the project, contracted technical supervision services technical building supervision contracts shall at least provide for the following:

- 1. Project management in accordance with administrative, legal and technical construction requirements;
- 2. Verification and certification of designs before implementation;
- 3. Project management in accordance with approved designs;
- 4. Approval of design modifications and to make a follow of all requirements for issuance of permits of such modifications if needed;
- 5. Testing of materials, systems and installations for compliance with standards;
- 6. Technical and legal consulting;
- 7. Documentation, reporting and archiving of project details;
- 8. Approval of as-built drawings as provided by contractors;
- 9. Ensuring public and on-site safety during construction, and to enforce building safety requirements;
- 10. The technical supervising office shall have the mission to contribute to the prevention of different technical hazards likely to occur during the execution of works.
- 11. The supervisory office shall, upon request by the owner, give its opinion on technical questions concerning the stability of construction works and safety of persons and their property.

5. Organization of the categorization manual

5.1 Companies concerned by the categorization

All legal entities (companies) providing architecture or engineering services registered in Rwanda providing architecture or engineering services having authorization from the Institute of Architects or Institute of Engineers to work in those aforementioned field will be required to apply for categorization. Once categorization exercise is complete, consultants in the field of building and civil engineering works will only be allowed to bid according to their categories. This means that non-categorized consultants in the concerned field will not be allowed to bid for public tenders.

In addition to that, every consulting firm is required to know all laws and regulations in force on buildings and construction of civil engineering works in general.

5.2 Applying for categorization and documents required

5.2.1 Local Companies

To be categorized, a local consulting firm will apply and submit the following documents:

- a. An application letter addressed to the Director General of Rwanda Public Procurement Authority (RPPA);
- b. A complete address of the consulting firm using the form provided by RPPA;
- c. A copy of registration certificate (RDB certificate) for companies registered in Rwanda;
- d. A copy of the authorization of the consulting firm from the Institute of Architects or Institute of Engineers to work in Rwanda;
- e. A certificate of the consulting firm registration to the Rwanda Revenue Authority (TIN/TVA);
- f. A certificate of the consulting firm registration to the Rwanda Social Security Board (RSSB);
- g. The list of the assignments successfully completed accompanied with proof of good completion during the last five years (2016, 2015, 2014, 2013 and 2012);
- h. The list of permanent personnel declared to the Rwanda Social Security Board (RSSB), notarized copies of their qualification certificates and copies of employment contracts; the technical staff will be qualified and certified professionals, in the specific fields relevant to the respective project;

- i. Evidence of use of an accredited testing laboratory;
- j. The location plan and the picture viewing the head office of the consulting firm with the indication of the district, sector, venue, plot number, etc.;
- k. The statute for the companies whose possession is required by the law;
- 1. The financial statements for the last five (5) years certified by the auditors authorized and accredited by the financial auditors association. The financial statements to be accepted are the ones declared to the Rwanda Revenue Authority and stamped by it;
- m. The authorization to verify the declaration of the key personnel to the Rwanda Social Security Board, when it is deemed necessary, addressed to the Managing director of RPPA;
- n. The authorization to get information on the consulting firm from any source by RPPA; when it is deemed necessary, addressed to RPPA.

5.2.2 Foreign companies

To be categorized, a foreign consulting firm will apply and submit the following documents:

- a. An application letter addressed to the Director General of Rwanda Public Procurement Authority (RPPA);
- b. A complete address of the consulting firm using the form provided by RPPA;
- c. A copy of registration certificate (RDB certificate) to work in Rwanda;
- d. A proof of the application to get the authorization from the Institute of Architects or Institute of Engineers to work in Rwanda;
- e. The list of the assignments successfully completed accompanied with proof of good completion during the last five years (2016, 2015, 2014, 2013 and 2012);
- f. The list of permanent personnel declared to relevant social security institution in their country (for foreign companies), notarized copies of their qualification certificates and copies of employment contracts; the technical staff will be qualified and certified professionals, in the specific fields relevant to the respective project;
- g. Evidence of use of an accredited testing laboratory;
- h. The location plan and the picture viewing the head office of the consulting firm with the indication of the district, sector, venue, plot number, etc.;

- i. The statute for the companies whose possession is required by the law;
- j. The financial statements for the last five (5) years certified by the auditors authorized and accredited by the financial auditors association. The financial statements to be accepted are the ones declared to the Rwanda Revenue Authority and stamped by it (for foreign consulting firms that has been established 6months ago);
- k. The authorization to verify the declaration of the key personnel to the Rwanda Social Security Board, when it is deemed necessary, addressed to the Managing director of RPPA;
- 1. The authorization to get information on the consulting firm from any source by RPPA; when it is deemed necessary, addressed to RPPA.

As it is provided by Rwanda Revenue Authority, every foreign consulting firm that sets up in Rwanda a business or other activities that may be taxable will be obliged to register with the Tax Administration within a period not exceeding six months from the beginning of the establishment of the firm in Rwanda; For this reason, foreign companies who have already those 6 months of establishment in Rwanda will be obliged to present the following:

- a. A certificate of the consulting firm registration to the Rwanda Revenue Authority (TIN/TVA);
- b. A certificate of the consulting firm registration to the Rwanda Social Security Board (RSSB);

5.3 Eligibility of the consultants

5.3.1 Local consulting firms

To be eligible for public tenders, a local consulting firm must register for categorization and appear on categorization list on RPPA official website.

5.3.2 Foreign consulting firms

A non-categorized foreign consulting firm can bid and be awarded a tender but this for only once. Before signing the contract, the foreign consulting firm shall be requested to provide the proof of application for categorization in RPPA accompanied with the proof of application in the Institute of Engineers or the Institute of architects to work in Rwanda.

5.3.3 Joint Ventures

Consulting firms may form joint ventures to increase their capacity and competitiveness for tendering purposes as provided by article 7 of the law n°05/2013 of 13/02/2013 modifying and completing the law n°12/2007 of 27/03/2007 on public procurement.

However, joint ventures will be authorized for the following:

- Local companies, which belong to the immediate higher, same or immediate lower category;
- Companies which are authorized to bid for a tender;

For the two aforementioned scenarios, the lead consulting firm serving as the authorized representative of others in all the tender activities must be allowed to bid for such specific tenders.

Furthermore, a local consulting firm and a foreign consulting firm may form a joint venture only for an international tender. In that case, the local consulting firm will be itself allowed to bid for such tenders. Otherwise, the normal tendering process based on categorization shall be followed.

5.4 Categories and Limitation based on categorization

According to their categories, the companies are limited as follows:

- i. Companies qualified for the category A, are authorized to bid for the tenders of the categories A, B and C;
- ii. Companies qualified for the category B are authorized to bid for the tenders of the categories B, C and D;
- iii. Companies qualified for the category C are authorized to bid for the tenders of the categories C, D and E;
- iv. Companies qualified for the category D are authorized to bid for the tenders of the categories D, E and F;
- v. Companies qualified for the category F are authorized to bid for the tenders of the category F;
- vi. Joint-ventures are authorized to bid following paragraph 5.3.3.

5.4.1 Consulting firms categorized in accordance with their technical and financial capacities according to the assignment to perform

In order to be ranked in a given category, a consulting firm will be evaluated in accordance with its technical and financial capacities.

5.5 Categorization and normal tendering procedures

5.5.1 Preparation of the terms of reference/ request for proposals and bid evaluation

The categories based on criteria will not replace the normal tendering procedures. Each tender is unique and the related Request for Proposal must clearly indicate both the detailed technical specifications and financial capabilities which will be considered during the bid evaluation.

All public procuring entities will be requested to specify the categories of companies which are allowed to bid for each tender. A reasonable class of the tender is based on the nature, value and technical requirement and must be mentioned in the terms of reference/request for proposals to facilitate consultants and consulting firms during the preparation of their bids. In addition to the normal evaluation process, the tender committee will refer to the authorized category.

5.5.2 Sub-contracting after categorization

If the terms of reference/ Request for proposals do not prohibit sub-contracting, the successful consulting firm may determine the value and the nature of the part of the tender to be subcontracted and request for subcontracting.

The procuring entity will/will not approve the suggested subcontractor basing on the following:

- i. The provisions of the laws and regulations on public procurement,
- ii. The value and the nature of the part of the tender to be sub contracted,
- iii. The category of the desired sub-contracting firm.
- iv. In order to avoid sub-contracting assignments to firms which in normal categorization procedure are not allowed to bid for such tenders, the firm to be sub-contracted will first be approved after establishing that the amount to be sub-contracted is within the threshold for which the firm is allowed to bid according to the established categorization.

5.5.3 Use of less competitive procurement method

Besides the procedures provided by laws and regulations on public procurement, to mitigate the risks of failure of the consultant, the public entity that wishes to request for authorization to use a

less competitive procurement method should first estimate the value of the tender to be awarded and make sure that the desired consultant (s) is (are) allowed to bid for such tenders.

6. New consulting firms with higher capacities

Categories of consulting firms operating in the field of building and civil engineering works for design and supervision assignments are arranged in the manner which facilitates new consulting firms to start and grow to upper categories.

However, professionals with sufficient experience plus financial, technical and management capabilities who start their business after the establishment of categories may request for categorization which matches their capacities from RPPA

The evaluation of the request will be based on personal qualification of the staff and their experience in the field, owned equipment and financial capacity.

7. Detailed criteria

The criteria proposed for the categorization of the companies of building and civil engineering works for design and supervision assignments are based on the technical, financial and management capacities. The personnel of the consulting firm, the owned equipment, the technical references, the turnover and financial capacity are main criteria that will be used for this categorization.

As it is difficult to have permanent technical staff with the needed experience, to apply for categorization, every consulting firm will be requested to provide

- 1. <u>Key Staff:</u> Must be currently working with the firm, recently completed assignments with the firm for the last five years or newly recruited and who are committed to work for the consulting firm within the next five years.
- **2.** <u>Support staff:</u> Must be permanent staff of the firm. (to be verified by declarations of the consulting firm in RSSB), managing director/equivalent, secretary and technical director

The criteria are defined by domains. The domains involved in categorization for Consultancy firms are Buildings, Roads and Bridges, Dams, water supply and sanitation, Marshland development and hillside irrigation.

8. Review of the Criteria

RPPA will update this manual every year and criteria will be adjusted according to the requirements of the market so that our consulting firms operating in the field of building and civil engineering works for design and supervision assignments are strongly constructed responding to shortcomings met by procuring entities in the field of design and supervision.

In addition to that, if after the assessment of all received applications, RPPA finds that many applications are not totally responsive to the set criteria, RPPA will adjust them and Criteria will be applied uniformly to all companies. The adjustments done will be communicated to all applicants (consulting firms operating in the field of building and civil engineering works for design and supervision assignments) when RPPA will be publishing categories.

The minimum requirements for the proposed criteria are detailed for different categories as follows:

Below is:

9. Table for detailed categorization criteria

9.1 Buildings

Criteria	Category A (in Millions)	Category B (in Millions)	Category C(in Millions)	Category D(in Millions)	Category E(in Millions)	Category F(in Millions)
Value of tender to execute	>200	[150-200]	[100-150[[50-100[[20-50[<20
Average turnover for 5 years in studies or supervision related to construction works	>150	[100-150]	[50-100[[20 -50[[10-20[-
Executed tenders for reference (at least two references) successfully completed Value: Each reference	>120	[90-120]	[60-90[[30-60[[12-30[-

Criteria	Category	Category	Category	Category	Category	Category
having at least 60% of the tender to	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
be executed Period: Last 5 years						
Available engineering gears	- 2 vehicles; - Having a written agreement with one recognized laboratory which can provide inspection tools as recommended by Rwanda Housing authority namely (Digital camera, tape	- 2 vehicles; - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools as recommend ed by Rwanda Housing authority namely (- 1 vehicle; - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools as recommend ed by Rwanda Housing authority namely (- Having a written agreement with one recognized laboratory by RSB which can provide inspection tools as recommend ed by Rwanda Housing authority namely (Digital	- Having a written agreemen t with one recognize d laborator y by RSB which can provide inspectio n tools as recomme nded by Rwanda Housing authority	

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
	measure, laser	Digital	Digital	camera,	namely (
	meter, wheel	camera, tape	camera,	tape	Digital	
	meter, sound	measure,	tape	measure,	camera,	
	meters,	laser meter,	measure,	laser meter,	tape	
	concrete	wheel	laser meter,	wheel	measure,	
	structure scan	meter,	wheel	meter,	laser	
	"GSSI",	sound	meter,	sound	meter,	
	digital	meters,	sound	meters,	wheel	
	Schmidt	concrete	meters,	concrete	meter,	
	hammer, earth	structure	concrete	structure	sound	
	resistance	scan	structure	scan	meters,	
	meter, pocket	"GSSI",	scan	"GSSI",	concrete	
	digital light	digital	"GSSI",	digital	structure	
	meter,	Schmidt	digital	Schmidt	scan	
	radiation	hammer,	Schmidt	hammer,	"GSSI",	
	meter, digital	earth	hammer,	earth	digital	
	moisture	resistance	earth	resistance	Schmidt	
	meter	meter,	resistance	meter,	hammer,	
	inspection kit,	pocket	meter,	pocket	earth	
	elcometer,	digital light	pocket	digital light	resistanc	
	torque	meter,	digital light	meter,	e meter,	
	wrench,	radiation	meter,	radiation	pocket	
	digital Vernier	meter,	radiation	meter,	digital	
	caliper, dust	digital	meter,	digital	light	
	monitor,	moisture	digital	moisture	meter,	
	digital	meter	moisture	meter	radiation	

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
	voltmeter);	inspection	meter	inspection	meter,	
	and Surveying	kit,	inspection	kit,	digital	
	equipment (elcometer,	kit,	elcometer,	moisture	
	total stations,	torque	elcometer,	torque	meter	
	GPS);	wrench,	torque	wrench,	inspectio	
		digital	wrench,	digital	n kit,	
		Vernier	digital	Vernier	elcomete	
		caliper, dust	Vernier	caliper,	r, torque	
		monitor,	caliper,	dust	wrench,	
		digital	dust	monitor,	digital	
		voltmeter);	monitor,	digital	Vernier	
		and	digital	voltmeter);	caliper,	
		Surveying	voltmeter);	and	dust	
		equipment (and	Surveying	monitor,	
		total	surveying	equipment	digital	
		stations,	equipment	(total	voltmeter	
		GPS);	(total	stations,); and	
			stations,	GPS);	Surveyin	
			GPS);		g	
					equipme	
					nt (total	
					stations,	
					GPS);	
					, ,	

Criteria	Category A (in Millions)	Category B (in Millions)	Category C(in Millions)	Category D(in Millions)	Category E(in Millions)	Category F(in Millions)
Senior and support staff having experience in Africa	A (in Millions) Support staff: - Managing Director/ equivalent; - Technical Director, who must be a registered architect/ civil engineer having at least 8 years of working experience in building	B (in Millions) Support staff: - Managing director/ equivalent; - Technical Director, who must be a registered architect/ civil engineer having at least 8 years of working experience	C(in Millions) Support staff: - Managing director/ equivalent; - Technical Director, who must be a registered architect /civil engineer having at least 6 years of	D(in Millions) Support staff: - Managing Director/ equivalent; - Technical Director, who must be a registered architect/ civil engineer having at least 5 years of	E(in Millions) Support staff: - Managin g director/e quivalent ; - Technica l Director, who must be a registere d architect /civil	F(in Millions) Support staff: - Managing director/equivale nt;
	design and supervision of building construction;	in building design and supervision of building construction;	working experience in building design and supervision of building constructio n;	working experience in building design and supervision of building constructio n;	engineer having at least 3 years of working experienc e in building	

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
	- One Secretary	- One Secretary	- One Secretary	- One Secretary	design and supervisi on of building construct ion;	
					- One Secretary	
	Key staff:	Key staff:	Key staff:	Key staff:	Key staff:	Key staff:
	 Registered Architect/ civil engineer with 8 years of working experience Registered Civil Engineer with 8 years of working 	- Registered Architect/ civil engineer with 8 years of working experience - Registered Civil Engineer	- Registered Architect/ civil engineer with 6 years of working experience - Registered Civil	- Registered Architect/ civil engineer with 5 years of working experience - Registered Civil	- Registere d Architect / civil engineer with 3 years of working experienc e	- Register ed Architec t /civil engineer with 2 years of working experien ce

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
	experience in structural design of buildings; - Registered electrical engineer with 8 years of working experience in the domain of buildings; - Registered mechanical Engineer with 8 years of	with 8 years of working experience in structural design of buildings; - Registered electrical engineer with 8 years of working experience in the domain of buildings; - Registered mechanical Engineer with 8 years	Engineer with 6 years of working experience in structural design of buildings; - Registered electrical engineer with 6 years of working experience in the domain of buildings; - Registered	Engineer with 5 years of working experience in structural design of buildings; - Registered electrical engineer with 5 years of working experience in the domain of buildings; - Registered	- Registere d Civil Engineer with 3 years of working experienc e in structural design of buildings ; - Registere d electrical engineer with 3 years of working experienc e in the	- Register ed Civil Enginee r with 2 years of working experien ce in structura l design of building s; - Register ed electrica l engineer with 2 years of working
	working experience in the domain of	of working experience	Engineer with 6 years of	Engineer with 5 years of	domain of	experien ce in the domain

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
	building construction;	domain of building construction ;		working experience in the domain of building constructio n;	buildings ; - Registere d mechanic al Engineer with 3 years of working experienc e in the domain of building construct ion;	of building s; - Land surveyor with 2 years of working experien ce; - Geotech nical engineer with 2 years of working experien ce in the domain building construc tion;

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
						- MoU with an individu al or consulti ng firm offering Environ mental impact assessm ent recogniz ed by Rwanda Develop ment Board;

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
]		

Criteria C	ategory	Category	Category	Category	Category	Category
A	(in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
	 Expert in construction management with 8 years of working experience; Expert in telecommunic ation with 8 years of working experience Land surveyor with 8 years of working experience; 	 Expert in construction managemen t with 8 years of working experience; Expert in telecommun ication with 8 years of working experience; Land surveyor with 8 years of working experience; 	- Expert in construction numanageme nt with 6 years of working experience; - Expert in telecommunication with 6 years of working experience; - Land surveyor with 6 years of working experience	- Expert in construction numanageme nt with 5 years of working experience; - Expert in telecommunication with 5 years of working experience; - Land surveyor with 5 years of working experience	construct ion managem ent with 3 years of working experienc e; - Expert in telecom municati on with 3 years of working experienc e; - Land	

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
	- Registered geotechnical engineer with 8 years of working experience in the domain building construction;	- Registered geotechnical engineer with 8 years of working experience in the domain building construction ;	- Registered geotechnic al engineer with 6 years of working experience in the domain building constructio	- Registered geotechnic al engineer with 5 years of working experience in the domain building constructio	experienc e - Registere d geotechni cal engineer with 3 years of working experienc	-
	- Quantity surveyor with 8 years of working experience in building construction;	- Quantity surveyor with 8 years of working experience in building construction ;	n; - Quantity surveyor with 6 years of working experience in building constructio n;	n; - Quantity surveyor with 5 years of working experience in building constructio n;	e in the domain building construct ion; - Quantity surveyor with 3 years of working	
	- Expert in disables	- Expert in disables design	- Expert in disables	- Expert in disables	experienc e in building	

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
	design facilities with 8 years of working experience; - MoU with an individual or consulting firm offering Environmenta 1 impact assessment recognized by Rwanda Development Board;	facilities with 8 years of working experience; - MoU with an individual or consulting firm offering Environmen tal impact assessment recognized	design facilities with 6 years of working experience; - MoU with an individual or consulting firm offering Environme ntal impact assessment	design facilities with 5 years of working experience; - MoU with an individual or consulting firm offering Environme ntal impact assessment	construct ion; - Expert in disables design facilities with 2 years of working experienc e; - MoU with an individua 1 or	r (in Minions
	- Sound Expert with 8 years of working experience in	by Rwanda Developme nt Board; - Sound Expert with 8 years of working experience	recognized by Rwanda Developme nt Board; - Sound Expert with 6 years of working	recognized by Rwanda Developme nt Board; - Sound Expert with 5 years of working	consultin g firm offering Environ mental impact assessme nt recognize	

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C(in Millions)	D(in Millions)	E(in Millions)	F(in Millions)
	A (in Millions) building construction; - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance	in building construction ; - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance	experience in building constructio n; - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance	experience in building constructio n; - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance	E(in Millions) d by Rwanda Develop ment Board; - Sound Expert with 3 years of working experienc e in building construct ion; - Having a written agreemen t with an	F(in Millions)

	T	-	C"
			firm
		-	recognize
			d by RRA
			that
			provides
			services
			related to
			accountin
			Finance

9.2 Roads and Bridges

Criteria	Category	Category	Category	Category	Category	Category
	A	В	C	D	E	F
	(in Millions)					
Value of tender to execute	>200	[150-200]	[100-150[[50-100[[20-50[<20
Average turnover for 5 years in studies or supervision related to construction works	>150	[100-150]	[50-100[[20 -50[[10-20[
Executed tenders for reference (at least two references) successfully completed Value: Each reference	>120	[90-120]	[60-90[[30-60[[12-30[

Criteria	Category	Category	Category	Category	Category	Category
	A	В	C	D	E	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
having at least 60% of the tender to be executed Period: Last 5 years						
Available engineering gears	- 2 vehicles; - Having a written agreement with one recognized laboratory by RSB inspection tools (Plate test, tape measure, laser meter, wheel meter, concrete structure scan "GSSI", Poll static penetrometer test, cone	- 2 vehicles; - Having a written agreeme nt with one recogniz ed laborator y by RSB inspectio n tools (Plate test, tape measure,	- 1 vehicle; - Having a written agreeme nt with one recogniz ed laborator y by RSB inspectio n tools (Plate test, tape	- Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (Plate test, tape measure, laser meter, wheel meter, concrete	- Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (Plate test, tape measure, laser meter, wheel meter, concrete	

Criteria	Category	Category	Category	Category	Category	Category
	A	В	C	D	E	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
	penetration test);	laser	measure,	structure	structure	
	and Surveying	meter,	laser	scan	scan	
	equipment (total	wheel	meter,	"GSSI",	"GSSI",	
	stations, GPS);	meter,	wheel	Poll static	Poll static	
		concrete	meter,	penetromet	penetromet	
		structure	concrete	er test, cone	er test, cone	
		scan	structure	penetration	penetration	
		"GSSI",	scan	test); and	test); and	
		Poll	"GSSI",	Surveying	Surveying	
		static	Poll	equipment	equipment	
		penetrom	static	(total	(total	
		eter test,	penetro	stations,	stations,	
		cone	meter	GPS);	GPS);	
		penetrati	test,			
		on test);	cone			
		and	penetrati			
		Surveyin	on test);			
		g	and			
		equipme	Surveyin			
		nt (total	g			
		stations,	equipme			
		GPS);	nt (total			
			stations, GPS);			

Criteria	Category	Category	Category C	Category	Category	Category F
	A	D			L	r
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
Senior and	Support Staff	Support Staff	Support Staff	Support Staff	Support Staff	Support Staff
support						
staff having	- Managing	- Managin	- Managin	- Managing	- Managing	- Managing
experience	director/	g	g	director/	director/	director/
in Africa	equivalent;	director/	director/	equivalent;	equivalent;	equivalent;
	- Technical	equivale	equivale	- Technical	- Technical	
	Director; who	nt;	nt;	Director;	Director;	
	must be a	- Technica	- Technic	who must	who must	
	highway	1	al	be a	be a	
	engineer with at	Director;	Director;	highway	highway	
	least 8 years of	who	who	engineer	engineer	
	working	must be a	must be	with at least	with at least	
	experience in	highway	a	5 years of	3 years of	
	roads design and	engineer	highway	working	working	
	construction;	with at	engineer	experience	experience	
		least 8	with at	in roads	in roads	
		years of	least 6	design and	design and	
		working	years of	constructio	constructio	
		experien	working	n	n	
		ce in	experien			
		roads	ce in			

Criteria	Category	Category	Category	Category	Category	Category
	A	В	С	D	E	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
	- One secretary	design and construct ion - One secretary	roads design and construc tion - One secretary	- One secretary	- One secretary	
	- Senior Highway Engineer/ Team leader with at least 8 years of working experience in roads design and construction;	Key Staff: - Senior Highway Engineer / Team leader with at least 8 years of working experien ce in roads	Key Staff: - Senior Highwa y Engineer / Team leader with at least 6 years of working experien ce in	Key Staff: - Senior Highway Engineer/ Team leader with at least 5 years of working experience in roads design and	Key Staff: - Senior Highway Engineer/ Team leader with at least 3 years of working experience in roads design and	Key Staff: - Senior Highway Engineer/ Team leader with at least 2 years of working experience in roads

Criteria	Category	Category	Category	Category	Category	Category
	A	В	C	D	E	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
	- Senior pavement/ material engineer with at least 8 years of working experience in roads design and construction;	design and construct ion - Senior pavemen t/ material engineer with at least 8 years of working experien ce in roads design and construct ion;	roads design and construc tion - Senior pavemen t/ material engineer with at least 6 years of working experien ce in roads design and construc tion - Senior	constructio n; - Senior pavement/ material engineer with at least 5 years of working experience in roads design and constructio n;	constructio n - Senior pavement/ material engineer with at least 3 years of working experience in roads design and constructio n;	design and construction - Senior Hydrologist Hydraulics engineer with 2 years of working experience in the domain of structure for waste and rain water disposal for roads design and construction; - Senior geotechnical engineer

Criteria	Category	Category	Category	Category	Category	Category
	A	В	С	D	E	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
	- Senior Hydrologist/ Hydraulics engineer with 8 years of working experience in the domain of structure for waste and rain water disposal for roads design and construction;	- Senior Hydrolo gist/ Hydrauli cs engineer with 8 years of working experien ce in the domain of structure for waste and rain water disposal for roads design and	gist/ Hydrauli cs engineer with 6 years of working experien ce in the domain of structure for waste and rain water disposal for roads design and construc tion;	- Senior Hydrologis t/ Hydraulics engineer with 5 years of working experience in the domain of structure for waste and rain water disposal for roads design and constructio n;	- Senior Hydrologis t/ Hydraulics engineer with 3 years of working experience in the domain of structure for waste and rain water disposal for roads design and constructio n;	2 years of working experience in roads design and construction - Senior Structural engineer with at least 2 years of working experience in roads design & construction and in bridge design - Environmen talist with at

Criteria	Category	Category	Category	Category	Category	Category
	A	В	С	D	E	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
	- Senior geotechnical engineer with at least 8 years of working experience in roads design and construction;	construct ion; - Senior geotechn ical engineer with at least 8 years of working experien ce in roads design and	- Senior geotechn ical engineer with at least 6 years of working experien ce in roads design and construction;	- Senior geotechnic al engineer with at least 5 years of working experience in roads design and constructio n	- Senior geotechnic al engineer with at least 3 years of working experience in roads design and constructio n	least 2 years of working experience in roads design and construction and especially in road signs and safety - Land Surveying engineer with at least 2 years of
	- Senior Structural engineer with at least 8 years of working experience in roads design &	construct ion - Senior Structura l engineer with at least 8	- Senior Structur al engineer with at least 6 years of working	- Senior Structural engineer with at least 5 years of working experience in roads	- Senior Structural engineer with at least 3 years of working experience in roads	working experience in road design and construction ; - Quantity surveyor

Criteria	Category	Category	Category	Category	Category	Category
	A	В	C	D	E	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
	construction and	years of	experien	design &	design &	with at least
	in bridge design;	working	ce in	constructio	constructio	2 years of
		experien	roads	n and in	n and in	working
		ce in	design &	bridge	bridge	experience
		roads	construc	design;	design	in roads
		design &	tion and			design and
		construct	in bridge			construction
		ion and	design			G :
		in bridge				- Socio
		design	- Contract	- Contract		Economist
		G = 114 115 = 4	engineer	engineer		with at least
	- Contract	- Contract engineer	with at least 6	with at least		2 years of working
	engineer with at	with at	years of	5 years of		experience
	least 8 years of	least 8	working	working		in road
	working	years of	experien	experience		construction
	experience in	working	ce in	in roads		construction
	roads design and	experien	roads	design and		- MoU with
	construction;	ce in	design	constructio		an
		roads	and	n;		individual or
		design	construc			consulting
		and	tion;			firm
		construct	- ,	- Environme	- Environme	offering
		ion;	- Environ	ntalist with	ntalist with	Environmen
		,	mentalis			tal impac

Criteria	Category	Category	Category	Category	Category	Category
	A	В	C	D	E	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
	 Environmentalis t with at least 8 years of working experience in roads design and construction and especially in road signs and safety; Land Surveying engineer with at least 8 years of working experience in 	- Environ mentalist with at least 8 years of working experien ce in roads design and construct ion and especiall y in road signs and safety - Land Surveyin g engineer with at	t with at least 6 years of working experien ce in roads design and construction and especiall y in road signs and safety - Land Surveyin g engineer with at least 6	at least 5 years of working experience in roads design and constructio n and especially in road signs and safety; - Land Surveying engineer with at least 5 years of working experience in road	at least 3 years of working experience in roads design and constructio n and especially in road signs and safety - Land Surveying engineer with at least 3 years of working experience in road design and	assessment recognized by Rwanda Developme nt Board;

Criteria	Category	Category	Category	Category	Category	Category
	A	В	C	D	E	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
	road design and	least 8	working	design and	constructio	
	construction;	years of	experien	constructio	n;	
		working	ce in	n;		
		experien	road			
		ce in	design			
		road	and			
		design	construc			
		and	tion;	- Transport		
		construct		Economist		
		ion;	- Transpor	with 5		
		_	t .	years of		
	- Transport	- Transpor	Economi	working		
	Economist with	t .	st with 8	experience		
	8 years of	Economi	years of	in roads		
	working	st with 8	working	design and		
	experience in	years of	experien	constructio		
	roads design and	working	ce in	n		
	construction	experien	roads			
	Construction	ce in	design			
	_	roads	and			
		design	construc			
		and	tion	- Civil		
		construct	- Civil			
		ion		Engineer		
			Engineer			

Criteria	Category	Category	Category	Category	Category	Category
	A	В	C	D	$oxed{\mathbf{E}}$	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
	- Civil Engineer with at least 8 years of working experience in roads design and construction; - Quantity surveyor with at least 8 years of working experience in roads design and construction	- Civil Engineer with at least 8 years of working experien ce in roads design and construct ion - Quantity surveyor with at least 8 years of working experien ce in	with at least 6 years of working experien ce in roads design and construction - Quantity surveyor with at least 6 years of working experien ce in roads design and	with at least 5 years of working experience in roads design and constructio n - Quantity surveyor with at least 5 years of working experience in roads design and constructio n	- Quantity surveyor with at least 5 years of working experience in roads design and construction	

Criteria	Category	Category	Category	Category	Category	Category
	A	В	\mathbf{c}	D	E	F
	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)	(in Millions)
	- Socio Economist with at least 8 years of working experience in road construction - MoU with an individual or consulting firm offering Environmental impact assessment recognized by	roads design and construct ion - Socio Economi st with at least 8 years of working experien ce in road construct ion - MoU with an individua l or consultin g firm offering	construction - Socio Economi st with at least 6 years of working experien ce in road construction - MoU with an individu al or consulting firm offering Environ mental impact	- Socio Economist with at least 5 years of working experience in road constructio n - MoU with an individual or consulting firm offering Environme ntal impact	- Socio Economist with at least 5 years of working experience in road constructio n - MoU with an individual or consulting firm offering Environme ntal impact assessment recognized	

	A (in Millions) Rwanda Development Board; - Having a written agreement with an external	B (in Millions) Environ mental impact assessme nt	C (in Millions) assessm ent recogniz ed by	(in Millions) assessment recognized by Rwanda Developme	E (in Millions) by Rwanda Developme nt Board;	F (in Millions)
(i	Rwanda Development Board; - Having a written agreement with	Environ mental impact assessme	assessm ent recogniz ed by	assessment recognized by Rwanda	by Rwanda Developme	(in Millions)
	Development Board; - Having a written agreement with	mental impact assessme	ent recogniz ed by	recognized by Rwanda	Developme	
	Board; - Having a written agreement with	impact assessme	recogniz ed by	by Rwanda	-	
	- Having a written agreement with	assessme	ed by	•	nt Roard:	
	agreement with		_	Develonme	ni Doard,	
	agreement with	nt	l	Developine		
	=		Rwanda	nt Board;	- Having a written	
	account/ firm recognized by RRA that provides services related to accounting and Finance	recogniz ed by Rwanda Develop ment Board; - Having a written agreeme nt with an external account/ firm recogniz ed by	Develop ment Board; - Having a written agreeme nt with an external account/ firm recogniz ed by RRA that provides	- Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance	agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance	

Criteria	Category	Category	Category	Category	Category	Category
	A	В	C	D	E	F
	(in Millions)					
		services	to			
		related to	accounti			
		accounti	ng and			
		ng and	Finance			
		Finance				

Criteria	Category	Category	Category	Category	Category	Category
	A	В	C	D	E	F
	(in Millions)					

9.3 Dams

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F(in Millions)
Value of tender to execute	>200	[150-200]	[100-150[[50-100[[20-50[< 20
Average turnover for 5 years in studies or supervision related to constructio n works	>150	[100-150]	[50-100[[20 -50[[10-20[-
Executed tenders for reference (at least two references) successfully completed Value: Each reference	>120	[90-120]	[60-90[[30-60[[12-30[

Criteria	Category	Category	Category	Category	Category	Category
having at least 60% of the tender to be executed Period: Last 5 years	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F(in Millions)
Available engineering gears	- 2 vehicle s; - Having a written agreem ent with one recogni zed laborat ory by RSB which can provide	- 2 vehicles; - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (tape measure, laser meter, wheel	- I vehicle; - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (tape measure, laser meter, wheel	- Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (tape measure, laser meter, wheel meter, concrete structure	- Having a written agreement with one recognized laboratory by RSB which can provide (tape measure, laser meter, wheel meter, concrete structure scan "GSSI"); - Surveying equipment (

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F(in Millions)
	inspecti	meter,	meter,	scan	total stations,	
	on tools	concrete	concrete	"GSSI")	GPS);	
	(tape	structure	structure			
	measur	scan	scan	- Surveying		
	e, laser	"GSSI");	"GSSI");	equipment (
	meter,			total		
	wheel	- Surveying	- Surveying	stations,		
	meter,	equipment	equipment (GPS);		
	concret	(total	total			
	e	stations,	stations,			
	structur	GPS);	GPS);			
	e scan					
	"GSSI"					
)					
	- Surveyi					
	ng					
	equipm					
	ent (
	total					
	stations					
	, GPS);					

Criteria	Category A (in Millions)	Category B (in Millions)	Category C (in Millions)	Category D (in Millions)	Category E (in Millions)	Category F(in Millions)
Senior and support staff having experience in Africa	Support Staff: - Managi ng director / equival ent;	Support Staff: - Managing director/ equivalent;	Support Staff: - Managing director/ equivalent;	Support Staff: - Managing director/ equivalent;	Support Staff: - Managing director/ equivalent;	Support Staff: - Managin g director/ equivale nt;
	- Technic al Directo r who must be a rural enginee r with at least 8 years of workin g experie nce in dams constru	- Technical Director who must be a rural engineer with at least 8 years of working experience in dams constructio n and maintenanc e;	- Technical Director who must be a rural engineer with at least 6 years of working experience in dams construction and maintenance ;	- Technical Director who must be a rural engineer with at least 5 years of working experience in dams construction and maintenance ;	- Technical Director who must be a rural engineer with at least 3 years of working experience in dams construction and maintenance; - One Secretary	

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F(in Millions)
	ction and mainten ance; - One Secreta ry	- One Secretary	- One Secretary	- One Secretary		
	Key Staff:	Key Staff:	Key Staff:	Key Staff:	Key Staff: - Registered	Key Staff: - Register
	- Registe red geotech nical Engine er with 8 years of workin g experie nce in dam design;	- Registered geotechnic al Engineer with 8 years of working experience in dam design;	- Registered geotechnical Engineer with 6 years of working experience in dam design;	- Registered geotechnical Engineer with 5 years of working experience in dam design	geotechnical Engineer with 3 years of working experience in dam design - Engineer in land surveying and topograp hy with 3 years of working experience in	ed geotech nical Enginee r with 2 years of working experien ce in dam design - Hydrauli cs engin eer with

Criteria Categor	cy	Category	Category	Category	Category	Category
A (in M	(illions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F(in Millions)
- H	Engine er in 1 and surveyi ng and top ograph with 8 wears of workin	- Engineer in land surveying and topogr aphy with 8 years of working experience in dam design and constructio n supervision; - Hydraulics engineer with 8 years of working	- Engineer in land surveying and topogra phy with 5 years of working experience in dam - Hydraulics e ngineer with 6 years of working experience; in dam	- Engineer in land surveying and topogra phy with 5 years of working experience in dam design and construction supervision; - Hydraulics e ngineer with 5 years of working experience;	dam design and construction supervision; - Hydraulics e ngineer with 3 years of working experience; in dam design and construction supervision - Rural Engineer with 3 years of working experience; in dam design and construction supervision	2 years of working experien ce; in dam design and construc tion supervis ion - Rural Enginee r with 2 years of working experien ce; in dam design and construc tion

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F(in Millions)
	years of workin g experie nce; in dam design and constru ction supervision - Rural Engine er with 8 years of workin g experie nce; in dam design	experience; in dam design and constructio n supervision - Rural Engineer with 8 years of working experience; in dam design and constructio n supervision	- Rural Engineer with 6 years of working experience; in dam design and construction	D (in Millions) in dam design and construction supervision - Rural Engineer with 5 years of working experience; in dam design and construction supervision	- Quantity surveyor with at least 3 years of working experience in dam design and construction supervision - MoU with an individual or consulting firm offering Environment al impact assessment recognized by Rwanda Development Board;	F(in Millions) supervis ion - Structur al engineer with at least 2 years of working experien ce in dam design and construc tion supervis ion - MoU with an individu al or

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F(in Millions)
	ction supervi sion - Dam designe r with at least 8 years of workin g experie nce, in dam design and constru ction supervi sion	- Dam designer with at least 8 years of working experience, in dam design and constructio n supervision	- Dam designer with at least 8 years of working experience, in dam design and construction supervision	- Dam designer with at least 5 years of working experience, in dam design and construction supervision	- Dam designer with at least 3 years of working	offering Environ mental impact assessm ent recogniz ed by Rwanda Develop ment Board;
	- Structur al enginee r with at least 8	- Structural engineer with at least 8 years of working experience	- Structural engineer with at least 6 years of working	- Structural engineer with at least 5 years of working	- Structural engineer with at least 5	

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F(in Millions)
	years of		experience	experience	years of	
	workin	design and	in dam	in dam	working	
	g	constructio	design and	design and	experience in	
	experie	n	construction	construction	dam design	
	nce in	supervision	supervision	supervision;	and	
	dam				construction	
	design				supervision	
	and					
	constru					
	ction					
	supervi					
	sion					
	- Quantit	- Quantity	- Quantity	- Quantity	- Quantity	
	у	surveyor	surveyor	surveyor	surveyor with	
	surveyo	with at least	with at least	with at least	at least 5	
	r with at	8 years of	6 years of	5 years of	years of	
	least 8	working	working	working	working	
	years of	experience	experience	experience	experience in	
	workin	in dam	in dam	in dam	dam design	
	g	design and	design and	design and	and	
	experie	constructio	construction	construction	construction	
	nce in	n	supervision	supervision	supervision	
	dam	supervision			r	
	design					
	and					

Criteria Cate	egory	Category	Category	Category	Category	Category
A (in	n Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F(in Millions)
		recognized by RRA that provides services related to accounting and Finance	firm recognized by RRA that provides services related to accounting and Finance	firm recognized by RRA that provides services related to accounting and Finance	provides services related to accounting and Finance	

9.4 Marshland development and irrigation

Criteria	Category	Category	Category	Category	Category	Category
	A	В	С	D	E	F
	(in millions)					
Value of tender to execute	>200	[150-200]	[100-150[[50-100[[20-50[< 20
Average turnover for 5 years in studies or supervisio n related to constructi on works	>150	[100-150]	[50-100[[20 -50[[10-20[-
Executed tenders for reference (at least two references) successfull	>120	[90-120]	[60-90[[30-60[[12-30[-

y completed Value: Each reference having at least 60% of the tender to be executed Period: Last 5 years						
Available engineerin g gears	 2 vehicles; Having a written agreemen t with external accounta nt/firm recognize d by RRA firm that 	- 2 vehicles; - Having a written agreemen t with external accounta nt/firm recognize d by RRA firm that	 1 vehicle; Having a written agreement with external accountant /firm recognize d by RRA firm that provides 	- Having a written agreement with external accountant/f irm recognized by RRA firm that provides services related to	- Having a written agreement with external accountant/f irm recognized by RRA firm that provides services related to	

provides	provides	services	accounting	accounting	
_	-				
services	services	related to	and	and	
related to	related to	accountin	Finance;	Finance;	
accountin	accountin	g and			
g and	g and	Finance;			
Finance;	Finance;		- Having a	- Having a	
11	II		written	written	
- Having a	- Having a	- Having a	agreement	agreement	
written	written	written	with one	with one	
agreemen	agreemen		recognized	recognized	
t with one	t with one	agreement with one	laboratory	laboratory	
recognize	recognize		•		
d	d	recognize	by RSB	by RSB	
laborator	laborator	d	which can	which can	
y by RSB	y by RSB	laboratory	provide	provide (
which	which	by RSB	inspection	tape	
can	can	which can	tools (tape	measure,	
provide	provide	provide	measure,	laser meter,	
inspectio	inspectio	inspection	laser meter,	wheel	
n tools (n tools (tools (wheel	meter,	
tape	tape	tape	meter,	concrete	
measure,	measure,	measure,	concrete	structure	
laser	laser	laser	structure	scan	
meter,	meter,	meter,	scan	"GSSI");an	
wheel	wheel	wheel	"GSSI")and	d Surveying	
meter,	meter,	meter,	Surveying	equipment (
concrete	concrete	concrete	equipment (total	
structure	structure	structure	total	stations,	
scan	scan	scan		GPS);	

	"GSSI") and Surveyin g equipmen t (total stations, GPS);	"GSSI"); and Surveyin g equipmen t (total stations, GPS);	"GSSI"); and Surveying equipment (total stations, GPS);	stations, GPS);		
Senior and support staff having experience in Africa	Support Staff: - Managin g director/e quivalent;	Support Staff: - Managin g director/e quivalent ;	Support Staff: - Managing director/eq uivalent;	Support Staff: - Managing director/ equivalent;	Support Staff: - Managing director/ equivalent;	Support Staff: - Managi ng director/ equivale nt;
	- Technical Director having at least 8 years of working experienc e in	- Technical Director having at least 8 years of working experienc e in	- Technical Director having at least 6 years of working experience in	- Technical Director having at least 5 years of working experience in agriculture irrigation;	- Technical Director having at least 3 years of working experience in agriculture irrigation;	

-	agricultur e irrigation; One secretary	agricultur e irrigation ; - One secretary	agriculture irrigation; - One secretary	- One secretary	- One secretary	
Key S	Staff:	Key Staff:	Key Staff:	Key Staff:	Key Staff:	Key Staff:
	Quantity surveyor with 8 years of working experienc e; Rural engineer with 8 years of working experienc e have 5	- Quantity surveyor with 8 years of working experienc e; - Rural engineer with 8 years of working	- Quantity surveyor with 6 years of working experience ; - Rural engineer with 6 years of working experience have 5	 Quantity surveyor with 5 years of working experience; Rural engineer with 5 years of working experience have 3 references (studies) in hydro- 	- Quantity surveyor with 3 years of working experience - Rural engineer with 3 years of working experience have 3 references (studies) in hydro-	 Quantit y surveyo r with 3 years of working experie nce Rural enginee r with 2 years of working

refere	nce e have 5	references	agricultural	agricultural	experie
S	reference	(studies)	installations	installations	nce
(studio	es) s	in hydro-	(gravity	(gravity	have 1
in hy	dro- (studies)	agricultura	irrigation)	irrigation)	referenc
agricu	ltur in hydro-	1	including	including	e
al	agricultur	installatio	hydro-	hydro-	(studies
install	atio al	ns (agricultural	agricultural) in
ns	(installatio	gravity	construction	construction	hydro-
gravit	y ns (irrigation)	works of	works of	agricult
irrigat	ion gravity	including	which	which	ural
)	irrigation	hydro-	earthen	earthen	installat
includ	ing)	agricultura	water	water	ions (
hydro	including	1	reservoir	reservoir	gravity
agricu	ltur hydro-	constructi	dams of at	dams of at	irrigatio
al	agricultur	on works	least 3 m	least 3 m	n)
constr	ucti al	of which	height	height	includin
on we	orks constructi	earthen			g hydro-
of w	nich on works	water	- Ao engineer	- Ao engineer	agricult
earthe	n of which	reservoir	hydrogeolo	hydrogeolo	ural
water	earthen	dams of at	gist or A0	gist or A0	construc
reserv	oir water	least 6 m	geologist	geologist	tion
dams	of reservoir	height	with 5 years	with 3 years	works
at lea	st 6 dams of		of working	of working	of
m hei	ght at least 6		experience;	experience;	which
	m height		- Land	- Land	earthen
- Ao					water
engine		- Ao	surveyor engineer	surveyor engineer	reservoi
hydro	, ,	engineer	with 5 years	with 3 years	r dams
logist	or hydrogeo	hydrogeol	with 5 years	with 5 years	of at

A0	logist or	ogist or	of working	of working	least 3
geologist	A0	A0	years in	years in	m
with 8	geologist	geologist	marshland	marshland	height
years of	with 8	with 6	developmen	developmen	
working	years of	years of	t and	t and	- Ao
experienc	working	working	irrigation,	irrigation,	enginee
e in	experienc	experience			r
marshlan	e;	in	- One Agro-	- One Agro-	hydroge
d		marshland	economist	economist	ologist
developm	- Land	developm	with 5 years	with 3 years	or A0
ent and	surveyor	ent and	having 3	having 3	geologis
hillside	engineer	hillside	references	references	t with 2
irrigation;	with 8	irrigation;	in the	in the	years of
	years of		project	project	working
- Land	working	- Land	viability	viability	experie
surveyor	years in	surveyor	studies in	studies in	nce;
engineer	marshlan	engineer	agriculture;	agriculture;	
with 8	d	with 6			- Land
years of	developm	years of	- Ao	- Ao	surveyo
working	ent and	working	mechanical	mechanical	r
years in	irrigation,	years in	engineer	engineer	enginee
marshlan		marshland	specialized	specialized	r with 2
d	- One	developm	in	in	years of
developm	Agro-	ent and	Irrigation/or	Irrigation/or	working
ent and	economis	irrigation,	water	water	years in
irrigation,	t with 8	_	resources	resources	marshla
	years	- One Agro-	having at	having at	nd
- One	having 3	economist	least 5	least 3	develop
Agro-	reference	with 6	years'	years'	ment

economis	s in the	years	experience	experience	and
t with 8	project	having 3	in the field	in the field	irrigatio
years	viability	references	of irrigation	of irrigation	n,
having 3	studies in	in the	developmen	developmen	
reference	agricultur	project	t	t	- Ao
s in the	e;	viability			mechani
project		studies in	- MoU with	- MoU with	cal
viability	- Ao	agriculture	an	an	enginee
studies in		;	individual	individual	r
agricultur			or	or	speciali
e;	engineer	- Ao	consulting	consulting	zed in
	specialize	mechanica	firm	firm	Irrigatio
- Ao	d in	1 engineer	offering	offering	n/or
mechanic	Irrigation	specialize	Environmen	Environmen	water
al	/or water	d in	tal impact	tal impact	resource
engineer	resources	Irrigation/	assessment	assessment	s having
specialize	having at	or water	recognized	recognized	at least
d in	least 8	resources	by Rwanda	by Rwanda	3 years
Irrigation	years'	having at	Developme	Developme	of
/or water	experienc	least 6	nt Board;	nt Board;	working
resources	e in the	years'		** .	experie
having at	field of	experience	- Having a	- Having a	nce in
least 8	irrigation	in the field	written	written	the field
years'	developm	of	agreement	agreement	of
experienc	ent	irrigation	with an	with an	irrigatio
e in the		developm	external	external	n
field of		ent	account/	account/	develop
irrigation	with an		firm	firm	ment
	individua		recognized	recognized	

develo	opm 1 o	or	by RRA that	by RRA that	
ent,	consultin	- MoU with	provides	provides	- MoU
	g fir	n an	services	services	with an
- MoU	offering	individual	related to	related to	individu
with	an Environ	or	accounting	accounting	al or
indivi		consulting	and Finance	and Finance	consulti
1	or impact	firm			ng firm
consu		offering			offering
g 1	firm nt	Environm			Environ
offerin		e ental			mental
Enviro		y impact			impact
ental	Rwanda	assessmen			assessm
impac		t			ent
assess		recognize			recogni
nt	Board;	d by			zed by
recogn		Rwanda			Rwanda
d	by - Having	a Developm			Develop
Rwan	da written	ent Board;			ment
Devel	op agreeme	n			Board;
ment	t with a	n - Having a			
Board	; external	written			- Having
	account/	agreement			a
- Havin	g a firm	with an			written
writte	n recogniz	e external			agreeme
agreer		4 /			nt with
t with		firm			an
extern	al provides	recognize			external
accour		d by RRA			account/
firm	related	that			firm

recognize	accountin	provides	recogni
d by RRA	g and	services	zed by
that	Finance	related to	RRA
provides		accountin	that
services		g and	provide
related to		Finance	S
accountin			services
g and			related
Finance			to
			accounti
			ng and
			Finance

9.5 Drinking water supply and sanitation

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F (in Millions)
Value of tender to execute	>200	[150-200]	[100-150[[50-100[[20-50[< 20
Average turnover for 5 years in studies or supervision related to construction works	>150	[100-150]	[50-100[[20 -50[[10-20[
Executed tenders for reference (at least two references) successfully completed Value: Each reference having at		[90-120]	[60-90[[30-60[[12-30[

Criteria	Category A (in Millions)	Category B (in Millions)	Category C (in Millions)	Category D (in Millions)	Category E (in Millions)	Category F (in Millions)
least 60% of the tender to be executed Period: Last 5 years						
Available engineering gears	- 2 vehicles ; - Having a written agreem ent with one recogni zed laborato ry by RSB which can provide (tape measure	- 2 vehicles; - Having a written agreemen t with one recognize d laborator y by RSB which can provide (tape measure, laser meter,	- I vehicle; - Having a written agreement with one recognized laboratory by RSB which can provide (tape measure, laser meter, wheel meter, concrete structure scan	- Having a written agreeme nt with one recogniz ed laborato ry by RSB which can provide (tape measure, laser meter, wheel meter,	- Having a written agreemen t with one recognize d laborator y by RSB which can provide (tape measure, laser meter, wheel meter, concrete structure	

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F (in Millions)
	, laser	wheel	"GSSI",	concrete	scan	
	meter,	meter,	turbidity	structure	"GSSI",	
	wheel	concrete	test, water	scan	turbidity	
	meter,	structure	quality tests,	"GSSI",	test,	
	concret	scan	water	turbidity	water	
	e	"GSSI",	presence	test,	quality	
	structur	turbidity	test)	water	tests,	
	e scan	test,		quality	water	
	"GSSI",	water	- Surveying	tests,	presence	
	turbidit	quality	equipment (water	test)	
	y test,	tests,	total	presence		
	water	water	stations,	test)	- Surveyin	
	quality	presence	GPS);		g	
	tests,	test)		- Surveyi	equipmen	
	water		-	ng	t (total	
	presenc	- Surveyin		equipme	stations,	
	e test)	g		nt (total	GPS);	
		equipmen		stations,		
	- Surveyi	t (total		GPS);		
	ng	stations,				
	equipm	GPS);				
	ent (
	total					
	stations,					
	GPS);					

Criteria	Category A (in Millions)	Category B (in Millions)	Category C (in Millions)	Category D (in Millions)	Category E (in Millions)	Category F (in Millions)
Senior and support staff having experience in Africa	Support staff - Managi ng director / equival ent; - Technic al Director who has an experie nce of 8 years of working experie nce in water supply and sanitati	Support staff - Managin g director/equivalen t; - Technical Director who has an experienc e of 8 years of working experienc e in water supply and sanitation facilities design and	Support staff - Managing director/ equivalent; - Technical Director who has an experience of 6 years of working experience in water supply and sanitation facilities design and supervision;	Support staff - Managin g director/equivale nt; - Technic al Director who has an experien ce of 5 years of working experien ce in water supply and sanitatio n	Support staff - Managin g director/ equivalen t; - Technical Director who has an experienc e of 3 years of working experienc e in water supply and sanitation facilities design and	Support staff - Managing director/equi valent;

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F (in Millions)
	on facilitie s design and supervis ion;	supervisi on;	- One secretary	facilities design and supervis ion;	supervisi on; - One secretary	
	- One secretar y	- One secretary		- One secretar y		
	Key Staff: - Hydraul ics enginee r with 8	Key Staff: - Hydrauli cs engineer with 8	Exercises Exerci	Key Staff: - Hydrauli cs engineer with 5	Key Staff: - Hydrauli cs engineer with 3	Key Staff: - 1 Civil engineers with 2 years of working

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F (in Millions)
	working	years of		years of	years of	experience in
	;	working;	- Hydrologist	working	working;	drinking
			having at	;		water supply
	- Hydrolo	- Hydrolog	least 6 years		- Hydrolog	and
	gist	ist having	of working	- Hydrolo	ist having	sanitation;
	having	at least 8	experience;	gist	at least	,
	at least	years of		having	3years of	- Hydraulics
	8 years	working	- Engineer in	at least 5	working	engineer with
	of	experienc	land	years of	experienc	2 years of
	working	e	surveying	working	e	working
	experie		and topogra	experien		experience in
	nce;	- Engineer	phy with 6	ce	- Engineer	drinking
		in land	years of		in land	water supply
	- Enginee	surveying	working	- Enginee	surveying	and
	r in lan	and topo	experience	r in lan	and topog	sanitation;
	d	graphy	in water	d	raphy	, swinter,
	surveyi	with 8	supply;	surveyin	with 3	- Hydrologist
	ng	years of		g	years of	having at
	and top	working	- Mechanical	and topo	working	least 2 years
	ography	experienc	engineer	graphy	experienc	of working
	with 8	e in water	with at least	with 5	e;	experience in
	years of	supply;	6years of	years of	,	drinking
	working	11.7/	working	working	- Mechanic	water supply
	experie	- Mechanic	experience	experien	al	and
	nce in	al	in drinking	ce;	engineer	sanitation;
	1100 111	engineer	water		with at	Summer on,

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F (in Millions)
	water supply; - Mechan ical enginee r with at least 8 years of working experie nce in drinkin g water supply and sanitati on design/ supervis ion, - MoU	B (in Millions) with at least 8 years of working experienc e in drinking water supply and sanitation design/ supervisi on - MoU with an individua l or consultin g firm offering Environ	supply and sanitation design/supervision - MoU with an individual or consulting firm offering Environmen tal impact assessment recognized by Rwanda Developmen t Board; - Having a written agreement	- Mechani cal engineer with at least 5 years of working experien ce in drinking water supply and sanitatio n design/ supervis ion - MoU with an individu	E (in Millions) least 3 years of working experienc e in drinking water supply and sanitation design/ supervisi on - MoU with an individua l or consultin g firm offering Environ mental	- Engineer in land surveying and topograp hy with 2 years of working experience; - Mechanical engineer with at least 2 years of working experience in drinking water supply and sanitation design/supervision;
	with an individu al or	Environ mental impact assessme	with an external account/	al or consulti ng firm	mental impact assessme nt	- MoU with an individual or consulting

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F (in Millions)
	consulti	nt	firm	offering	recognize	firm offering
	ng firm	recognize	recognized	Environ	d by	Environment
	offering	d by	by RRA that	mental	Rwanda	al impact
	Environ	Rwanda	provides	impact	Develop	assessment
	mental	Develop	services	assessm	ment	recognized
	impact	ment	related to	ent	Board;	by Rwanda
	assessm	Board;	accounting	recogniz		Developmen
	ent		and Finance	ed by	- Having a	Board;
	recogni	- Having a		Rwanda	written	
	zed by	written		Develop	agreemen	- Having a
	Rwanda	agreemen		ment	t with an	written
	Develo	t with an		Board;	external	agreement
	pment	external			account/	with an
	Board;	account/		- Having	firm	external
		firm		a written	recognize	account/ firn
	- Having	recognize		agreeme	d by	recognized
	a	d by		nt with	RRA that	by RRA that
	written	RRA that		an	provides	provides
	agreem	provides		external	services	services
	ent with	services		account/	related to	related to
	an	related to		firm	accountin	accounting
	external	accountin		recogniz	g and	and Finance
	account	g and		ed by	Finance	
	/ firm	Finance		RRA		
	recogni			that		
	zed by			provides		

Criteria	Category	Category	Category	Category	Category	Category
	A (in Millions)	B (in Millions)	C (in Millions)	D (in Millions)	E (in Millions)	F (in Millions)
	RRA			services		
	that			related		
	provide			to		
	S			accounti		
	services			ng and		
	related			Finance		
	to					
	account					
	ing and					
	Finance					

10. Forms to be filled in by consulting firms for their categorization

Documents required

To be categorized, a consulting firm must apply and submit the following documents:

- a. An application letter addressed to the Managing director of Rwanda Public Procurement Authority (RPPA);
- b. A complete address of the consulting firm using the form provided by RPPA;
- c. A copy of registration certificate;
- d. A certificate of the consulting firm registration to the Rwanda Revenue Authority (TIN/TVA);
- e. A certificate of the consulting firm registration to the Rwanda Social Security Board (RSSB);
- f. The list of the assignments successfully completed with good completion certificates during the last five years (2016, 2015, 2014, 2013 and 2012);
- g. The list of tools and equipment using the form provided by RPPA, with the related proofs of purchase and the yellow cards for the moving gears.
- h. The list of personnel declared to the Rwanda Social Security Board and notified copies of their qualification certificates;
- i. The location plan and the picture viewing the head office of the consulting firm with the indication of the district, sector, street, plot number, etc.;
- j. The statute for the companies whose possession is required by the law;
- k. The financial statements for the last five years certified by the auditors authorized and accredited by the financial auditors association. The financial statements to be accepted are the ones declared to the Rwanda Revenue Authority and stamped by it;
- 1. The authorization to verify the declaration of the key personnel to Rwanda Social Security Board, when it is deemed necessary, addressed to the Managing director of RPPA;
- m. The authorization to get information on the consulting firm from any source by RPPA; when it is deemed necessary, addressed to RPPA.

	n application letter accurement Authority (R	ddressed to the Managing director of PPA);	Rwanda l	Public
	ting firm name:ldress	····		
To Mar	naging director of the Rwa	anda Public Procurement Authority		
Re: Ap	plication for categorizat	tion		
Nshya ifield of applica represe categor RPPA.	newspaper nois f building and civil engition for categorization, I ntative), Managing directative as she/he is natization by your office in malyzing the categorization and the form of the form	sted through the "Radio Rwanda" and advertises and on	ns operating n assignment sulting firm title of the n registration and publish	in the lets for lega lega n and ned by
NTO.	T		1	
Nº 1	Description Buildings	Category (to be filled in by the applicant)		
2	Roads and bridges			
3	Dams			
4	Marshland			
	development and			
	irrigation			
5	Drinking Water			
	supply projects and sanitation			
I look f	forward to hearing from you	nment by your office for this application ou. ng firm stamp):		
Name a	and Title of Signatory:			

10.2 Consulting firm full address format

Name of the consulting firm		
Consulting firm Headquarters (country,		
province, district, sector, cell, street and building)	Province	
	District	
	Sector	
	Cell	
	road/avenue/street and building if applicable	
P.O. Box Number		
Telephone and fax number of the	e consulting firm office	
E- mail of the consulting firm		
Website of the consulting firm		
Registration date		
Place of registration		
Registration number		
Taxpayer Identification Number	(TIN)	
Social Security Fund of Rwanda	registration number	
Name of the legal representative	of the consulting firm	
Mobile telephone number of the		
E- mail address of the represent		
The total value of the assignmen firm during the last 5 years.		

- ➤ A copy of registration certificate;
- ➤ A certificate of the consulting firm registration to the Rwanda Revenue Authority (TIN/TVA);
- ➤ A certificate of the consulting firm registration to the Rwanda Social Security Board (RSSB);

10.3 List of the assignments successfully completed during the last five years (2016, 2015, 2014, 2013 and 2012);

A brief description of the consultant's organization and an outline of recent experience on assignments) of a similar nature. For each assignment, the outline should indicate, inter alia, the, duration of the assignment, contract amount, and consultant's involvement.

Project name and country	Name of client, and contact person and his/her telephone number	Specific assignment performed and year of completion	Cons ultin g firm' s invol veme nt.	Profiles of the staff proposed	Name of the Staff proposed	Duration of the assignme nt	Value of contract (national currency equivalent
			I.	Buildings			
(a)							
(b)							
Etc.							
II. Roads and or Bridges							
(a)							

(b)							
Etc.							
			III	. Dams			
(a)							
(b)							
Etc.							
		IV. Mar	shland (development	and irrigation	on	
(a)							
(b)							
Etc.							
V. Drinking Water supply and sanitation							
(a)							
(b)							

Etc.					
		VI.	Others		
(a)					
(b)					
Etc.					

10.4 Owned equipment1

Gear or tool included in the equipment	Description (type and model)	Number	Manufacture date	State (new, good or poor)
(a)				
(b)				
(c)				
Etc.				

10.5 List of the staff declared to Rwanda Social Security Board (RSSB)

The list of the staff team (key and support) by specialty, the tasks to which they are/were or will be assigned

CVs and contracts recently signed by the proposed professional staff and the authorized representative submitting the application. Key information should include number of years

¹ proofs of purchase and the yellow cards where applicable must be attached to these forms

working for the consultant/entity and degree of responsibility held in various assignments during the last five (5) years.

For key staff that has been working for the firm for the last two years, the consulting is required to provide the proof of payment of their contribution in Rwanda Social Security Board.

Names of the employe e	Qualification ²	General experienc e (in years)	Appointmen t date	Position in the consultin g firm	Number of registratio n to the Social Security Fund of Rwanda	Date of affiliatio n to the social security fund of Rwanda

➤ The location plan and the picture viewing the head office of the consulting firm with the indication of the district, sector, street, plot number, etc.;

10.6 The location plan and the picture viewing the head office of the consulting firm with the indication of the district, sector, street, plot number, etc.;

- The statute for the companies whose possession is required by the law;
- ➤ The financial statements for the last five years certified by the auditors authorized and accredited by the financial auditors association. The financial statements to be accepted are the ones declared to the Rwanda Revenue Authority and stamped by it;

² Actualized **CV** Signed by the employee and **copies of degrees must be submitted** together with these forms

Consulting firm name: Full Address Social Security Fund of Rwanda registration number: (indicate your RSSB affiliation number)
To the Managing director of Rwanda Social Security Board (RSSB)
Dear Madam/Sir,
Re: Authorization to RPPA to verify the declaration of(insert the name of the Consulting firm) personnel to Rwanda Social Security Board (RSSB)
I
This authorization is valid until 31/12/2017
Date and Signature (and consulting firm stamp):
Name and Title of Signatory:

10.7 Authorization to verify the declaration of the key personnel to Rwanda Social Security

Board

10.8 To whom it may concern
Consulting firm name: Full Address
Dear Sir/Madam
Re: Authorization to get information on the(insert the name of the firm) from any source by RPPA
This letter serves to request you to allow RPPA access to any information regarding my consulting firm about any of the following:
 Any assignment performed for your consulting firm/institution within the last five years, Balance of my consulting firm accounts on any date within the last five years in your bank. Tax payment to Rwanda Revenue Authority, Bought construction equipment/machine,
This authorization is valid until 31/12/2017
Date and Signature (and consulting firm stamp):
Name and Title of Signatory: