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

Kigali, May, 2017

FOREWORD

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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.

Thanks


SEMINEGA Augustus

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 be 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;
- l. 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;
- l. 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. **Key Staff :** 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. **Support staff:** 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 <u>Value:</u> Each reference	>120	[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)
<p>having at least 60% of the tender to be executed</p> <p><u>Period:</u> Last 5 years</p>						
<p>Available engineering gears</p>	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 2 vehicles; - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools as recommended by Rwanda Housing authority namely (<ul style="list-style-type: none"> - 1 vehicle; - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools as recommended by Rwanda Housing authority namely (<ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools as recommended by Rwanda Housing authority namely (Digital 	<ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools as recommended by Rwanda Housing authority 	

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)
	measure, laser meter, wheel meter, sound meters, concrete structure scan “GSSI”, digital Schmidt hammer, earth resistance meter, pocket digital light meter, radiation meter, digital moisture meter inspection kit, elcometer, torque wrench, digital Vernier caliper, dust monitor, digital	Digital camera, tape measure, laser meter, wheel meter, sound meters, concrete structure scan “GSSI”, digital Schmidt hammer, earth resistance meter, pocket digital light meter, radiation meter, digital moisture meter	Digital camera, tape measure, laser meter, wheel meter, sound meters, concrete structure scan “GSSI”, digital Schmidt hammer, earth resistance meter, pocket digital light meter, radiation meter, digital moisture	camera, tape measure, laser meter, wheel meter, sound meters, concrete structure scan “GSSI”, digital Schmidt hammer, earth resistance meter, pocket digital light meter, radiation meter, digital moisture meter	namely (Digital camera, tape measure, laser meter, wheel meter, sound meters, concrete structure scan “GSSI”, digital Schmidt hammer, earth resistance meter, pocket digital light meter, radiation	

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)
	voltmeter); and Surveying equipment (total stations, GPS);	inspection kit, elcometer, torque wrench, digital Vernier caliper, dust monitor, digital voltmeter); and Surveying equipment (total stations, GPS);	meter inspection kit, elcometer, torque wrench, digital Vernier caliper, dust monitor, digital voltmeter); and surveying equipment (total stations, GPS);	inspection kit, elcometer, torque wrench, digital Vernier caliper, dust monitor, digital voltmeter); and Surveying equipment (total stations, GPS);	meter, digital moisture meter inspectio n kit, elcomete r, torque wrench, digital Vernier caliper, dust monitor, digital Vernier caliper, dust monitor, digital voltmeter); and Surveyin 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	<p><u>Support staff:</u></p> <ul style="list-style-type: none"> - Managing Director/ equivalent; - Technical Director, who must be a registered architect/ civil engineer having at least 8 years of working experience in building design and supervision of building construction; 	<p><u>Support staff:</u></p> <ul style="list-style-type: none"> - Managing director/ equivalent ; - Technical Director, who must be a registered architect/ civil engineer having at least 8 years of working experience in building design and supervision of building construction ; 	<p><u>Support staff:</u></p> <ul style="list-style-type: none"> - Managing director/ equivalent; - Technical Director, who must be a registered architect /civil engineer having at least 6 years of working experience in building design and supervision of building construction; 	<p><u>Support staff:</u></p> <ul style="list-style-type: none"> - Managing Director/ equivalent; - Technical Director, who must be a registered architect/ civil engineer having at least 5 years of working experience in building design and supervision of building construction; 	<p><u>Support staff:</u></p> <ul style="list-style-type: none"> - Managin g director/e quivalent ; - Technica l Director, who must be a registere d architect /civil engineer having at least 3 years of working experienc e in building 	<p><u>Support staff:</u></p> <ul style="list-style-type: none"> - Managin g director/ equivalent;

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)
	<ul style="list-style-type: none"> - One Secretary 	<ul style="list-style-type: none"> - One Secretary 	<ul style="list-style-type: none"> - One Secretary 	<ul style="list-style-type: none"> - One Secretary 	<p>design and supervision of building construction;</p> <ul style="list-style-type: none"> - One Secretary 	
	<p><u>Key staff:</u></p> <ul style="list-style-type: none"> - Registered Architect/civil engineer with 8 years of working experience - Registered Civil Engineer with 8 years of working 	<p><u>Key staff:</u></p> <ul style="list-style-type: none"> - Registered Architect/civil engineer with 8 years of working experience - Registered Civil Engineer 	<p><u>Key staff:</u></p> <ul style="list-style-type: none"> - Registered Architect/civil engineer with 6 years of working experience - Registered Civil 	<p><u>Key staff:</u></p> <ul style="list-style-type: none"> - Registered Architect/civil engineer with 5 years of working experience - Registered Civil 	<p><u>Key staff:</u></p> <ul style="list-style-type: none"> - Registered Architect / civil engineer with 3 years of working experience 	<p><u>Key staff:</u></p> <ul style="list-style-type: none"> - Registered Architect /civil engineer with 2 years of working experience

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)
	<p>experience in structural design of buildings;</p> <ul style="list-style-type: none"> - Registered electrical engineer with 8 years of working experience in the domain of buildings; - Registered mechanical Engineer with 8 years of working experience in the domain of 	<p>with 8 years of working experience in structural design of buildings;</p> <ul style="list-style-type: none"> - Registered electrical engineer with 8 years of working experience in the domain of buildings; - Registered mechanical Engineer with 8 years of working experience in the 	<p>Engineer with 6 years of working experience in structural design of buildings;</p> <ul style="list-style-type: none"> - Registered electrical engineer with 6 years of working experience in the domain of buildings; - Registered mechanical Engineer with 6 years of 	<p>Engineer with 5 years of working experience in structural design of buildings;</p> <ul style="list-style-type: none"> - Registered electrical engineer with 5 years of working experience in the domain of buildings; - Registered mechanical Engineer with 5 years of 	<ul style="list-style-type: none"> - Registered Civil Engineer with 3 years of working experience in structural design of buildings ; - Registered electrical engineer with 3 years of working experience in the domain of 	<ul style="list-style-type: none"> - Registered Civil Engineer with 2 years of working experience in structural design of buildings ; - Registered electrical engineer with 2 years of working experience in the domain

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)
	building construction;	domain of building construction ;	working experience in the domain of building construction;	working experience in the domain of building construction;	buildings ; - Registered mechanical Engineer with 3 years of working experience in the domain of building construction;	of buildings ; - Land surveyor with 2 years of working experience; - Geotechnical engineer with 2 years of working experience in the domain building construction;

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)
						<ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board;

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)

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)
	<ul style="list-style-type: none"> - Expert in construction management with 8 years of working experience; - Expert in telecommunication with 8 years of working experience - Land surveyor with 8 years of working experience; 	<ul style="list-style-type: none"> - Expert in construction management with 8 years of working experience; - Expert in telecommunication with 8 years of working experience; - Land surveyor with 8 years of working experience; 	<ul style="list-style-type: none"> - Expert in construction management with 6 years of working experience; - Expert in telecommunication with 6 years of working experience; - Land surveyor with 6 years of working experience 	<ul style="list-style-type: none"> - Expert in construction management with 5 years of working experience; - Expert in telecommunication with 5 years of working experience; - Land surveyor with 5 years of working experience 	<ul style="list-style-type: none"> - Expert in construction management with 3 years of working experience; - Expert in telecommunication with 3 years of working experience; - Land surveyor with 3 years of working 	

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)
	<ul style="list-style-type: none"> - Registered geotechnical engineer with 8 years of working experience in the domain building construction; - Quantity surveyor with 8 years of working experience in building construction; - Expert in disables 	<ul style="list-style-type: none"> - Registered geotechnical engineer with 8 years of working experience in the domain building construction ; - Quantity surveyor with 8 years of working experience in building construction ; - Expert in disables design 	<ul style="list-style-type: none"> - Registered geotechnical engineer with 6 years of working experience in the domain building construction ; - Quantity surveyor with 6 years of working experience in building construction ; - Expert in disables 	<ul style="list-style-type: none"> - Registered geotechnical engineer with 5 years of working experience in the domain building construction ; - Quantity surveyor with 5 years of working experience in building construction ; - Expert in disables 	<ul style="list-style-type: none"> experience - Registered geotechnical engineer with 3 years of working experience in the domain building construction; - Quantity surveyor with 3 years of working experience in building 	-

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)
	<p>design facilities with 8 years of working experience;</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Sound Expert with 8 years of working experience in 	<p>facilities with 8 years of working experience;</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Sound Expert with 8 years of working experience 	<p>design facilities with 6 years of working experience;</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Sound Expert with 6 years of working 	<p>design facilities with 5 years of working experience;</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Sound Expert with 5 years of working 	<p>construction;</p> <ul style="list-style-type: none"> - Expert in disables design facilities with 2 years of working experience; - MoU with an individual or consulting firm offering Environmental impact assessment recognize 	

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)
	<p>building construction;</p> <ul style="list-style-type: none"> - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance 	<p>in building construction ;</p> <ul style="list-style-type: none"> - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance 	<p>experience in building construction;</p> <ul style="list-style-type: none"> - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance 	<p>experience in building construction;</p> <ul style="list-style-type: none"> - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance 	<p>d by Rwanda Development Board;</p> <ul style="list-style-type: none"> - Sound Expert with 3 years of working experience in building construction; - Having a written agreement with an external account/ 	

				-	firm recognize d by RRA that provides services related to accountin g and Finance	
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9.2 Roads and Bridges

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 <u>Value:</u> Each reference	>120	[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)
having at least 60% of the tender to be executed <u>Period: Last 5 years</u>						
Available engineering gears	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 2 vehicles; - Having a written agreement with one recognized laboratory by RSB inspection tools (Plate test, tape measure, 	<ul style="list-style-type: none"> - 1 vehicle; - Having a written agreement with one recognized laboratory by RSB inspection tools (Plate test, tape 	<ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (Plate test, tape measure, laser meter, wheel meter, concrete 	<ul style="list-style-type: none"> - 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 A (in Millions)	Category B (in Millions)	Category C (in Millions)	Category D (in Millions)	Category E (in Millions)	Category F (in Millions)
	penetration test); and Surveying equipment (total stations, GPS);	laser meter, wheel meter, concrete structure scan “GSSI”, Poll static penetrom eter test, cone penetrati on test); and Surveyin g equipme nt (total stations, GPS);	measure, laser meter, wheel meter, concrete structure scan “GSSI”, Poll static penetro meter test, cone penetrati on test); and Surveyin g equipme nt (total stations, GPS);	structure scan “GSSI”, Poll static penetromet er test, cone penetration test); and Surveying equipment (total stations, GPS);	structure scan “GSSI”, Poll static penetromet er test, cone penetration test); and Surveying equipment (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	<u>Support Staff</u> <ul style="list-style-type: none"> - Managing director/ equivalent; - Technical Director; who must be a highway engineer with at least 8 years of working experience in roads design and construction; 	<u>Support Staff</u> <ul style="list-style-type: none"> - Managin g director/ equivale nt; - Technica l Director; who must be a highway engineer with at least 8 years of working experien ce in roads 	<u>Support Staff</u> <ul style="list-style-type: none"> - Managin g director/ equivale nt ; - Technic al Director; who must be a highway engineer with at least 6 years of working experien ce in 	<u>Support Staff</u> <ul style="list-style-type: none"> - Managing director/ equivalent; - Technical Director; who must be a highway engineer with at least 5 years of working experience in roads design and constructio n 	<u>Support Staff</u> <ul style="list-style-type: none"> - Managing director/ equivalent; - Technical Director; who must be a highway engineer with at least 3 years of working experience in roads design and constructio n 	<u>Support Staff</u> <ul style="list-style-type: none"> - Managing director/ equivalent;

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)
	<p>- One secretary</p> <p><u>Key Staff:</u></p> <p>- Senior Highway Engineer/ Team leader with at least 8 years of working experience in roads design and construction;</p>	<p>design and construction</p> <p>- One secretary</p> <p><u>Key Staff:</u></p> <p>- Senior Highway Engineer / Team leader with at least 8 years of working experience in roads</p>	<p>roads design and construction</p> <p>- One secretary</p> <p><u>Key Staff:</u></p> <p>- Senior Highway Engineer / Team leader with at least 6 years of working experience in</p>	<p>- One secretary</p> <p><u>Key Staff:</u></p> <p>- Senior Highway Engineer/ Team leader with at least 5 years of working experience in roads design and</p>	<p>- One secretary</p> <p><u>Key Staff:</u></p> <p>- Senior Highway Engineer/ Team leader with at least 3 years of working experience in roads design and</p>	<p><u>Key Staff:</u></p> <p>- Senior Highway Engineer/ Team leader with at least 2 years of working experience in roads</p>

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)
	<ul style="list-style-type: none"> - Senior pavement/material engineer with at least 8 years of working experience in roads design and construction; 	<p>design and construction</p> <ul style="list-style-type: none"> - Senior pavement/material engineer with at least 8 years of working experience in roads design and construction; 	<p>roads design and construction</p> <ul style="list-style-type: none"> - Senior pavement/material engineer with at least 6 years of working experience in roads design and construction - Senior Hydrolo 	<p>construction;</p> <ul style="list-style-type: none"> - Senior pavement/material engineer with at least 5 years of working experience in roads design and construction; 	<p>construction</p> <ul style="list-style-type: none"> - Senior pavement/material engineer with at least 3 years of working experience in roads design and construction; 	<p>design and construction</p> <ul style="list-style-type: none"> - 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 with at least

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)
	<ul style="list-style-type: none"> - 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; 	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - Senior Hydrologist/ Hydraulics engineer with 6 years of working experience in the domain of structure for waste and rain water disposal for roads design and construction; 	<ul style="list-style-type: none"> - Senior Hydrologist/ Hydraulics engineer with 5 years of working experience in the domain of structure for waste and rain water disposal for roads design and construction; 	<ul style="list-style-type: none"> - Senior Hydrologist/ Hydraulics engineer with 3 years of working experience in the domain of structure for waste and rain water disposal for roads design and construction; 	<ul style="list-style-type: none"> - 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 - Environmentalist with at

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)
	<ul style="list-style-type: none"> - Senior geotechnical engineer with at least 8 years of working experience in roads design and construction; - Senior Structural engineer with at least 8 years of working experience in roads design & 	<ul style="list-style-type: none"> construct ion; - Senior geotechnical engineer with at least 8 years of working experience in roads design and construction - Senior Structural engineer with at least 8 	<ul style="list-style-type: none"> - Senior geotechnical engineer with at least 6 years of working experience in roads design and construction; - Senior Structural engineer with at least 6 years of working 	<ul style="list-style-type: none"> - Senior geotechnical engineer with at least 5 years of working experience in roads design and construction - Senior Structural engineer with at least 5 years of working experience in roads 	<ul style="list-style-type: none"> - Senior geotechnical engineer with at least 3 years of working experience in roads design and construction - - Senior Structural engineer with at least 3 years of working experience in roads 	<ul style="list-style-type: none"> 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 working experience in road design and construction ; - Quantity surveyor

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)
	<p>construction and in bridge design;</p> <ul style="list-style-type: none"> - Contract engineer with at least 8 years of working experience in roads design and construction; 	<p>years of working experience in roads design & construction and in bridge design</p> <ul style="list-style-type: none"> - Contract engineer with at least 8 years of working experience in roads design and construction; 	<p>experience in roads design & construction and in bridge design</p> <ul style="list-style-type: none"> - Contract engineer with at least 6 years of working experience in roads design and construction; - Environmentalis 	<p>design & construction and in bridge design;</p> <ul style="list-style-type: none"> - Contract engineer with at least 5 years of working experience in roads design and construction; - Environmentalist with 	<p>design & construction and in bridge design</p> <ul style="list-style-type: none"> - Environmentalist with 	<p>with at least 2 years of working experience in roads design and construction</p> <ul style="list-style-type: none"> - Socio Economist with at least 2 years of working experience in road construction - MoU with an individual or consulting firm offering Environmental impact

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)
	<ul style="list-style-type: none"> - Environmentalist 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 	<ul style="list-style-type: none"> - Environmentalist 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 	<ul style="list-style-type: none"> - t with at least 6 years of working experience in roads design and construction and especially in road signs and safety - Land Surveying engineer with at least 6 years of 	<ul style="list-style-type: none"> - at least 5 years of working experience in roads design and construction and especially in road signs and safety; - Land Surveying engineer with at least 5 years of working experience in road 	<ul style="list-style-type: none"> - at least 3 years of working experience in roads design and construction and especially in road signs and safety - Land Surveying engineer with at least 3 years of working experience in road design and 	<ul style="list-style-type: none"> - assessment recognized by Rwanda Development Board;

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)
	<p>road design and construction;</p> <ul style="list-style-type: none"> - Transport Economist with 8 years of working experience in roads design and construction 	<p>least 8 years of working experience in road design and construction;</p> <ul style="list-style-type: none"> - Transport Economist with 8 years of working experience in roads design and construction 	<p>working experience in road design and construction;</p> <ul style="list-style-type: none"> - Transport Economist with 8 years of working experience in roads design and construction - Civil Engineer 	<p>design and construction;</p> <ul style="list-style-type: none"> - Transport Economist with 5 years of working experience in roads design and construction - Civil Engineer 	<p>construction;</p>	

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)
	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> with at least 6 years of working experience in roads design and construction - Quantity surveyor with at least 6 years of working experience in roads design and 	<ul style="list-style-type: none"> with at least 5 years of working experience in roads design and construction - Quantity surveyor with at least 5 years of working experience in roads design and construction 	<ul style="list-style-type: none"> - Quantity surveyor with at least 5 years of working experience in roads design and construction 	

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)
	<ul style="list-style-type: none"> - 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 	<ul style="list-style-type: none"> roads design and construction - Socio Economist with at least 8 years of working experience in road construction - MoU with an individual or consulting firm offering 	<ul style="list-style-type: none"> construction - Socio Economist with at least 6 years of working experience in road construction - MoU with an individual or consulting firm offering Environmental impact 	<ul style="list-style-type: none"> - Socio Economist with at least 5 years of working experience in road construction - MoU with an individual or consulting firm offering Environmental impact 	<ul style="list-style-type: none"> - Socio Economist with at least 5 years of working experience in road construction - MoU with an individual or consulting firm offering Environmental impact assessment recognized 	

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)
	<p>Rwanda Development Board;</p> <ul style="list-style-type: none"> - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance 	<p>Environmental impact assessment recognized by Rwanda Development Board;</p> <ul style="list-style-type: none"> - Having a written agreement with an external account/ firm recognized by RRA that provides 	<p>assessment recognized by Rwanda Development Board;</p> <ul style="list-style-type: none"> - Having a written agreement with an external account/ firm recognized by RRA that provides services related 	<p>assessment recognized by Rwanda Development Board;</p> <ul style="list-style-type: none"> - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance 	<p>by Rwanda Development Board;</p> <ul style="list-style-type: none"> - Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance 	

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)
		services related to accounti ng and Finance	to accounti ng and Finance			

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)

9.3 Dams

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 <u>Value:</u> Each reference	>120	[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)
<p>having at least 60% of the tender to be executed</p> <p><u>Period:</u> Last 5 years</p>						
<p>Available engineering gears</p>	<ul style="list-style-type: none"> - 2 vehicles; - Having a written agreement with one recognized laboratory by RSB which can provide 	<ul style="list-style-type: none"> - 2 vehicles; - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (tape measure, laser meter, wheel 	<ul style="list-style-type: none"> - 1 vehicle; - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (tape measure, laser meter, wheel 	<ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (tape measure, laser meter, wheel meter, concrete structure 	<ul style="list-style-type: none"> - 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 A (in Millions)	Category B (in Millions)	Category C (in Millions)	Category D (in Millions)	Category E (in Millions)	Category F (in Millions)
	inspecti on tools (tape measur e, laser meter, wheel meter, concret e structur e scan “GSSI”) - Surveyi ng equipm ent ((total stations , GPS);	meter, concrete structure scan “GSSI”); - Surveying equipment (total stations, GPS);	meter, concrete structure scan “GSSI”); - Surveying equipment ((total stations, GPS);	scan “GSSI”) - Surveying equipment ((total stations, GPS);	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	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director / equivalent; - Technical Director who must be a rural engineer with at least 8 years of working experience in dams construction 	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/ equivalent; - Technical Director who must be a rural engineer with at least 8 years of working experience in dams construction and maintenance; 	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/ equivalent; - Technical Director who must be a rural engineer with at least 6 years of working experience in dams construction and maintenance ; 	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/ equivalent; - Technical Director who must be a rural engineer with at least 5 years of working experience in dams construction and maintenance ; 	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/ equivalent; - Technical Director who must be a rural engineer with at least 3 years of working experience in dams construction and maintenance; - One Secretary 	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/ equivalent;

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)
	<p>ction and mainten ance;</p> <ul style="list-style-type: none"> - One Secretary <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Registered geotechnical Engineer with 8 years of working experience in dam design ; 	<ul style="list-style-type: none"> - One Secretary <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Registered geotechnical Engineer with 8 years of working experience in dam design ; 	<ul style="list-style-type: none"> - One Secretary <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Registered geotechnical Engineer with 6 years of working experience in dam design ; 	<ul style="list-style-type: none"> - One Secretary <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Registered geotechnical Engineer with 5 years of working experience in dam design 	<p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Registered geotechnical Engineer with 3 years of working experience in dam design - Engineer in land surveying and topography with 3 years of working experience in 	<p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Registered geotechnical Engineer with 2 years of working experience in dam design - Hydraulics engineer with

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)
	<ul style="list-style-type: none"> - Engineer in land surveying and topography with 8 years of working experience in dam design and construction supervision; - Hydraulics engineer with 8 	<ul style="list-style-type: none"> - Engineer in land surveying and topography with 8 years of working experience in dam design and construction supervision ; - Hydraulics engineer with 8 years of working 	<ul style="list-style-type: none"> - Engineer in land surveying and topography with 5 years of working experience in dam - Hydraulics engineer with 6 years of working experience; in dam 	<ul style="list-style-type: none"> - Engineer in land surveying and topography with 5 years of working experience in dam design and construction supervision; - Hydraulics engineer with 5 years of working experience; 	<ul style="list-style-type: none"> dam design and construction supervision; - Hydraulics engineer 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 	<ul style="list-style-type: none"> 2 years of working experience; in dam design and construction supervision - Rural Engineer with 2 years of working experience; in dam design and construction

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)
	<p>years of working experience; in dam design and construction supervision</p> <ul style="list-style-type: none"> - Rural Engineer with 8 years of working experience; in dam design and construction 	<p>experience; in dam design and construction supervision</p> <ul style="list-style-type: none"> - Rural Engineer with 8 years of working experience; in dam design and construction supervision 	<p>design and construction supervision</p> <ul style="list-style-type: none"> - Rural Engineer with 6 years of working experience; in dam design and construction supervision 	<p>in dam design and construction supervision</p> <ul style="list-style-type: none"> - Rural Engineer with 5 years of working experience; in dam design and construction supervision 	<ul style="list-style-type: none"> - Quantity surveyor with at least 3 years of working experience in dam design and construction supervision - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; 	<p>supervision</p> <ul style="list-style-type: none"> - Structural engineer with at least 2 years of working experience in dam design and construction supervision - MoU with an individual or consulting firm

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)
	<ul style="list-style-type: none"> - Dam designer with at least 8 years of working experience, in dam design and construction supervision - Structural engineer with at least 8 years of working experience 	<ul style="list-style-type: none"> - Dam designer with at least 8 years of working experience, in dam design and construction supervision - Structural engineer with at least 8 years of working experience 	<ul style="list-style-type: none"> - Dam designer with at least 8 years of working experience, in dam design and construction supervision - Structural engineer with at least 6 years of working experience 	<ul style="list-style-type: none"> - Dam designer with at least 5 years of working experience, in dam design and construction supervision - Structural engineer with at least 5 years of working experience 	<ul style="list-style-type: none"> - Dam designer with at least 3 years of working experience - Structural engineer with at least 5 years of working experience 	<ul style="list-style-type: none"> - offering Environmental impact assessment recognized by Rwanda Development Board;

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)
	<p>years of working experience in dam design and construction supervision</p> <p>- Quantity surveyor with at least 8 years of working experience in dam design and</p>	<p>in dam design and construction supervision</p> <p>- Quantity surveyor with at least 8 years of working experience in dam design and construction supervision</p>	<p>experience in dam design and construction supervision</p> <p>- Quantity surveyor with at least 6 years of working experience in dam design and construction supervision</p>	<p>experience in dam design and construction supervision;</p> <p>- Quantity surveyor with at least 5 years of working experience in dam design and construction supervision</p>	<p>years of working experience in dam design and construction supervision</p> <p>- Quantity surveyor with at least 5 years of working experience in dam design and construction supervision</p>	

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)
	<p>construction supervision</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; 	<ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/ firm 	<ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/ 	<ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/ 	<ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/ firm recognized by RRA that 	

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)
	- Having a written agreement with an external account / firm recognized by RRA that provides services related to accounting and Finance	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 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) successfull	>120	[90-120]	[60-90[[30-60[[12-30[-

<p>y completed</p> <p><u>Value:</u> Each reference having at least 60% of the tender to be executed</p> <p><u>Period:</u> Last 5 years</p>						
<p>Available engineering gears</p>	<ul style="list-style-type: none"> - 2 vehicles; - Having a written agreement with external accountant/firm recognized by RRA firm that 	<ul style="list-style-type: none"> - 2 vehicles; - Having a written agreement with external accountant/firm recognized by RRA firm that 	<ul style="list-style-type: none"> - 1 vehicle; - Having a written agreement with external accountant/firm recognized by RRA firm that provides 	<ul style="list-style-type: none"> - Having a written agreement with external accountant/firm recognized by RRA firm that provides services related to 	<ul style="list-style-type: none"> - Having a written agreement with external accountant/firm recognized by RRA firm that provides services related to 	

	<p>provides services related to accounting and Finance;</p> <ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (tape measure, laser meter, wheel meter, concrete structure scan 	<p>provides services related to accounting and Finance;</p> <ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (tape measure, laser meter, wheel meter, concrete structure scan 	<p>services related to accounting and Finance;</p> <ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (tape measure, laser meter, wheel meter, concrete structure scan 	<p>accounting and Finance;</p> <ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide inspection tools (tape measure, laser meter, wheel meter, concrete structure scan “GSSI”)and Surveying equipment (total 	<p>accounting and Finance;</p> <ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide (tape measure, laser meter, wheel meter, concrete structure scan “GSSI”);an d Surveying equipment (total stations, GPS); 	
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	“GSSI”) and Surveying equipment (total stations, GPS);	“GSSI”); and Surveying equipment (total stations, GPS);	“GSSI”); and Surveying equipment (total stations, GPS);	stations, GPS);		
Senior and support staff having experience in Africa	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/equivalent; - Technical Director having at least 8 years of working experience in 	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/equivalent ; - Technical Director having at least 8 years of working experience in 	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/equivalent; - Technical Director having at least 6 years of working experience in 	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/equivalent; - Technical Director having at least 5 years of working experience in agriculture irrigation; 	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/equivalent; - Technical Director having at least 3 years of working experience in agriculture irrigation; 	<p><u>Support Staff:</u></p> <ul style="list-style-type: none"> - Managing director/equivalent;

	<p>agriculture irrigation;</p> <ul style="list-style-type: none"> - One secretary <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Quantity surveyor with 8 years of working experience; - Rural engineer with 8 years of working experience have 5 	<p>agriculture irrigation ;</p> <ul style="list-style-type: none"> - One secretary <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Quantity surveyor with 8 years of working experience; - Rural engineer with 8 years of working experience 	<p>agriculture irrigation;</p> <ul style="list-style-type: none"> - One secretary <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Quantity surveyor with 6 years of working experience ; - Rural engineer with 6 years of working experience have 5 	<ul style="list-style-type: none"> - One secretary <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Quantity surveyor with 5 years of working experience; - Rural engineer with 5 years of working experience have 3 references (studies) in hydro- 	<ul style="list-style-type: none"> - One secretary <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Quantity surveyor with 3 years of working experience - Rural engineer with 3 years of working experience have 3 references (studies) in hydro- 	<p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Quantity surveyor with 3 years of working experience - Rural engineer with 2 years of working
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	<p>reference studies (studies) in hydro-agricultural installations (gravity irrigation) including hydro-agricultural construction works of which earthen water reservoir dams of at least 6 m height</p> <p>- Ao engineer hydrogeologist or</p>	<p>e have 5 reference studies (studies) in hydro-agricultural installations (gravity irrigation) including hydro-agricultural construction works of which earthen water reservoir dams of at least 6 m height</p> <p>- Ao engineer hydrogeologist or</p>	<p>references (studies) in hydro-agricultural installations (gravity irrigation) including hydro-agricultural construction works of which earthen water reservoir dams of at least 6 m height</p> <p>- Ao engineer hydrogeologist or</p>	<p>agricultural installations (gravity irrigation) including hydro-agricultural construction works of which earthen water reservoir dams of at least 3 m height</p> <p>- Ao engineer hydrogeologist or A0 geologist with 5 years of working experience;</p> <p>- Land surveyor engineer with 5 years</p>	<p>agricultural installations (gravity irrigation) including hydro-agricultural construction works of which earthen water reservoir dams of at least 3 m height</p> <p>- Ao engineer hydrogeologist or A0 geologist with 3 years of working experience;</p> <p>- Land surveyor engineer with 3 years</p>	<p>experience have 1 reference (studies) in hydro-agricultural installations (gravity irrigation) including hydro-agricultural construction works of which earthen water reservoir dams of at least 3 m height</p> <p>- Ao engineer hydrogeologist or A0 geologist with 3 years of working experience;</p> <p>- Land surveyor engineer with 3 years</p>
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	<p>A0 geologist with 8 years of working experience in marshland development and hillside irrigation;</p> <ul style="list-style-type: none"> - Land surveyor engineer with 8 years of working years in marshland development and irrigation, - One Agro- 	<p>logist or A0 geologist with 8 years of working experience;</p> <ul style="list-style-type: none"> - Land surveyor engineer with 8 years of working years in marshland development and irrigation, - One Agro-economist with 8 years having 3 reference 	<p>ogist or A0 geologist with 6 years of working experience in marshland development and hillside irrigation;</p> <ul style="list-style-type: none"> - Land surveyor engineer with 6 years of working years in marshland development and irrigation, - One Agro-economist with 6 	<p>of working years in marshland development and irrigation,</p> <ul style="list-style-type: none"> - One Agro-economist with 5 years having 3 references in the project viability studies in agriculture; - Ao mechanical engineer specialized in Irrigation/or water resources having at least 5 years' 	<p>of working years in marshland development and irrigation,</p> <ul style="list-style-type: none"> - One Agro-economist with 3 years having 3 references in the project viability studies in agriculture; - Ao mechanical engineer specialized in Irrigation/or water resources having at least 3 years' 	<p>least 3 m height</p> <ul style="list-style-type: none"> - Ao engineer hydrogeologist or A0 geologist with 2 years of working experience; - Land surveyor engineer with 2 years of working years in marshland development
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	<p>economist with 8 years having 3 references in the project viability studies in agriculture;</p> <ul style="list-style-type: none"> - Ao mechanical engineer specialized in Irrigation /or water resources having at least 8 years' experience in the field of irrigation 	<p>s in the project viability studies in agriculture;</p> <ul style="list-style-type: none"> - Ao mechanical engineer specialized in Irrigation /or water resources having at least 8 years' experience in the field of irrigation development - MoU with an individual 	<p>years having 3 references in the project viability studies in agriculture ;</p> <ul style="list-style-type: none"> - Ao mechanical engineer specialized in Irrigation/ or water resources having at least 6 years' experience in the field of irrigation development 	<p>experience in the field of irrigation development</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/firm recognized 	<p>experience in the field of irrigation development</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/firm recognized 	<p>and irrigation,</p> <ul style="list-style-type: none"> - Ao mechanical engineer specialized in Irrigation/or water resources having at least 3 years of working experience in the field of irrigation development
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	<p>development,</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/firm 	<ul style="list-style-type: none"> - Individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/firm recognized by RRA that provides services related to 	<ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/firm recognized by RRA that 	<p>by RRA that provides services related to accounting and Finance</p>	<p>by RRA that provides services related to accounting and Finance</p>	<ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/firm
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	recognized by RRA that provides services related to accounting and Finance	accounting and Finance	provides services related to accounting and Finance			recognized by RRA that provides services related to accounting and Finance
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9.5 Drinking water supply and sanitation

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 <u>Value:</u> Each reference having at	>120	[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)
<p>least 60% of the tender to be executed</p> <p><u>Period: Last 5 years</u></p>						
<p>Available engineering gears</p>	<ul style="list-style-type: none"> - 2 vehicles ; - Having a written agreement with one recognized laboratory by RSB which can provide (tape measure 	<ul style="list-style-type: none"> - 2 vehicles; - Having a written agreement with one recognized laboratory by RSB which can provide (tape measure, laser meter, 	<ul style="list-style-type: none"> - 1 vehicle; - Having a written agreement with one recognized laboratory by RSB which can provide (tape measure, laser meter, wheel meter, concrete structure scan 	<ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide (tape measure, laser meter, wheel meter, 	<ul style="list-style-type: none"> - Having a written agreement with one recognized laboratory by RSB which can provide (tape measure, laser meter, wheel meter, concrete structure 	<ul style="list-style-type: none"> -

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)
	, laser meter, wheel meter, concret e structur e scan “GSSI”, turbidit y test, water quality tests, water presenc e test) - Surveyi ng equipm ent ((total stations, GPS);	wheel meter, concrete structure scan “GSSI”, turbidity test, water quality tests, water presence test) - Surveyin g equipmen t (total stations, GPS);	“GSSI”, turbidity test, water quality tests, water presence test) - Surveying equipment ((total stations, GPS); -	concrete structure scan “GSSI”, turbidity test, water quality tests, water presence test) - Surveyi ng equipme nt (total stations, GPS);	scan “GSSI”, turbidity test, water quality tests, water presence test) - Surveyin g equipmen t (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	<u>Support staff</u> <ul style="list-style-type: none"> - Managing director / equivalent; - Technical Director who has an experience of 8 years of working experience in water supply and sanitati 	<u>Support staff</u> <ul style="list-style-type: none"> - Managin g director/ equivalent; - Technical Director who has an experience of 8 years of working experience in water supply and sanitation facilities design and 	<u>Support staff</u> <ul style="list-style-type: none"> - Managing director/ equivalent; - Technical Director who has an experience of 6 years of working experience in water supply and sanitation facilities design and supervision; 	<u>Support staff</u> <ul style="list-style-type: none"> - Managin g director/ equivalent; - Technic al Director who has an experience of 5 years of working experience in water supply and sanitatio n 	<u>Support staff</u> <ul style="list-style-type: none"> - Managin g director/ equivalent; - Technical Director who has an experience of 3 years of working experience in water supply and sanitation facilities design and 	<u>Support staff</u> <ul style="list-style-type: none"> - Managing director/equi valent;

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)
	<p>on facilities design and supervision;</p> <ul style="list-style-type: none"> - One secretary 	<p>supervision;</p> <ul style="list-style-type: none"> - One secretary 	<ul style="list-style-type: none"> - One secretary 	<p>facilities design and supervision;</p> <ul style="list-style-type: none"> - One secretary 	<p>supervision;</p> <ul style="list-style-type: none"> - One secretary 	
	<hr/> <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Hydraulics engineer with 8 years of 	<hr/> <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Hydraulics engineer with 8 	<hr/> <p><u>Key staff</u></p> <ul style="list-style-type: none"> - Hydraulics engineer with 6 years of working; 	<hr/> <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Hydraulics engineer with 5 	<hr/> <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - Hydraulics engineer with 3 	<hr/> <p><u>Key Staff:</u></p> <ul style="list-style-type: none"> - 1 Civil engineers with 2 years of working

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)
	<ul style="list-style-type: none"> working ; - Hydrologist having at least 8 years of working experience; - Engineer in land surveying and topography with 8 years of working experience in 	<ul style="list-style-type: none"> years of working; - Hydrologist having at least 8 years of working experience - Engineer in land surveying and topography with 8 years of working experience in water supply; - Mechanical engineer 	<ul style="list-style-type: none"> - Hydrologist having at least 6 years of working experience; - Engineer in land surveying and topography with 6 years of working experience in water supply; - Mechanical engineer with at least 6 years of working experience in drinking water 	<ul style="list-style-type: none"> years of working ; - Hydrologist having at least 5 years of working experience - Engineer in land surveying and topography with 5 years of working experience; 	<ul style="list-style-type: none"> years of working; - Hydrologist having at least 3 years of working experience - Engineer in land surveying and topography with 3 years of working experience; - Mechanical engineer with at 	<ul style="list-style-type: none"> experience in drinking water supply and sanitation; - Hydraulics engineer with 2 years of working experience in drinking water supply and sanitation; - Hydrologist having at least 2 years of working experience in drinking water supply and sanitation;

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)
	<p>water supply;</p> <ul style="list-style-type: none"> - Mechanical engineer with at least 8 years of working experience in drinking water supply and sanitation design/supervision, - MoU with an individual or 	<p>with at least 8 years of working experience in drinking water supply and sanitation design/supervision</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment 	<p>supply and sanitation design/supervision</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment recognized by Rwanda Development Board; - Having a written agreement with an external account/ 	<ul style="list-style-type: none"> - Mechanical engineer with at least 5 years of working experience in drinking water supply and sanitation design/supervision - MoU with an individual or consulting firm 	<p>least 3 years of working experience in drinking water supply and sanitation design/supervision</p> <ul style="list-style-type: none"> - MoU with an individual or consulting firm offering Environmental impact assessment 	<ul style="list-style-type: none"> - Engineer in land surveying and topography with 2 years of working experience; - Mechanical engineer with at least 2 years of working experience in drinking water supply and sanitation design/supervision; - MoU with an individual or consulting

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)
	<p>consulting firm offering Environmental impact assessment recognized by Rwanda Development Board;</p> <p>- Having a written agreement with an external account / firm recognized by</p>	<p>nt recognize d by Rwanda Development Board;</p> <p>- Having a written agreement with an external account/ firm recognize d by RRA that provides services related to accountin g and Finance</p>	<p>firm recognized by RRA that provides services related to accounting and Finance</p>	<p>offering Environmental impact assessm ent recogniz ed by Rwanda Development Board;</p> <p>- Having a written agreeme nt with an external account/ firm recogniz ed by RRA that provides</p>	<p>recognize d by Rwanda Develop ment Board;</p> <p>- Having a written agreemen t with an external account/ firm recognize d by RRA that provides services related to accountin g and Finance</p>	<p>firm offering Environment al impact assessment recognized by Rwanda Development Board;</p> <p>- Having a written agreement with an external account/ firm recognized by RRA that provides services related to accounting and Finance</p>

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)
	RRA that provide s services related to account ing and Finance			services related to accounti ng 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;
- l. 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.

10.1 An application letter addressed to the Managing director of Rwanda Public Procurement Authority (RPPA);

Consulting firm name:

Full Address:.....

To Managing director of the Rwanda Public Procurement Authority

Re: Application for categorization

Reference to the notice broadcasted through the “Radio Rwanda” and advertised in the Imvaho Nshya newspaper no.....issued on..... inviting all consulting firms operating in the field of building and civil engineering works for design and supervision assignments for application for categorization, I..... (*Insert the name of the consulting firm legal representative*), Managing director/Managing director/..... (*Write the title of the legal representative as she/he is named*) write to you to request for my firm registration and categorization by your office in accordance with the categorization criteria set and published by RPPA.

After analyzing the categorization criteria published on RPPA website, I would like to request you to register my firm under the following categories in case you find it to be qualified for these categories:

N°	Description	Category (<i>to be filled in by the applicant</i>)
1	Buildings	
2	Roads and bridges	
3	Dams	
4	Marshland development and irrigation	
5	Drinking Water supply projects and sanitation	

I have enclosed all required document by your office for this application

I look forward to hearing from you.

Date and Signature (and consulting firm stamp): _____

Name 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)	Country	
	Province	
	District	
	Sector	
	Cell	
	road/avenue/street and building if applicable	
P.O. Box Number		
Telephone and fax number of the 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 representative		
E- mail address of the representative		
The total value of the assignments executed by the consulting 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	Consulting firm’s involvement.	Profiles of the staff proposed	Name of the Staff proposed	Duration of the assignment	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. Marshland development and irrigation							
(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 employee	Qualification²	General experience (in years)	Appointment date	Position in the consulting firm	Number of registration to the Social Security Fund of Rwanda	Date of affiliation 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

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

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..... (*Insert the name of the consulting firm legal representative*), Managing Director/Managing director/..... (*Write the title of the legal representative as she/he is named*) authorize you to allow the Rwanda Public Procurement Authority (RPPA) access to any information about my firm with regard to social security and the status of contributions for my firm employees.

This authorization is valid until 31/12/2017

Date and Signature (and consulting firm stamp): _____

Name and Title of Signatory: _____

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: ____