



NCBA BANK RWANDA PLC

INVITATION TO TENDER

*Proposed Construction of NCBA Bank Rwanda PLC
Branch in RUBAVU*

August,2024

1. Introduction

NCBA Bank Rwanda PLC, ("the Bank or NCBA "), is a commercial bank duly registered and licensed under the laws of the Republic of Rwanda, regulated by National bank of Rwanda (BNR).. The bank is a subsidiary of the NCBA Group Plc, a financial services group with headquarters in Nairobi, Kenya, having subsidiaries in Kenya, Rwanda, Tanzania, Uganda and Ivory Coast.

In line with its strategy, NCBA is implementing its branch expansion project for its new branch in Rubavu. The branch is to be constructed/refurbished in Rubavu, the location is within Plot number: UPI 3/03/04/05/1063, UBUCURUZI Village NENGO Cell GISENYI Sector, Rubavu District, Western Province.

2. Objectives

The bank wishes to hire companies for the construction of NCBA Rubavu Branch.

3. Scope of the work

Please note that the tender has been designed in 4 lots namely:

- a) Lot 1- Main works - Fit Out Works
- b) Lot 2- Building Services- Electrical Works, I.C.T and Audio-Visual installations
- c) Lot 3- Building Services- HVAC and Plumbing
- d) Lot 4- Building Services -Security Installations

4. Submission of proposal

A complete set of bidding documents in English can be obtained from the procurement manager via Procurement.Rwanda@ncbagroup.com email address from 28th August 2024, after presentation of proof of payment of non-refundable Rwf 25,000 to account No. 2001161080000001 opened in NCBA BANK PLC Rwanda.

A compulsory site visit is scheduled for:

- a) Rubavu Site

The site visit is scheduled to be on 3rd September 2024. Bidders to arrange for their own transport.

Well-presented bids in two physical copies (Original and Xerox copy) to be physically submitted and dropped in the tender box at the reception of NCBA BANK Rwanda PLC, Kigali heights 8th floor not later than **13 September 2024 at 2:00 pm**, late bids will be

rejected. Opening of the bids will happen same day 4:00pm, the bidders are requested to submit the administrative documents in the opening session.

Every bid must be accompanied by a bid security of Rwf 800,000 from a reputable Rwandan Bank or Insurance Company. Bids successfully submitted will be opened physically in the presence of bidders or their representatives who choose to attend.

Attention: Chief Executive Officer
NCBA Bank Rwanda PLC
e-mail: Procurement.Rwanda@ncbagroup.com

5. Content of proposal

The proposal shall contain the following;

- 1) Financial proposal
- 2) The bidder must be a Rwandan registered institution
- 3) Company Profile of the entity
- 4) At least 3 references for whom similar service has been conducted and who can be contacted by the NCBA (company name, address, telephone number and point of contact information are required).
- 5) Current Year Trading License
- 6) Certificate of Registration
- 7) VAT Certificate
- 8) Tax Compliance Certificate
- 9) Last 2 years Audited financial statements – 2022 and 2023
- 10) The bank expects the proposal from the vendor to indicate the duration for which the comprehensive assessment would take if selected.
- 11) The vendor shall highlight in detail the work program.

Done at 28th August 2024

Management of NCBA Bank Rwanda PLC