NCBA BANK RWANDA PLC

INVITATION TO TENDER

Proposed Construction of NCBA Bank Rwanda PLC
Branch in RUSIZI

April,2025

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 RUSIZI. The branch is to be constructed/refurbished in RUSIZI, the location is within Plot Number 911 with UPI 3/06/09/02/911 located at NKURUNZIZA Village GIHUNDWE Cell, KAMEMBE Sector, RUSIZI District in Western Province.

2. Objectives

The bank wishes to hire companies for the construction of NCBA Rusizi 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 21st April 2025, after presentation of proof of payment of non-refundable Rwf 25,000 to account No. 2001161080000001 opened in NCBA BANK RWANDA PLC Rwanda.

A compulsory site visit is scheduled for:

a) Rusizi Site

The site visit is scheduled to be on **2nd May 2025** at 01:00 pm-03.00 pm. 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 **12th May 2025 at 2:00 pm**, late bids will be rejected. Opening of the bids will happen same day 4:00pm.

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: Managing Director
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 – 2023 and 2024
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 21st April 2025

Management of NCBA Bank Rwanda PLC