



Kigali, June, 30<sup>th</sup> 2026

## TERMS OF REFERENCE ON CBS RWANDA, OFFICE RENOVATION: INVITATION TO THE BID (ITB)

### 1. Background

The Center for Community Based Socioterapy (CBS) Rwanda is a National Non-Governmental Organisations legally established in 2016; Originating from the implementation of the Community Based Socioterapy approach in Rwanda since 2005. Community Based Socioterapy is an approach that uses the group as a therapeutic medium in the establishment of trust, the creation of an open environment for discussion and the creation of peer-support structures.

CBS Rwanda is inviting experienced and licensed contractors to submit bids for the comprehensive renovation of the Office located in Kigali, Gasabo District, Kacyiru Sector, Kibaza Cell, Ineza Village. Therefore these ToRs provides the framework of the renovation project.

### 2. Project Background

- ✓ Property Address: KG 549 St 44; UPI:1/02/07/03/1891,
- ✓ Project Title: Office Renovation,
- ✓ Objective: Main house, Paving, External kitchen, and the Main Entrance renovations.

### 3. Scope of the work

The contractor is expected to provide labor, materials, and equipment for the following:

Structural: Wall removal, Ceilling repair; parking and main Gate entrance Restructuring.

Systems: Remounting, Plastaring, Rewiring, plumbing pipe replacement, and Sewage cleaning.

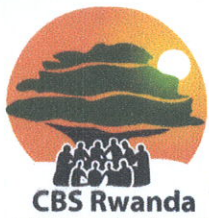
Finishing: Paving, Tiling, flooring, painting, smothering.

Clean-up: Removal of all construction debris and site cleanup upon completion, is respect to the environment protection requirements in Rwanda .

**Note: The Drawings are found on CBS Rwanda website link:**

<https://cbsrwanda.org/contact.html#documents>





#### 4. Timeline

✓ **Project Start Date:** [End July 2026]

✓ **Expected Duration:** [ 2 months]

✓ **Milestones:**

❖ Phase 1 (Demolition/Rough-in)

❖ Phase 2 (Systems/Installation)

❖ Phase 3 (Finishing/Inspection)

#### 5. Contractor Qualifications

The bidder must provide evidence of:

**Legal Registration:** Valid business license/registration certificate and proof(s) of professional membership(s).

**Experience:** Portfolio of at least 5 years in similar residential projects.

**References:** Contact details for 5 years previous clients, including in the last 6 Months / Current.

**Insurance:** Proof of valid public liability and worker's compensation insurance.

#### 6. Submission Requirements

Proposals must include the following sections:

✓ **Technical Proposal:** Approach to the project, methodology, and work schedule.

✓ **Financial Proposal:** A detailed Bill of Quantities (BoQ) itemizing labor, materials, and taxes.

✓ **Company Profile:** Summary of previous experience and team qualifications.

✓ **Warranty Terms:** Guarantee period for workmanship and materials.

#### 7. Evaluation Criteria

Bids will be evaluated based on the following weighted criteria:

**Technical Approach (20%):** Does the method ensure quality and efficiency?

**Price (60%):** Competitiveness and transparency of the budget.

**Experience/Capacity (20%):** Proven track record and availability to meet the timeline.

#### 8. Payment Details

Payment will be in accordance with a detailed budget breakdown as submitted through the proposal, and invoices will be expected from the contractor prior to payment.





## 9. Submissions

**Format:** Applications / submission should be addressed to CBS Rwanda management; by submitting a bid sealed file of documents showing all details as required in technical specifications including the financial proposal and BoQs; to CBS Rwanda Head office, between 10:00Am to 04:00Pm, Monday to Thursday.

**Deadline:** 04:00Pm on July, 14th 2026. Late submissions will not be accepted.

**Inquiries:** Questions regarding the TOR should be directed to [info@cbsrwanda.org](mailto:info@cbsrwanda.org).

Done at Kigali on June, 30<sup>th</sup> 2026

Executive Secretariat  
CBS Rwanda



CBS Rwanda