

REPUBLIC OF RWANDA



RWANDA PUBLIC PROCUREMENT AUTHORITY (RPPA)

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**CATEGORIZATION OF COMPANIES
OPERATING IN THE FIELD OF BUILDING
AND CIVIL ENGINEERING WORKS**

Kigali, December 2014

REPUBLIC OF RWANDA



14 Jan 2015

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CATEGORIZATION CRITERIA, CORRIGENDUM N°1

With reference to the announcement through different media and available on RPPA's website www.rppa.gov.rw calling the companies operating in the field of building and civil engineering works to apply for categorization, RPPA would like to inform the public that the **categorization manual published by RPPA has been updated with a slight modification of the criteria as follow:**

1. On the list of minimum **available engineering gears** (owned equipment) required, '**water tank truck**' is replaced by '**water tank**' while the minimum capacity required remains unchanged for companies operating in the field of (i) building, (ii) construction of dams, (iii) marshland development, marshland and hillside irrigation, and (iv) drinking water supply;
2. Other criteria remain unchanged for all the above fields and for all categories;
3. The criteria shall remain unchanged for all categories of companies operating in the field of roads construction.

Yours Sincerely,



SEMINEGA Augustus
Director General
Rwanda Public Procurement Authority

FOREWORD

Rwanda Public Procurement Authority (RPPA) as an institution that provides advice to the Government on the legal framework regulating public procurement and the smooth running of public procurement operations and contract management; 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 companies operating in the field of building and civil engineering works as a mitigating strategy to numerous problems frequently encountered in public tenders of works.

This is the first categorization process undertaken by Rwanda Public Procurement Authority to reduce weaknesses in public procurement. The current exercise concerns companies which participate or wish to do so in public tenders of works and will be followed by a similar process for companies that participate in tenders for consultancy services.

This manual has been compiled to be a useful guidance to contractors 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 works, awarding and managing contracts for execution of works 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 Association of construction companies (AEBTP) and various companies which have accepted to work with RPPA during preparation of this manual. 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 applications for categorization within the period communicated by RPPA.

Thanks.



SEMINEGA Augustus
Director General
Rwanda Public Procurement Authority

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1. INTRODUCTION

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 bidders don't respect those principles during the competition. Some of them provide false information and forged documents in order to win tenders of higher value compared to their capacity.

After finding these bad practices, a strategy was recommended in order to reduce them to a minimum. During a consultative meeting that gathered together the Ministry of Infrastructure (MININFRA) and the Rwanda Public Procurement Authority (RPPA) held on 14th January 2010, it was noticed that one of the causes of those bad practices is the fact that companies are not categorized. This allows any company, small or medium, to participate in any tender whatever its capacity. That meeting resolved that categorization of companies operating in the domain of building and civil engineering works would contribute to reduce those bad practices and promote good competition. Therefore, a five member committee made up of two members from MININFRA, two members from RPPA and one member from PSF was established in order to determine the criteria that serve to the categorization of companies operating in building and civil engineering works field.

On 24th February 2011, the representatives of the different public institutions including RPPA, MININFRA, MINAGRI, MINICOM, MINEDUC, MINALOC, RTDA, PADAB and RSSP met, exchanged ideas and proposed criteria for the categorization of companies operating in the field of building and civil engineering works.

On 10th March 2011, these criteria were discussed by the representatives of the association of the local companies operating in the field of construction works.

On 06th April 2011, the Board of Directors of RPPA reviewed and approved the categorization criteria with some amendments.

From July to December 2014 during different consultative meetings with RPPA's officials, different public institutions, Association of construction companies (AEBTP) and more than 100 representative of construction companies contributed to the finalization of preparation of these categorization criteria and the RPPA team of engineers reviewed and updated them.

These criteria concern only the companies participating in the construction/rehabilitation of: a) buildings, b) roads and bridges, c) development of marshlands and irrigation, d) construction of embankments/dams and e) drinking water supply.

2. COMPANIES CONCERNED BY THE CATEGORIZATION

All companies registered in Rwanda operating in the field of building and civil engineering works will be required to apply for categorization. Once categorization exercise is complete, bidders in the field of building and civil engineering works will only be allowed to bid according to their categories. This means that non-categorized bidders in the concerned field will not be allowed to bid for public tenders.

3. APPLYING FOR CATEGORIZATION AND DOCUMENTS REQUIRED

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

1. An application letter addressed to the Director General of Rwanda Public Procurement Authority (RPPA);
2. A complete address of the company using the form provided by RPPA;
3. A copy of registration certificate;
4. A certificate of the company registration to the Rwanda Revenue Authority (TIN/TVA);
5. A certificate of the company registration to the Rwanda Social Security Board (RSSB);
6. Technical references of the works executed during the last five (5) years using the form provided by RPPA and supported by the performance certificates issued by the contracting authorities;
7. 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.
8. The list of permanent personnel declared to the Rwanda Social Security Board (RSSB), notarized copies of their qualification certificates and copies of employment contracts;
9. The location plan and the picture viewing the head office of the company with the indication of the district, sector, venue, plot number, etc.;
10. The statute for the companies whose possession is required by the law;
11. 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;
12. The authorization to verify the declaration of the key personnel to the Rwanda Social Security Board, when it is deemed necessary, addressed to the Director General of RPPA;
13. The authorization to get information on the company from any source by RPPA; when it is deemed necessary, addressed to RPPA.

4. ELIGIBILITY OF THE BIDDERS

4.1. Local companies

To be eligible for public tenders, a local company must register for categorization and possess a categorization certificate delivered by RPPA.

4.2. Foreign company

A non categorized foreign company can bid and be awarded a tender but this for only once. In other words, a foreign company which has once executed a public tender cannot be awarded another tender if it has not been categorized.

4.3. Joint Ventures

There is no pre-categorization provided by this manual for joint ventures. Companies 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 only for local companies which belong to the same or neighboring categories. The lead company serving as the authorized representative of others in all the tender activities must be allowed to bid for such specific tenders.

A local company and a foreign company may form a joint venture only for one international tender. In that case, the local company must be itself allowed to bid for such tenders while it is mandatory for the foreign company the first time to participate in tenders in Rwanda. Otherwise, the normal tendering process based on categorization shall be followed.

5. LIMITATION BASED ON CATEGORIZATION

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

- Companies qualified for the category A, are authorized to bid for the tenders of the categories A, B and C;
- Companies qualified for the category B are authorized to bid for the tenders of the categories B,C and D;
- Companies qualified for the category C are authorized to bid for the tenders of the categories C,D and E;
- Companies qualified for the category D are authorized to bid for the tenders of the categories D,E and F;
- Companies qualified for the category E are authorized to bid for the tenders of the categories E and F;
- Companies qualified for the category F are authorized to bid for the tenders of the category F;
- Joint ventures are authorized to bid following the paragraph 4.3.

6. CATEGORIZATION AND NORMAL TENDERING PROCEDURES

6.1. Preparation of the tender document and bid evaluation

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

All public procuring entities are 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 tender document to facilitate bidders during the preparation of their bids. In addition to the normal evaluation process, the tender committee will refer to the aforementioned limitation based on categorization.

6.2. Subcontracting after categorization

If the bidding document do not prohibit sub-contracting, the successful bidder 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:

- The provisions of the laws and regulations on public procurement,
- The value and the nature of the part of the tender to be subcontracted,
- The category of the desired subcontractor.

Subcontracting may be approved if the desired subcontractor is allowed to bid for tenders with the same or upper category as the works to be subcontracted.

6.3. 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 contractor(s), 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 contractor(s) is (are) allowed to bid for such tenders.

7. NOTEWORTHY INVESTORS IN THE FIELD

Categories of companies operating in the field of building and civil engineering works are arranged in the manner which facilitates new company to start and grow to upper categories. However, investors with remarkably sufficient financial, technical and management capabilities who start their business after the establishment of categories may request for a special authorization from RPPA to be allowed to bid for the tender(s) appearing on the current procurement plan of the procuring entity.

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 compared to the nature of works to be executed, requirements for the targeted tender and category of the tender.

In case the request for authorization to participate in a specific public tender without being categorized is reasonably justified and verified, RPPA will offer a “**to whom it may concern**” which will stand for categorization certificate only for that tendering procedure and an original copy must be enclosed with the bid.

8. CATEGORIZATION CRITERIA

The criteria proposed for the categorization of the companies of building and civil engineering works are based on the technical, financial and management capacities. The personnel of the company, the owned equipment, the technical references, the turnover and available deposits are main criteria that will be used for this categorization.

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

8.1. Buildings

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) for the last 5 years in construction works (buildings, roads, water supply, marshlands etc)	Executed tenders for reference: <u>Number:</u> at least 2 for Categories A, B & C and one for other categories. <u>Value:</u> each reference having at least 60% of the tender to be executed <u>Period:</u> Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
A	>2 billion ≥ 6 storeys	AT: > 1.5 billion Rwf	Ref: > 1.2 billion Rwf	<ul style="list-style-type: none"> - 1 crane or hoisting equipment of the same level - 1 bulldozer - Metal scaffolding, 1500 m² - 3 concrete mixers (2-5 m³) - 1 compactor, at least 10 ton - Dumper truck(camion benne), total capacity: 45 m³ - Water tank truck (total capacity: 30 m³) - Surveying equipment: total station, site level - Welding machine & power generator - Stock for construction materials: 400 m² - 3 pickup 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ in Civil Engineering with an experience of at least 5 years and registered in Institution of Engineers/Rwanda - Director of Finance - At least two (2) engineers A₀ in civil engineering with 3 years' experience in building construction (or two engineers A₁ in civil engineering with at least a 5 years' experience in building construction).

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) for the last 5 years in construction works (buildings, roads, water supply, marshlands etc)	Executed tenders for reference: Number: at least 2 for Categories A, B & C and one for other categories. Value: each reference having at least 60% of the tender to be executed Period: Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
B	1.5-2 billion 5-6 storeys	AT: 1.0-1.5 billion Rwf	Ref: 0.9-1.2 billion Rwf	<ul style="list-style-type: none"> - Metal scaffolding, 1000m² - 2 concrete mixers (2-5 m³) - 1 compactor (5-10 ton) - Dumper truck (camion benne), total capacity: 30m³ - Water tank truck (total capacity: 20 m³) - Surveying equipment: total station, site level - Welding machine & power generator - Stock for construction materials: 250 m² - 2 pickup 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ in Civil Engineering with at least a 5 years' experience, registered in Institution of Engineers/Rwanda - Director of Finance - At least two (2) engineers A₀ in civil engineering with 3 years' experience in building construction (Or two engineers A₁ in civil engineering with at least a 5 years' experience in building construction).

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) for the last 5 years in construction works (buildings, roads, water supply, marshlands etc)	Executed tenders for reference: <u>Number:</u> at least 2 for Categories A, B & C and one for other categories. <u>Value:</u> each reference having at least 60% of the tender to be executed <u>Period:</u> Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
C	0.8 -1.5 billion 4 storeys	AT: 0.6 – 1.0 billion Rwf	Ref: 480-900 million Rwf	<ul style="list-style-type: none"> - Metal scaffolding, 700m² - 1 concrete mixer(2-5 m³) - 1 compactor(2-5 ton) - Dumper truck(camion benne), total capacity: 15m³ - Water tank truck(total capacity: 20 m³) - Surveying equipment: total station, site level - Welding machine & power generator - 1 pickup 	<ul style="list-style-type: none"> - Director General/ Managing Director - Technical Director: A₀ in Civil Engineering with at least a 5 years' experience, registered in Institution of Engineers/Rwanda - Accountant - At least one (1) engineer A₀ in civil engineering with 3 years' experience in building construction (or one engineer A₁ in civil engineering with at least a 3 years' experience in building construction).
D	300 - 800 million 3 storeys	AT: 250-600 million Rwf	Ref: 180-480 million Rwf	<ul style="list-style-type: none"> - 1 concrete mixers(0.3-2m³) - 1 vibrator - 2rammer/small compactors - Dumper truck (camion benne), total capacity: 10m³ - Water tank truck (total capacity: 10 m³) - Surveying equipment: theodolite, site level - 1 pick up 	<ul style="list-style-type: none"> - Director General/ Managing Director - At least one engineer A₀ in civil engineering or A₁ with a 5 years experience - At least one technician A₂ experienced in reinforced concrete (more than 3 years).

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) for the last 5 years in construction works (buildings, roads, water supply, marshlands etc)	Executed tenders for reference: <u>Number:</u> at least 2 for Categories A, B & C and one for other categories. <u>Value:</u> each reference having at least 60% of the tender to be executed <u>Period:</u> Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
E	100 - 300 million 2 storeys	AT: 75-250 million Rwf	Ref: 60-180 million Rwf	<ul style="list-style-type: none"> - 1 vibrator - 1 site level - 1 concrete mixers(0.3-2m³) 	<ul style="list-style-type: none"> - Director General/Managing Director - At least one engineer A₀ or A₁ in civil engineering or one technician A₂ experienced in reinforced concrete works (3 years).
F	< 100 million 1 storey	-	-	-	<ul style="list-style-type: none"> - Director/Director General/Managing Director

8.2. Roads and Bridges

Category	Subcategory	Value of the tender to be executed (Rwf)	Average turnover(AT) of the last 5 years in construction works (buildings, roads, water supply, marshlands, ...)	Executed tenders for reference: <u>Number:</u> at least 2 for Categories A, B & C; one for other categories. <u>Value for each one:</u> 60% of the tender to be executed <u>Period:</u> Last 5 years	Minimum available engineering gears (owned equipment)	Senior staff (permanent staff)
A	A1: All roads	>2 billion	AT: > 1.5 billion Rwf	<p>≥ 1.2 billion Rwf</p> <ul style="list-style-type: none"> - Asphalt road projects 	<ul style="list-style-type: none"> - 2 Bulldozers - 2 Graders; - 2 Compactors (15 ton and above); - 2 Wheel Loaders; - 2 Excavator; - 2 concrete mixers, 2-5 m³ each one - Dumper truck(camion benne), total capacity: 80 m³ - Water tank trucks (total capacity: 50 m³) - 1 Rock Breaker; - 5 pickup - Surveying equipment (total station, site level) - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, sieve analysis, Atterberg limits test, sand equivalent test, CBR test and in situ density test; • Los Angeles test, Plate bearing test, Marshall Test and Benkelman beam. - Bitumen sprayer truck - Road paver/finisher 	<ul style="list-style-type: none"> - Director General/Managing Director - Director of Finance - Technical Director: A₀ in Civil Engineering with an experience of at least 5 years in asphalt road projects, registered in Institution of Engineers/Rwanda; - Three (3) engineers A₀ in civil engineering with three years' experience (or A₁ in civil engineering with at least a 5 years' experience) in the domain of roads including 2 years in asphalt road projects: <ul style="list-style-type: none"> ➢ 1 with specific experience as Material Engineer (Technical Laboratory) and/or geotechnics, ➢ 1 with specific experience as a surveyor ➢ 1 Quantity Surveyor.

Category	Subcategory	Value of the tender to be executed (Rwf)	Average turnover(AT) of the last 5 years in construction works (buildings, roads, water supply, marshlands, ...)	Executed tenders for reference: Number: at least 2 for Categories A, B & C; one for other categories. Value for each one: 60% of the tender to be executed Period: Last 5 years	Minimum available engineering gears (owned equipment)	Senior staff (permanent staff)
	A ₂ : All roads except asphalt roads	>2 billion	AT: > 1.5 billion Rwf	≥ 1.2 billion Rwf Road construction projects	<ul style="list-style-type: none"> - 2 Bulldozers - 2 Graders; - 2 Compactors (15 ton and above); - 2 Wheel Loaders; - 2 Excavator; - 2 concrete mixers, 2-5 m³ each one - Dumper truck(camion benne), total capacity: 80 m³ - Water tank trucks (total capacity: 50 m³) - 1 Rock Breaker; - 5 pickup - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, • sieve analysis, • Atterberg limits test, • sand equivalent test, • CBR test and • in situ density test. - Surveying equipment (total station, site level) 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ in Civil Engineering with an experience of at least 5 years in road projects, registered in Institution of Engineers/Rwanda; - Three (3) engineers A₀ in civil engineering with three years' experience in the domain of roads (or A₁ in civil engineering with at least a 5 years' experience years in the domain of roads): <ul style="list-style-type: none"> ➢ 1 with specific experience as Material Engineer (Technical Laboratory) and/or geotechnics, ➢ 1 with specific experience as a surveyor ➢ 1 Quantity Surveyor. - Director of Finance

Category	Subcategory	Value of the tender to be executed (Rwf)	Average turnover(AT) of the last 5 years in construction works (buildings, roads, water supply, marshlands, ...)	Executed tenders for reference: Number: at least 2 for Categories A, B & C; one for other categories. Value for each one: 60% of the tender to be executed Period: Last 5 years	Minimum available engineering gears (owned equipment)	Senior staff (permanent staff)
B	B₁: All roads	1.5-2 billion	AT: 1.0-1.5 billion Rwf	0.9 – 1.2 billion - Asphalt road projects	<ul style="list-style-type: none"> - 1 Bulldozer - 1 Grader - 2 Compactors (10 ton or above); - 1 Wheel Loaders; - 1 Excavator; - 1 concrete mixer of 2-5m³ - Dumper truck(camion benne), total capacity: 45 m³ - Water tank trucks (total capacity: 30 m³) - 3 pickup - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, • sieve analysis, • Atterberg limits test, • Sand equivalent test, • CBR test and in situ density test, • Los Angeles test, Plate bearing test, • Marshall test, • Benkelman beam. - Surveying equipment (total station, site level) 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ in Civil Engineering with an experience of at least 5 years in asphalt road projects, registered in Institution of Engineers/Rwanda; - Two (2) engineers A₀ in civil engineering with three (3) years' experience (or A₁ in civil engineering with at least a 5 years' experience) in the domain of roads including 2 years in asphalt road projects <ul style="list-style-type: none"> - 1 with specific experience as Material Engineer (Technical Laboratory) and/or geotechnics; - 1 with specific experience as a surveyor; - Director of Finance

Category	Subcategory	Value of the tender to be executed (Rwf)	Average turnover(AT) of the last 5 years in construction works (buildings, roads, water supply, marshlands, ...)	Executed tenders for reference: Number: at least 2 for Categories A, B & C; one for other categories. Value for each one: 60% of the tender to be executed Period: Last 5 years	Minimum available engineering gears (owned equipment)	Senior staff (permanent staff)
	B ₂ : All roads except asphalt roads	1.5-2 billion	AT: 1.0-1.5 billion Rwf	0.9 – 1.2 billion - Road construction projects	<ul style="list-style-type: none"> - 1 Bulldozer - 1 Grader - 2 Compactors (10 ton or above); - 1 Wheel Loader; - 1 Excavator; - 1 concrete mixer of 2-5m³ - Dumper truck(camion benne), total capacity: 45 m³ - Water tank trucks (total capacity: 30 m³) - 3 pickup - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, • sieve analysis, • Atterberg limits test, • sand equivalent test, • CBR test and in situ density test, - Surveying equipment (total station, site level) 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ in Civil Engineering with an experience of at least 5 years in road projects, registered in Institution of Engineers/Rwanda; - Two (2) engineers A₀ in civil engineering with three years' experience in the domain of roads (or A₁ in civil engineering with at least a 5 years' experience years in the domain of roads <ul style="list-style-type: none"> - 1 with specific experience as Material Engineer (Technical Laboratory) and/or geotechnics; - 1 with specific experience as a surveyor; - Director of Finance

Category	Subcategory	Value of the tender to be executed (Rwf)	Average turnover(AT) of the last 5 years in construction works (buildings, roads, water supply, marshlands, ...)	Executed tenders for reference: Number: at least 2 for Categories A, B & C; one for other categories. Value for each one: 60% of the tender to be executed Period: Last 5 years	Minimum available engineering gears (owned equipment)	Senior staff (permanent staff)
C	-	0.8 - 1.5 billion	AT: 0.6 -1.0 billion Rwf	Ref: 480-900 million Rwf	<ul style="list-style-type: none"> - 1 Grader - 2 Compactors (at least 5 ton); - 1 Excavator; - Dumper truck(camion benne), total capacity: 20 m³ - Water tank trucks (total capacity: 20 m³) - 2 pickup - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, • sieve analysis, • Atterberg limits test, • sand equivalent test, • CBR test and in situ density test, - Surveying equipment (total station, site level) 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ in Civil Engineering with an experience of at least 4 years in road projects, registered in Institution of Engineers/Rwanda; - One (1) engineer A₀ in civil engineering with three years' experience in the domain of roads (or A₁ in civil engineering with at least a 5 years' experience years in the domain of roads) <ul style="list-style-type: none"> - 1 with specific experience as Material Engineer (Technical Laboratory) and/or geotechnics; - 1 with specific experience as a surveyor; - Accountant.

Category	Subcategory	Value of the tender to be executed (Rwf)	Average turnover(AT) of the last 5 years in construction works (buildings, roads, water supply, marshlands, ...)	Executed tenders for reference: <u>Number</u> : at least 2 for Categories A, B & C; one for other categories. <u>Value for each one</u> : 60% of the tender to be executed <u>Period</u> : Last 5 years	Minimum available engineering gears (owned equipment)	Senior staff (permanent staff)
D	-	300 - 800 million	AT: 250-600 million Rwf	Ref: 180-480 million Rwf	<ul style="list-style-type: none"> - 1 Compactor (at least 5 ton); - Dumper truck(camion benne), total capacity: 10 m³ - Water tank trucks (total capacity: 10 m³) - 1 pickup - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, • sieve analysis, • Atterberg limits test, • Sand equivalent test, • CBR test and in situ density test, Surveying equipment (total station, site level) 	<ul style="list-style-type: none"> - Director General/Managing Director - One (1) engineer A₀ in civil engineering with three years' experience in the domain of roads (or A₁ in civil engineering with at least a 5 years' experience years in the domain of roads) - Accountant.

Category	Subcategory	Value of the tender to be executed (Rwf)	Average turnover(AT) of the last 5 years in construction works (buildings, roads, water supply, marshlands, ...)	Executed tenders for reference: <u>Number:</u> at least 2 for Categories A, B & C; one for other categories. <u>Value for each one:</u> 60% of the tender to be executed <u>Period:</u> Last 5 years	Minimum available engineering gears (owned equipment)	Senior staff (permanent staff)
E	-	100 - 300 million	AT: 75 - 250 million Rwf	Ref: 60-180 million Rwf	<ul style="list-style-type: none"> - 1 Compactor (2-5 ton); - Dumper truck(camion benne), total capacity: 5m³ - Water tank trucks (total capacity: 5 m³) - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, • sieve analysis, • Atterberg limits test, • sand equivalent test, • CBR test and in situ density test, - Surveying equipment (total station, site level) 	<ul style="list-style-type: none"> - Director General/Managing Director - One (1) engineer A₀ in civil engineering with one year experience in the domain of roads (or A₁ in civil engineering with at least a 3 years' experience years in the domain of roads) - Accountant.
F	-	< 100 million	-	-	-	<ul style="list-style-type: none"> - Director/Director General/Managing Director

8.3. Construction of dams

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	Executed tenders for reference: <u>Number:</u> at least 2 for Categories A, B & C and one for other categories. <u>Value:</u> each reference having at least 60% of the tender to be executed <u>Period:</u> Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
A	≥ 1.5 billion	AT: ≥ 1.2 billion	Ref: 0.9 billion Rwf.	<ul style="list-style-type: none"> - 2 Bulldozer - 2 Graders; - 2 Compactors (15 ton and above); - 2 Wheal Loaders; - 2 Excavator; - 1 concrete mixer of 2-5m³ - Dumper truck(camion benne), total capacity: 40 m³ - Water tank trucks (total capacity: 30 m³) - 3 pickup - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, • sieve analysis, • Atterberg limits test, • sand equivalent test, • CBR test and • in situ density test. - Surveying equipment (total station, site level) 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ in Civil Engineering with an experience of at least 5 years in dam construction projects, registered in Institution of Engineers/Rwanda; - Three (3) engineers A₀ in civil engineering with three years experience in the domain of dam construction (or A₁ in civil engineering with at least a 5 years' experience years in the domain of dam construction) - Director of Finance

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	Executed tenders for reference: Number: at least 2 for Categories A, B & C and one for other categories. Value: each reference having at least 60% of the tender to be executed Period: Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
B	1.0-1.5 billion	0.8-1.2 billion	600-900 million Rwf	<ul style="list-style-type: none"> - 1 Bulldozer - 1 Grader - 2 Compactors (10 ton or above); - 1 Wheel Loader; - 1 Excavator; - 1 concrete mixer(1-5 m³) - Dumper truck(camion benne), total capacity: 30 m³ - Water tank trucks (total capacity: 20 m³) - 2 pickup - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, • sieve analysis, • Atterberg limits test, • sand equivalent test, • CBR test and in situ density test, - Surveying equipment (total station, site level) 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ in Civil Engineering with an experience of at least 5 years in dam construction projects, registered in Institution of Engineers/Rwanda; - Two (2) engineers A₀ in civil engineering with three years experience in the domain of dam construction (or A₁ in civil engineering with at least a 5 years' experience years in the domain of dam construction) - Director of Finance

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	Executed tenders for reference: Number: at least 2 for Categories A, B & C and one for other categories. Value: each reference having at least 60% of the tender to be executed Period: Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
C	500-1000 million	400-800 million	300-600 million Rwf	<ul style="list-style-type: none"> - 1 Grader - 2 Compactors (at least 5 ton); - 1 Excavator; - Dumper truck(camion benne), total capacity: 20 m³ - Water tank trucks (total capacity: 10 m³) - 1 pickup - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, • sieve analysis, • Atterberg limits test, • sand equivalent test, • CBR test and in situ density test, - Surveying equipment (total station, site level) 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ in Civil Engineering with an experience of at least 5 years in dam construction projects, registered in Institution of Engineers/Rwanda; - One (1) engineer A₀ in civil engineering with three years experience in the domain of dam construction (or A₁ in civil engineering with at least a 5 years' experience years in the domain of dam construction) - Accountant

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	Executed tenders for reference: Number: at least 2 for Categories A, B & C and one for other categories. Value: each reference having at least 60% of the tender to be executed Period: Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
D	200-500 million	160-400 million	120-300 million Rwf	<ul style="list-style-type: none"> - 1 Compactor (at least 5 ton); - Dumper truck(camion benne), total capacity: 5-20 m³ - Water tank truck(total capacity: 5 m³) - Laboratory equipment for: <ul style="list-style-type: none"> • Proctor test, • sieve analysis, • Atterberg limits test, • Sand equivalent test, • CBR test and in situ density test, - Surveying equipment (total station, site level) 	<ul style="list-style-type: none"> - Director General/Managing Director - One (1) engineer A₀ in Civil Engineering with an experience of at least 3 years (or A₁ in civil engineering with at least a 5 years' experience years in the domain of dam construction) - Accountant
E	< 200 million	-	-	-	<ul style="list-style-type: none"> - Director General - Accountant.

8.4. Marshland development, marshland and hillside irrigation

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	Executed tenders for reference: <u>Number:</u> at least 2 for Categories A, B & C and one for other categories. <u>Value:</u> each reference having at least 60% of the tender to be executed <u>Period:</u> Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
A	>2 billion	AT: > 1.5 billion Rwf	Ref: > 1.2 billion Rwf	<ul style="list-style-type: none"> - 1 grader - 1 loading shovel/excavator - 1 compactor (at least 12 tons) - 1 concrete mixer of 2-5m³ - Water tank trucks (total capacity: 40 m³) - Dumper truck(camion benne), total capacity: 45 m³ - Surveying equipment (total station and site level) - 3 pick up 	<ul style="list-style-type: none"> - Director General - Technical Director: A₀ in civil, agriculture or rural engineering with 5 years' experience and registered in Institution of Engineers/Rwanda. - Two (2) engineers A₀ in civil, agriculture or rural engineering with 2 years in related field (or A₁ in these fields with at least a 7 years general experience including at least 4 years of specific experience in similar domain (marshland, bridges or roads)) - Director of Finance - Accountant - One (1) topographer A₂ with at least 5 years' experience in the domain related to marshland development and irrigation

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	Executed tenders for reference: Number: at least 2 for Categories A, B & C and one for other categories. Value: each reference having at least 60% of the tender to be executed Period: Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
B	1.5-2 billion	AT: 1.0-1.5 billion Rwf	Ref: 0.9-1.2 billion Rwf	<ul style="list-style-type: none"> - 1 compactor(at least 10 ton) - 1 concrete mixer (1-5m³) - Water tank trucks (total capacity: 40 m3) - Dumper truck(camion benne), total capacity: 35 m³ - Surveying equipment (total station and site level) - 2 pick up 	<ul style="list-style-type: none"> - Director General - Technical Director: A₀ in civil, agriculture or rural engineering with 5 years' experience and registered in Institution of Engineers/Rwanda. - One (1) engineer A₀ in civil, agriculture or rural engineering with 2 years in field of marshland, bridges or roads - One (1) engineer A₁ in civil, agriculture or rural engineering with at least a 7 years general experience including at least 4 years of specific experience in similar domain (marshland, bridges or roads) - Director of Finance - Accountant - One (1) topographer A₂ with at least 5 years' experience in the domain related to marshland development and irrigation

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	Executed tenders for reference: Number: at least 2 for Categories A, B & C and one for other categories. Value: each reference having at least 60% of the tender to be executed Period: Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
C	0.8 -1.5 billion	AT: 0.6 -1 billion Rwf	Ref: 500-900 million Rwf	<ul style="list-style-type: none"> - 2 concrete mixers (at least 0.5 m³ each one) - 2 vibrators - Water tank trucks (total capacity: 30 m³) - Dumper truck(camion benne), total capacity: 25 m³ - Surveying equipment (total station and site level) - 1 pick up 	<ul style="list-style-type: none"> - Director General - Technical Director: A₀ in civil, agriculture or rural engineering with 5 years' experience and registered in Institution of Engineers/Rwanda. - One (1) engineer A₀ in civil, agriculture or rural engineering with 2 years in field of marshland, bridges or roads - Accountant - One (1) topographer A₂ with at least 3 years' experience in the domain related to marshland development and irrigation
D	300 - 800 million	AT: 250-600 million Rwf	Ref: 180-480 million Rwf	<ul style="list-style-type: none"> - 1 concrete mixers (at least 0.5 m³ each one) - 1 vibrator - Water tank trucks (total capacity: 10 m³) - dumper truck(camion benne), total capacity: 10 m³ - Surveying equipment (total station and site level) - 1 pick up 	<ul style="list-style-type: none"> - Director General - One (1) engineer A₀ in civil, agriculture or rural engineering with 2 years in field of marshland, bridges or roads - Accountant - One (1) topographer A₂ with at least 3 years' experience in the domain related to marshland development and irrigation

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	Executed tenders for reference: Number: at least 2 for Categories A, B & C and one for other categories. Value: each reference having at least 60% of the tender to be executed Period: Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
E	100 - 300 million	AT: 75-250 million Rwf	Ref: 60-180 million Rwf	- Surveying equipment (total station and site level)	- Director General - At least one technician A ₂ with at least a 3 years experience in the domain related to marshland development and irrigation.
F	< 100 million	-	-	-	- Director General - At least one technician A ₂ with at least a 3 years experience in the domain related to marshland development and irrigation.

8.5. Drinking water supply

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	<p>Executed tenders for reference: Number: at least 2 for Categories A, B & C and one for other categories. Value: each reference having at least 60% of the tender to be executed Period: Last 5 years</p>	Available engineering gears (owned equipment)	Senior staff (permanent staff)
A	>2 billion	AT: > 1.5 billion Rwf	Ref: > 1.2 billion Rwf	<ul style="list-style-type: none"> - 2 concrete mixers of 1-5m³ - 2 vibrators - dumper truck(camion benne), total capacity: 40 m³ - Water tank truck(total capacity: 20 m³) - Surveying equipment: total station, site level - Stock for construction materials: at least (30m x 20m) - 4 pickup 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ level in civil or water engineering with at least a 5 years' experience and registered in Institution of Engineers/Rwanda. - Director of Finance - Two (2) civil or water engineers A₀ - One (1) civil or water engineers A₁ with at least a 3 years general experience including at least 2 years in water supply.

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	Executed tenders for reference: Number: at least 2 for Categories A, B & C and one for other categories. Value: each reference having at least 60% of the tender to be executed Period: Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
B	1.5-2 billion	AT: 1.1-1.5 billion Rwf	Ref: 0.9-1.2 billion Rwf	<ul style="list-style-type: none"> - 1 concrete mixers of 1-5m³ - 2 vibrators - dumper truck(camion benne), total capacity: 30 m³ - Water tank truck(total capacity: 15 m³) - Surveying equipment: total station, site level - Stock for construction materials: at least (20m x 20m) - 3pickup 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ level in civil or water engineering with at least a 5 years' experience and registered in Institution of Engineers/Rwanda. - Director of Finance - One (1) civil or water engineer A₀ with 1 year experience in water supply - One (1) civil or water engineers A₁ with at least a 3 years general experience including 2 years in water supply.
C	0.8 -1.5 billion	AT: 600 – 1.1billion Rwf	Ref: 500-900 million Rwf	<ul style="list-style-type: none"> - 1 concrete mixers of 0.5m³ - 1 vibrator - Dumper truck(camion benne), total capacity: 20 m³ - Water tank truck (total capacity: 10 m³) - Surveying equipment: total station, site level - 2 pickup 	<ul style="list-style-type: none"> - Director General/Managing Director - Technical Director: A₀ level in civil or water engineering with at least a 3 years' experience and registered in Institution of Engineers/Rwanda. - One (1) civil or water engineer A₀ with 1 year experience in water supply - One (1) civil or water engineer A₁with 3 year experience in water supply or (1 technician A₂ with 7 years' experience in water supply). - Accountant

Category	Value of the tender to be executed (Rwf)	Average turnover (AT) of the last 5 years in construction works (Rwf)	Executed tenders for reference: Number: at least 2 for Categories A, B & C and one for other categories. Value: each reference having at least 60% of the tender to be executed Period: Last 5 years	Available engineering gears (owned equipment)	Senior staff (permanent staff)
D	300 - 800 million	AT: 250-600 million Rwf	Ref: 180-480 million Rwf	<ul style="list-style-type: none"> - 1 concrete mixer of 0.5m³ - 1 vibrator - Dumper truck(camion benne), total capacity: 10 m³ - Water tank truck(total capacity: 5m³) - Surveying equipment: total station, site level - 1 pickup 	<ul style="list-style-type: none"> - Director General/Managing Director - One (1) civil or water engineer A₀ with 1 year experience in water supply or One (1) civil or water engineer A₁ with 3 years' experience in water supply or 1 technician A₂ with 7 years' experience in water supply. - Accountant
E	100 - 300 million	AT: 75-250 million Rwf	Ref: 60-180 million Rwf	<ul style="list-style-type: none"> - 1 concrete mixer of 0.5m³ - Water tank truck(total capacity: 5m³) - Surveying equipment: total station, site level - 1 pickup 	<ul style="list-style-type: none"> - Director General/Managing Director - One (1) civil or water engineer A₀ or One (1) civil or water engineer A₁ with 2 years' experience in water supply or 1 technician A₂ with 5 years' experience in water supply. - Accountant
F	< 100 million	-	-	-	<ul style="list-style-type: none"> - Director General

9. APPENDICES: FORMS TO BE FILLED BY CONSTRUCTION COMPANIES FOR THEIR CATEGORIZATION

9.1. Company full address format

Name of the company		
Company 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 company office		
E- mail of the company		
Website of the company		
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 company		
Mobile telephone number of the representative		
E- mail address of the representative		
The total value of the works executed by the company during the last year.		

9.2. List of the permanent staff declared to Rwanda Social Security Board (RSSB)

Names of the employee	Qualification¹	General expérience (in years)	Appointment date	Position in the company	Number of registration to the Social Security Fund of Rwanda	Date of affiliation to the social security fund of Rwanda

9.3. Owned equipment²

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

¹ Actualized **CV** Signed by the employee and **copies of degrees must be submitted** together with these forms

² proofs of purchase and the yellow cards where applicable must be attached to these forms

9.4. List of the contracts executed during the years 2014, 2013, 2012, 2011 and 2010

Project name and country	Name of client, and contact person and his/her telephone number	Specific assignment performed and year of completion	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			
(a)			
(b)			
Etc.			
VI. Others			
(a)			
(b)			
Etc.			

9.5. An application letter addressed to the Director General of Rwanda Public Procurement Authority (RPPA);

Company name:

Full Address:.....

To Director General 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 construction companies operating in the field of building and civil engineering works for application for categorization, I..... (*Insert the name of the company legal representative*), Managing director/Director General/..... (*Write the title of the legal representative as she/he is named*) write to you to request for my company 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 company under the following categories in case you find it to be qualified for these categories:

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

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

I look forward to hearing from you.

Date and Signature (and company stamp): _____

Name and Title of Signatory: _____

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

Company name:

Full Address.....

Social Security Fund of Rwanda registration number: (*indicate your RSSB affiliation number*)

To the Director General of Rwanda Social Security Board (RSSB)

Dear Madam/Sir,

**Re: Authorization to RPPA to verify the declaration of(*insert the name of the Company*)
personnel to Rwanda Social Security Board (RSSB)**

I..... (*Insert the name of the company legal representative*), Managing Director/Director General/..... (*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 company with regard to social security and the status of contributions for my company employees.

This authorization is valid until 31/12/2015

Date and Signature (and company stamp): _____

Name and Title of Signatory: _____

9.7. Authorization to get information from any source

Company name:

Full Address.....

TO WHOM IT MAY CONCERN

Dear Sir/Madam

Re: Authorization to get information on the.....(insert the name of the company) from any source by RPPA

This letter serves to request you to allow RPPA access to any information regarding my company about any of the following:

- Any assignment performed for your company/institution within the last five years,
- Balance of my company 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 31/12/2015

Date and Signature (and company stamp): _____

Name and Title of Signatory: _____