COPCOM

REQUEST FOR PROPOSALS (RFP)

TERMS OF REFERENCE AND TENDER DOCUMENT FOR RECRUITMENT OF A VALUATION CONSULTANT

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

Contents

PART I: INVITATION TO SUBMIT PROPOSALS 4

1. Invitation to Tender 4

2. Purpose of the Tender Document 4

PART II: BACKGROUND AND OBJECTIVES 4

3. Background of COPCOM 4

4. Overall Objective 5

5. Specific Objectives 5

PART III: TERMS OF REFERENCE AND SCOPE OF SERVICES 5

6. General Scope of the Assignment 5

7. Detailed Scope of Services 6

7.1. Inception and Planning 6

7.2. Review of Property Records and Supporting Documentation 6

7.3. Identification and Verification of the Building 7

7.4. Physical Inspection of the Building 7

7.5. Assessment of Building Components and Permanent Installations 8

7.6. Market Research and Data Collection 8

7.7. Assessment of the Building's Location and Site Characteristics 9

7.8. Valuation of the Building 9

7.9. Determination of the Basis of Value 10

7.10. Analysis and Reconciliation of Valuation Evidence 10

7.11. Building Valuation Schedule 10

7.12. Preparation of the Valuation Report 11

7.13. Submission of Deliverables 11

7.14. Presentation and Clarification of Findings 12

PART IV: PROFESSIONAL STANDARDS AND METHODOLOGY 12

8. Applicable Professional Standards 12

9. Data Collection and Verification 12

10. Assumptions and Limitations 13

11. Independence, Ethics and Conflict of Interest 13

PART V: DELIVERABLES AND REPORTING ARRANGEMENTS 13

12. Required Deliverables 13

13. Reporting and Coordination 14

COOPERATIVE POUR LA PROMOTION DES MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

PART VI: DURATION AND WORK PLAN 14

14. Assignment Duration 14

PART VII: REQUIRED QUALIFICATIONS AND EXPERIENCE 14

15. Eligibility of the Consultant 14

16. Academic and Professional Qualifications 14

17. Professional Experience 15

18. Evidence of Relevant Experience 15

19. Key Personnel 15

20. Professional Capacity and Independence 16

PART VIII: INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS 16

21. Required Proposal Structure 16

21.1. Administrative and Eligibility Documents 16

21.2. Technical Proposal 16

21.3. Financial Proposal 17

22. Submission Method and Deadline 17

23. Clarification of the Tender Document 18

24. Validity of Proposals 18

25. Confidentiality of the Procurement Process 18

PART IX: EVALUATION CRITERIA AND SELECTION METHODOLOGY 19

26. General Evaluation Principles 19

27. Stage One: Preliminary and Administrative Evaluation 19

28. Stage Two: Technical Evaluation 19

28.1. Minimum Technical Passing Score 20

29. Stage Three: Financial Evaluation 20

30. Stage Four: Combined Technical and Financial Scoring 20

31. Verification and Due Diligence 20

PART X: GENERAL CONDITIONS 21

32. COPCOM's Responsibilities 21

33. Consultant's Responsibilities 21

34. Review and Acceptance of Deliverables 21

COOPERATIVE POUR LA PROMOTION DES COMMERÇANTS DE MATERIELS DE CONSTRUCTION COPCOM

Scanned with CamScanner

PART I: INVITATION TO SUBMIT PROPOSALS

1. Invitation to Tender

COPCOM invites eligible and qualified valuation consultants, professional valuation firms and legally authorized independent valuation practitioners to submit proposals for the provision of professional valuation services for its land, buildings and other designated assets.

The assignment aims to establish reliable, objective and professionally supported asset values to assist COPCOM in asset management, financial reporting, strategic planning, investment decisions and other legitimate institutional purposes.

Interested consultants are invited to submit both technical and financial proposals in accordance with the requirements, scope of work, qualification criteria, deliverables and evaluation methodology specified in this document.

The selected consultant shall undertake the assignment independently, exercise appropriate professional judgement, comply with applicable laws and professional standards, and submit a comprehensive valuation report supported by relevant evidence and calculations.

The contract shall be awarded to the bidder whose proposal satisfies the mandatory requirements and achieves the highest combined technical and financial score under the evaluation methodology set out in this document.

2. Purpose of the Tender Document

This document establishes the Terms of Reference and procurement requirements for the selection of a qualified valuation consultant.

It defines the objectives of the assignment, assets to be covered, scope of services, expected methodology, deliverables, reporting arrangements, qualifications, submission requirements, evaluation criteria and contractual conditions.

All interested bidders shall prepare their proposals in accordance with this document and any official clarifications or amendments issued by COPCOM.

PART II: BACKGROUND AND OBJECTIVES

3. Background of COPCOM

COPCOM (Coopérative pour la Promotion des Commerçants de Matériels de Construction) is a cooperative operating in Rwanda that brings together traders in construction and building materials.

In carrying out its institutional and commercial activities, COPCOM requires reliable information regarding the nature, condition and value of its assets to support effective asset management, financial administration, planning and decision-making.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

A professional valuation will assist COPCOM in establishing a documented assessment of the value of its designated properties and other assets, identifying relevant asset information and supporting informed decisions regarding their management, use, maintenance, investment and financial reporting.

COPCOM therefore intends to recruit a qualified and independent valuation consultant to inspect the designated assets, review relevant documentation, undertake appropriate valuation analyses and prepare a comprehensive valuation report.

4. Overall Objective

The overall objective of the assignment is to engage a competent and appropriately qualified valuation consultant to determine the value of COPCOM's designated assets through an independent, evidence-based and professionally conducted valuation exercise.

The assignment shall produce reliable valuation results that are clearly explained, supported by appropriate evidence and suitable for the purposes approved by COPCOM.

5. Specific Objectives

The specific objectives are to:

1. Identify, inspect and document all assets included in the approved valuation scope.
2. Review available ownership documents, land titles, asset registers, acquisition records, construction information and other relevant documentation.
3. Assess the physical condition, location, characteristics, use and relevant restrictions affecting the designated assets.
4. Determine the appropriate basis or bases of value for the intended purpose of the assignment.
5. Estimate the value of each asset using suitable and recognized valuation methods.
6. Conduct relevant market research and analysis using verifiable information.
7. Identify material assumptions, limitations, encumbrances and other factors affecting the valuation.
8. Prepare an itemized asset valuation schedule with individual values and supporting explanations.
9. Provide a signed final valuation report containing the methodology, findings, calculations, conclusions and relevant supporting documentation.
10. Provide professional recommendations concerning asset records, maintenance, management and valuation-related matters where appropriate.

PART III: TERMS OF REFERENCE AND SCOPE OF SERVICES

6. General Scope of the Assignment

The Consultant shall undertake a comprehensive valuation of a building identified by COPCOM. The assignment shall be limited to the valuation of the specified building, taking into consideration its location, physical condition, structural characteristics, size, current use, and other relevant factors affecting its market value.

COPCOM shall provide the relevant building details, available supporting documentation, and the intended purpose of the valuation during the inception stage.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

The Consultant shall assess the ownership and any relevant rights associated with the building based on the documentation provided by COPCOM and within the limits of the Consultant's professional mandate. The presence of the building at a COPCOM location shall not, by itself, be considered sufficient evidence of ownership.

7. Detailed Scope of Services

7.1. Inception and Planning

The Consultant shall commence the assignment with an inception meeting involving COPCOM's designated representatives to establish a clear understanding of the valuation requirements, the intended purpose of the valuation, the building to be valued, the available documentation, access arrangements, and the expected reporting format.

The Consultant shall:

1. Review the Terms of Reference and confirm the requirements of the assignment.
2. Confirm the location and identification details of the building to be valued.
3. Identify the information and supporting documents required from COPCOM.
4. Prepare a detailed valuation methodology and work plan.
5. Develop a schedule for the physical inspection and any necessary consultations.
6. Identify potential constraints, information gaps, and valuation risks.
7. Confirm the appropriate basis of value and valuation date with COPCOM.
8. Establish communication, reporting, and review arrangements.

The Consultant shall submit an inception report for COPCOM's review and approval before proceeding with the substantive valuation work.

7.2. Review of Property Records and Supporting Documentation

The Consultant shall review the records and supporting documents made available by COPCOM to understand the building's ownership documentation, construction history, physical characteristics, current use, and recorded value, where available.

The documents may include:

1. Available ownership documents and property title records.
2. Lease agreements or other documents relating to rights over the building, where applicable.
3. Existing fixed asset registers and accounting records.
4. Construction contracts, completion certificates, and building plans.
5. Architectural, structural, and engineering drawings, where available.
6. Information concerning renovations, extensions, improvements, and major repairs.
7. Existing depreciation schedules and historical cost records, where available.
8. Relevant building permits, planning approvals, and other applicable documentation.
9. Other documents considered necessary for the valuation.

The Consultant shall identify inconsistencies, missing information, and documentation gaps that may affect the valuation and explain their potential impact on the valuation conclusion.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM
Scanned with CamScanner

The assignment shall not constitute legal title certification or comprehensive legal due diligence unless such services are expressly included in the contract.

7.3. Identification and Verification of the Building

The Consultant shall identify and verify the building designated by COPCOM for valuation and establish its relevant physical and functional characteristics.

The Consultant shall record, as applicable:

1. Building identification and description.
2. Physical location and address.
3. Building type and current use.
4. Number of floors and approximate floor area.
5. Construction type and principal structural characteristics.
6. Age or approximate construction date, where available.
7. Current occupancy and use status.
8. General physical condition.
9. Quality of finishes, fittings, and permanent installations.
10. Renovations, extensions, and other improvements associated with the building.
11. Relevant restrictions or limitations identified during the assignment.
12. Available ownership or property documentation.
13. Other characteristics relevant to determining the building's value.

The Consultant shall verify the available information against the physical inspection and documentation provided by COPCOM and report any material discrepancies.

Any part of the building that cannot be inspected or satisfactorily identified shall be documented, together with the reason and the potential effect on the valuation.

7.4. Physical Inspection of the Building

The Consultant shall conduct a physical inspection of the building to assess its characteristics, condition, functionality, and other factors that may influence its value.

The inspection shall cover, as relevant:

1. Location, accessibility, and surrounding environment.
2. Building layout, design, dimensions, and approximate floor area.
3. Construction materials and principal structural characteristics visible during inspection.
4. General physical and apparent structural condition.
5. Quality and condition of floors, walls, ceilings, roofs, doors, and windows.
6. Condition of finishes, fittings, and permanent installations.
7. Availability and condition of utilities, including electricity, water, drainage, and sanitation.
8. Condition of building services and associated infrastructure, where relevant.
9. Renovations, extensions, and other permanent improvements.
10. Current use, occupancy, and functional suitability.
11. Visible defects, deterioration, and maintenance requirements.
12. Photographic evidence and other appropriate inspection records.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

The Consultant shall exercise professional judgement when assessing the building's physical condition and shall document material observations that may affect the valuation.

Unless expressly included in the contract and undertaken by appropriately qualified specialists, the inspection shall not constitute a structural engineering certification, environmental assessment, geotechnical investigation, or detailed building defects survey.

7.5. Assessment of Building Components and Permanent Installations

The Consultant shall assess the building's principal components and permanent installations to the extent necessary for the valuation.

The assessment may include:

1. Foundations and visible structural elements, to the extent observable.
2. Walls, floors, roofs, ceilings, and other principal building components.
3. Doors, windows, and permanent fittings.
4. Electrical, plumbing, drainage, and sanitation installations.
5. Built-in fixtures and other permanent improvements.
6. Other components forming an integral part of the building.

The Consultant shall consider the condition, quality, functionality, age, and apparent maintenance status of these components where they affect the building's value.

Movable furniture, machinery, office equipment, and other independent movable assets shall be excluded from the valuation unless COPCOM expressly agrees otherwise in writing.

Where specialized technical testing or assessment is required but falls outside the agreed scope, the Consultant shall identify the limitation and recommend an appropriate specialist assessment.

7.6. Market Research and Data Collection

The Consultant shall undertake appropriate market research to support the valuation of the building.

The research may include:

1. Comparable property transactions.
2. Current market offers for similar buildings.
3. Rental evidence, where relevant to the intended valuation approach.
4. Construction and replacement cost information.
5. Prevailing property market conditions.
6. Relevant location-specific factors.
7. Other reliable market evidence relevant to the building.

The Consultant shall:

1. Use the most relevant and reliable information reasonably available.
2. Record the sources and dates of material market evidence.
3. Assess the comparability of the evidence with the building being valued.
4. Make appropriate adjustments for location, size, age, condition, construction quality, use, and other relevant differences.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

5. Distinguish verified transaction evidence from asking prices or indicative quotations.
6. Explain significant limitations affecting the availability or reliability of market data.

The Consultant shall not rely solely on unsupported estimates or unverified information where more reliable evidence is reasonably available.

7.7. Assessment of the Building's Location and Site Characteristics

Although the assignment is limited to the valuation of one building, the Consultant shall consider its location and relevant site characteristics to the extent that they influence the building's value.

The assessment shall consider, as applicable:

1. Accessibility and proximity to relevant commercial, administrative, or residential areas.
2. Availability of infrastructure and utility connections.
3. Surrounding development and general environmental conditions.
4. Permitted or apparent use, subject to available planning information.
5. Access, parking arrangements, and other site features relevant to the building.
6. Relevant restrictions or limitations affecting the use or marketability of the building.
7. Other location-specific factors that may influence value.

The Consultant shall clearly distinguish between the value of the building and any separate value attributable to the land. The assignment shall not include a separate valuation of land or land rights unless COPCOM expressly amends the scope in writing.

7.8. Valuation of the Building

The Consultant shall determine the appropriate valuation approach or approaches for the building, taking into consideration the intended purpose of the assignment, the building's characteristics, and the availability of reliable market information.

Relevant considerations may include construction type, floor area, age, condition, functional suitability, location, remaining useful life, and prevailing property market conditions.

The Consultant may apply one or more recognized valuation approaches, as appropriate:

a) Market approach

Where reliable market evidence is available, the Consultant shall consider comparable transactions involving similar buildings and make appropriate adjustments for differences in location, size, condition, age, use, and other relevant characteristics.

b) Cost approach

Where appropriate, the Consultant shall estimate the replacement or reproduction cost of the building and explain the deductions applied for physical deterioration, functional obsolescence, or other relevant forms of depreciation.

c) Income approach

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

Scanned with CamScanner

Where the building generates or could reasonably generate income, and sufficient reliable information is available, the Consultant may consider an income-based approach consistent with the intended purpose of the valuation.

The Consultant shall explain the reasoning behind the selected approach or approaches, the principal assumptions made, and the basis for the final valuation conclusion.

7.9. Determination of the Basis of Value

Before undertaking the valuation, COPCOM and the Consultant shall confirm the intended purpose of the valuation and the appropriate basis of value.

Depending on the intended purpose, the assignment may require an estimate of market value, fair value, replacement cost, or another clearly defined basis of value.

The Consultant shall:

1. Define the basis of value adopted for the building.
2. Explain the meaning and application of that basis.
3. Identify the valuation date.
4. State the assumptions and special assumptions applied.
5. Explain any departure from a generally accepted valuation approach.
6. Ensure that the reported conclusion is consistent with the intended purpose of the valuation.

Market value, fair value, and replacement cost are not automatically interchangeable. The Consultant shall distinguish them clearly and shall not apply them as though they were equivalent measures.

7.10. Analysis and Reconciliation of Valuation Evidence

The Consultant shall analyze the information gathered and reconcile the results of the valuation approaches used. Where more than one approach is appropriate, the Consultant shall explain the relative weight given to each approach and the reasons for selecting the final valuation conclusion.

The analysis shall identify significant factors affecting the building's value, including its location, physical condition, size, construction quality, functional suitability, marketability, depreciation, and any relevant restrictions or limitations.

The Consultant shall maintain adequate working papers to demonstrate the basis for the conclusions reported and ensure consistency between the supporting analysis and the final valuation report.

7.11. Building Valuation Schedule

The Consultant shall prepare an electronic valuation schedule relating to the single building covered by the assignment.

The schedule shall include, as applicable:

1. Building identification and description.
2. Physical location and address.
3. Building type and current use.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

Scanned with CamScanner

4. Approximate floor area and number of floors.
5. Construction characteristics and physical condition.
6. Available ownership documentation or relevant references.
7. Construction date or acquisition date, where available.
8. Historical cost, where available.
9. Inspection date.
10. Valuation approach and basis of value.
11. Valuation date.
12. Estimated value.
13. Relevant assumptions and limitations.
14. Supporting notes and references to market evidence.

The schedule shall be prepared in an editable format, such as Microsoft Excel, where appropriate, and shall be consistent with the valuation report.

7.12. Preparation of the Valuation Report

The Consultant shall prepare a detailed valuation report explaining the work undertaken, the information reviewed, the inspection findings, the valuation methodology, and the conclusion reached for the building.

The report shall include, at a minimum:

1. Introduction and purpose of the valuation.
2. Identification and description of the building.
3. Scope of work and extent of the inspection.
4. Documentation reviewed.
5. Description of the building's location, characteristics, and condition.
6. Basis of value and valuation date.
7. Valuation methodology and justification for the approach adopted.
8. Market evidence and relevant analysis.
9. Principal assumptions and any special assumptions.
10. Limitations, exclusions, and qualifications affecting the valuation.
11. Final valuation conclusion.
12. Photographs of the building, where appropriate.
13. Supporting valuation schedules and relevant appendices.

The report shall be sufficiently detailed to enable COPCOM and its authorized users to understand the basis of the valuation and the principal factors affecting the conclusion. The Consultant shall submit a draft report for COPCOM's review before issuing the final report.

7.13. Submission of Deliverables

The Consultant shall submit the following deliverables:

1. **Inception report:** Setting out the confirmed scope, methodology, work plan, information requirements, and inspection schedule.
2. **Building inspection records:** Including relevant observations, measurements, and photographs.
3. Draft valuation report: Presenting the inspection findings, methodology, supporting evidence, assumptions, and preliminary valuation conclusion.

COOPERATIVE POUR LA PROMOTION DES MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

4. **Final valuation report:** Incorporating reasonable comments from COPCOM and presenting the final valuation conclusion.
5. **Electronic valuation schedule:** Providing the relevant building details and valuation information in an editable format, where appropriate.

The number of hard copies, electronic formats, submission deadlines, and other delivery requirements shall be agreed with COPCOM and specified in the contract.

7.14. Presentation and Clarification of Findings

Following submission of the draft valuation report, the Consultant shall meet with COPCOM's designated representatives, if requested, to explain the methodology, inspection findings, principal assumptions, and valuation conclusion.

The Consultant shall address reasonable comments relating to factual accuracy, completeness, consistency, and compliance with the agreed Terms of Reference.

Comments shall not require the Consultant to change a professionally supported valuation conclusion solely to achieve a preferred value. Any unresolved material disagreement shall be documented appropriately.

The Consultant shall finalize and submit the valuation report after addressing the agreed comments and completing the contractual reporting requirements.

PART IV: PROFESSIONAL STANDARDS AND METHODOLOGY

8. Applicable Professional Standards

The consultant shall undertake the assignment in accordance with applicable laws and regulations of Rwanda and the professional requirements governing valuation practice.The consultant shall apply the International Valuation Standards (IVS), where applicable to the assignment, together with relevant national professional standards and requirements.

Where different requirements apply, the consultant shall identify the applicable requirements and explain any material limitations or departures in the report.

The consultant shall ensure that the work is undertaken by suitably qualified professionals with relevant experience in the asset categories being valued.

9. Data Collection and Verification

The consultant shall collect information through document review, physical inspection, market research and discussions with relevant COPCOM representatives.

Information provided by COPCOM shall be assessed for consistency and relevance. Where independent verification is possible and appropriate, the consultant shall undertake such verification.

The consultant shall identify information that could not be verified and explain how the limitation affects the valuation.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

Scanned with CamScanner

10. Assumptions and Limitations

All material assumptions, special assumptions, uncertainties and limitations shall be documented.

These may include, where applicable:

- Reliance on ownership or asset information provided by COPCOM.
- Restrictions on access to certain assets.
- Incomplete or unavailable title documents.
- Unverified measurements or dimensions.
- Limited market evidence.
- Restrictions on the intended use of the valuation.
- Exclusions from specialist technical or legal assessments.

The consultant shall not present an unverified assumption as an established fact.

11. Independence, Ethics and Conflict of Interest

The consultant shall conduct the assignment objectively and independently. Bidders shall disclose any actual, potential or reasonably perceived conflict of interest that could affect their independence or the credibility of the valuation.

The selected consultant shall:

1. Exercise impartial professional judgement.
2. Avoid any arrangement that compromises the integrity of the valuation.
3. Protect confidential information.
4. Maintain appropriate professional records.
5. Disclose any material limitation affecting independence.
6. Refrain from accepting improper inducements or attempting to influence the evaluation process.
7. Comply with applicable professional ethical requirements.

Failure to disclose a material conflict of interest may result in disqualification or other action in accordance with applicable procurement rules and contractual provisions.

PART V: DELIVERABLES AND REPORTING ARRANGEMENTS

12. Required Deliverables

The consultant shall provide the following deliverables within the agreed assignment period. The inception report shall be submitted within five (5) calendar days after contract commencement, unless otherwise agreed in writing.

The consultant shall prepare an asset inspection and verification schedule recording the assets inspected, their identifying information, physical condition and relevant supporting documentation. The draft report shall be submitted by Day 24 of the assignment, unless an alternative timetable is approved in writing.

COOPERATIVE POUR LA PROMOTION DES
DE MATERIELS DE CONSTRUC
OPCOM
COPCO
Scanned with CamScanner

The final valuation report shall be submitted by Day 30 of the assignment, incorporating COPCOM's reasonable comments. The consultant shall provide an editable asset schedule showing the individual values and relevant information for every asset covered.

Where requested by COPCOM, the consultant shall present the valuation findings to the designated management or oversight representatives.

13. Reporting and Coordination

The consultant shall report directly to the person or office formally designated by COPCOM. COPCOM have appointed an authorized representative to coordinate the assignment, facilitate access to available records and consolidate comments on the draft report.

The consultant shall provide periodic progress updates and promptly report any circumstances that may affect the quality, scope or timely completion of the assignment.

All material changes to the scope, deliverables or timetable shall be agreed in writing by the authorized representatives of both parties.

PART VI: DURATION AND WORK PLAN

14. Assignment Duration

The assignment shall be completed within thirty (30) calendar days from the contract commencement date.

The consultant shall propose a practical work plan that allows adequate time for document review, field inspections, market research, valuation analysis, preparation of the draft report, review and finalization.

Any extension shall require written justification and approval by COPCOM in accordance with the contract.

PART VII: REQUIRED QUALIFICATIONS AND EXPERIENCE

15. Eligibility of the Consultant

The assignment may be undertaken by a valuation consultancy firm or an independent valuation professional, provided that the bidder meets the applicable legal, professional and technical requirements.

Where a firm submits a proposal, the firm shall identify the lead valuer who will be responsible for the assignment and the other professionals who will contribute to the work.

The responsible professional shall possess the qualifications, registration and authorization required to undertake the relevant valuation work in Rwanda.

16. Academic and Professional Qualifications

The lead valuer shall possess:

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

Scanned with CamScanner

1. At least a bachelor's degree in Property Valuation, Real Estate, Land Economy, Real Estate Management or another closely related discipline relevant to the assignment.
2. Current registration, licensing or professional recognition required to undertake the relevant valuation services in Rwanda.
3. Membership of a recognized professional valuation body.
4. Demonstrated knowledge of recognized valuation standards and professional ethics.
5. Strong analytical, report-writing and communication skills.

Where a bidder proposes a multidisciplinary team, the qualifications of other professionals shall be relevant to their assigned responsibilities.

17. Professional Experience

The lead valuer shall have at least five (5) years of relevant professional experience in property, land or asset valuation.

The bidder shall demonstrate experience in assignments involving assets comparable in nature and complexity to those included in COPCOM's scope.

Experience in valuing commercial properties, cooperative assets, institutional properties, land and buildings, or other comparable assets shall be considered relevant where supported by appropriate evidence.

18. Evidence of Relevant Experience

Bidders shall provide evidence of at least three (3) comparable valuation assignments completed within the last five (5) years.

Evidence may include:

- Client contracts or assignment letters.
- Certificates of completion or acceptance.
- Client recommendation letters.
- References with verifiable contact information.
- Other credible evidence demonstrating the nature and completion of the assignment.

Each assignment shall identify the client, assignment title, scope, period of performance and the bidder's role. COPCOM may verify the information provided.

19. Key Personnel

The technical proposal shall identify the proposed team and the responsibilities of each member. As a minimum, the bidder shall identify the lead valuer responsible for professional oversight, valuation methodology, quality assurance and final reporting.

Where necessary, the bidder may propose additional professionals with expertise in property valuation, land matters, building construction, quantity surveying, equipment valuation or other relevant areas.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

CVs shall include academic qualifications, professional registrations, relevant experience and a declaration of availability for the assignment.

20. Professional Capacity and Independence

The bidder shall demonstrate adequate capacity to complete the assignment within the prescribed period.

The bidder shall confirm that the proposed personnel will be available during the assignment and that no undisclosed conflict of interest is likely to compromise the work.

COPCOM may request clarification or supporting evidence to verify professional qualifications, registration, references and availability, in accordance with the published procurement procedures.

PART VIII: INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

21. Required Proposal Structure

Bidders shall submit proposals organized into the following sections.

21.1. Administrative and Eligibility Documents

The administrative submission shall include:

1. RDB Certificate
2. Tax Clearance and RSSB Clearance for clearance and Tax clearance only for individual.
3. Evidence of professional registration, licensing or authorization.
4. Signed declaration of independence and disclosure of conflicts of interest.
5. Signed bidder declaration accepting the applicable tender requirements.
6. Any other mandatory documents specified in the tender notice.

Independent professionals shall submit the applicable equivalent documentation where a company registration document is not legally required.

21.2. Technical Proposal

The technical proposal shall include:

- Understanding of the assignment and its objectives.
- Proposed scope and methodology.
- Proposed valuation approaches and justification.
- Plan for asset identification and physical inspection.
- Approach to market research and verification of evidence.
- Work plan and timetable.
- Quality assurance procedures.
- Proposed personnel, qualifications and responsibilities.
- Relevant assignment experience.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

Scanned with CamScanner

- Approach to managing risks, information gaps and access limitations.
- Proposed reporting and communication arrangements.

The technical proposal shall not include financial information unless expressly required by the tender conditions.

21.3. Financial Proposal

The financial proposal shall state a fixed lump-sum professional fee for the complete assignment.

The price shall include all costs necessary to deliver the agreed services, including professional fees, personnel costs, travel, site inspections, local transport, data collection, report preparation, printing, communication and other relevant expenses.

The bidder shall clearly identify applicable taxes and state the total amount payable, inclusive of applicable taxes, in accordance with the tender instructions.

The proposal shall specify the currency used. Unless otherwise stated in the tender notice, the financial offer shall be expressed in Rwandan francs (RWF). The financial offer shall remain valid for the period specified in the tender notice.

22. Submission Method and Deadline

Item	Details
Tender reference	COPCOM003/10/26
Submission method	Online Via the company email
Submission address or email	copcom2050@gmail.com
Application deadline	05/11/2026
Contact person	UFITEYEZU Marie Rose
Contact telephone number	(+250) 788 849 163
Deadline for Clarification	02/11/2026
Proposal Opening Date & Time & Location	06/11/2026 at 10;00 am at COPCOM Office

Late proposals shall be handled in accordance with the applicable procurement rules and the conditions published by COPCOM.

All proposals shall be submitted electronically to the official COPCOM email address specified in this tender document. Physical submissions shall not be accepted unless otherwise expressly stated by COPCOM.

Bidders shall submit their proposals as two separate PDF files attached to the same email, as follows:

Technical Proposal: The PDF file shall be clearly named "Technical Proposal – [Tender Title] – [Bidder's Name]" and shall contain all administrative documents, eligibility documents, technical information, and supporting documents required under this tender document.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

Financial Proposal: The PDF file shall be clearly named "Financial Proposal – [Tender Title] – [Bidder's Name]". The financial proposal PDF shall be protected with a password to prevent access to its contents during the technical evaluation stage.

The subject line of the email shall clearly state: "[Tender Title] – [Tender Reference Number] – [Bidder's Name]".

Bidders shall ensure that both PDF files are properly prepared, clearly labelled, complete, readable, and submitted before the specified deadline. The password for the financial proposal shall not be included in the submission email or otherwise disclosed during the technical evaluation stage.

After completion of the technical evaluation, only bidders who meet the minimum technical requirements and qualify for financial evaluation shall be contacted by COPCOM and requested to provide the password for their financial proposals. The passwords shall be requested through an official communication from COPCOM, and the financial proposals shall be opened and evaluated in accordance with the evaluation procedures set out in this tender document.

Financial proposals submitted by bidders who do not qualify at the technical evaluation stage shall remain unopened and shall not be considered for financial evaluation.

Bidders are responsible for ensuring that the financial proposal password is correct and that the submitted file can be opened using that password. Failure to provide a valid password when officially requested may result in the financial proposal being treated in accordance with the applicable procurement requirements.

COPCOM shall maintain the confidentiality and integrity of the financial proposals until the appropriate stage of the evaluation process.

23. Clarification of the Tender Document

Bidders may request clarification in writing through the official contact channel before the clarification deadline. COPCOM shall communicate material clarifications or amendments through the official channel identified in the tender notice.

Bidders shall be responsible for taking account of officially issued amendments when preparing their proposals.

24. Validity of Proposals

Proposals shall remain valid for the 90 days. During the validity period, the bidder shall maintain its proposed professional team, methodology and financial offer, subject to any changes formally permitted under the tender conditions.

25. Confidentiality of the Procurement Process

Bidders shall treat non-public information obtained through the procurement process as confidential. All communication concerning the tender shall be directed through the official contact point.

COOPERATIVE POUR L'ACQUISITION DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

Scanned with CamScanner

Attempts to improperly influence the evaluation committee or COPCOM's decision-making process may result in disqualification or other action permitted under applicable rules.

PART IX: EVALUATION CRITERIA AND SELECTION METHODOLOGY

26. General Evaluation Principles

Proposals shall be evaluated against the criteria and scoring methodology stated in this document. The evaluation shall be conducted by an authorized evaluation committee appointed in accordance with COPCOM's applicable procurement procedures.

The committee shall assess administrative compliance, technical quality and financial competitiveness. All scores shall be supported by the submitted proposal and relevant verification evidence. No additional scoring criterion shall be introduced after publication in a manner that unfairly changes the basis of competition.

27. Stage One: Preliminary and Administrative Evaluation

The committee shall verify whether each proposal:

1. Was received before the submission deadline.
2. Was submitted through the prescribed channel.
3. Contains the required administrative documents.
4. Provides evidence of the professional qualifications and authorization required for the assignment.
5. Contains the required technical and financial proposals.
6. Is signed by an authorized person.
7. Meets the other mandatory conditions stated in the tender notice.

Material non-compliance shall be handled in accordance with the applicable procurement requirements. Only proposals that satisfy the mandatory requirements shall proceed to technical evaluation.

28. Stage Two: Technical Evaluation

The technical proposal shall be evaluated out of 100 points using the following criteria.

No.	Technical evaluation criterion	Maximum score
1	Relevant experience of the firm or individual in comparable property and asset valuation assignments	25
2	Proposed methodology, valuation approaches, market research and asset verification procedures	25
3	Qualifications and relevant experience of the lead valuer and proposed team	25
4	Understanding of the assignment, asset coverage and valuation requirements	10

5	Work plan, delivery schedule and quality assurance arrangements	10
6	Risk management, treatment of assumptions and reporting arrangements	5
	Total technical score	**100**

28.1. Minimum Technical Passing Score

The minimum technical passing score shall be **70 points out of 100**.

Only bidders attaining the minimum score shall proceed to financial evaluation, subject to the published procurement rules. A proposal that does not meet the minimum technical threshold shall not be considered further under the combined scoring process.

29. Stage Three: Financial Evaluation

Financial proposals of technically qualified bidders shall be evaluated for completeness, arithmetic accuracy, compliance with the prescribed pricing requirements and overall cost competitiveness.

The evaluation shall consider the total evaluated price for the complete assignment, inclusive of applicable taxes and all costs required to perform the services. Where arithmetic errors or inconsistencies are identified, they shall be treated in accordance with the tender conditions and applicable procurement rules.

COPCOM may request clarification of a financial proposal where permitted, but clarification shall not be used to allow a bidder to materially revise its offer contrary to the applicable rules.

30. Stage Four: Combined Technical and Financial Scoring

The final ranking shall be based on the following weights:

- **Technical proposal: 70%.**
- **Financial proposal: 30%.**

The bidder with the highest combined score shall be recommended for award, subject to verification, approval and the applicable procurement requirements.

This financial formula is appropriate for a consultancy assignment in which COPCOM is purchasing valuation services and a lower evaluated price is more financially advantageous, provided the proposals satisfy the same scope and quality requirements.

31. Verification and Due Diligence

COPCOM may verify the accuracy of the information submitted by bidders, including professional registrations, qualifications, assignment references and the availability of proposed personnel.

COOPERATIVE POUR LA PROMOTION DES COMMERCANTS DE MATERIELS DE CONSTRUCTION
COPCOM
COPCOM

Scanned with CamScanner

Material false statements, forged documents or deliberate misrepresentation shall be addressed in accordance with the applicable procurement rules.

PART X: GENERAL CONDITIONS

32. COPCOM's Responsibilities

COPCOM shall:

1. Designate an authorized representative to coordinate the assignment.
2. Provide available asset records and relevant documentation within its possession or control.
3. Facilitate reasonable access to the designated assets, subject to operational and security requirements.
4. Identify relevant staff who may provide information concerning the assets.
5. Review deliverables and provide consolidated comments within the agreed review period.
6. Communicate material decisions affecting the scope, access arrangements or intended use of the valuation.
7. Make payments in accordance with the agreed contract terms, subject to satisfactory performance and acceptance of deliverables.

COPCOM shall not be required to create or certify records that do not exist. The consultant shall document any material information gaps and their implications.

33. Consultant's Responsibilities

The consultant shall:

1. Perform the assignment with due professional care, independence and competence.
2. Provide appropriately qualified personnel.
3. Conduct inspections and analyses necessary to support the valuation conclusions.
4. Maintain adequate working papers and supporting documentation.
5. Protect COPCOM's information and property.
6. Notify COPCOM promptly of risks, delays or material limitations.
7. Submit deliverables within the agreed timeframe.
8. Correct substantiated factual errors and deficiencies in the deliverables attributable to the consultant's work, in accordance with the contract.
9. Comply with applicable laws, professional standards and ethical requirements.
10. Avoid subcontracting material parts of the assignment without prior written approval where such approval is required by the contract.

34. Review and Acceptance of Deliverables

COPCOM shall review the submitted deliverables for completeness, consistency with the Terms of Reference and compliance with the agreed requirements.

Where revisions are required, COPCOM shall provide consolidated comments identifying the issues to be addressed. The consultant shall address reasonable comments and resubmit the deliverables within the agreed period.

Acceptance of a deliverable shall be documented in writing by COPCOM's authorized representative. Acceptance shall not require the consultant to adopt an unsupported valuation conclusion or depart from applicable professional standards.

Approved by the COPCOM CHAIRPERSON

MUHOZA Celestin



