

**RWANDA DEENCE FORCE**

**ENGINEER COMMAND**

**KIGALI-REBERO**

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…July 2022

**THE COMDER ENGINEER COMMAND DATE:…….MAY 2023**

Sir,

**SUBJECT: SUBMISSION OF MAY 2023 IBC MONTHLY REPORT**

1. This serves to sumit to your Office IBC May monthly report intends to highlight bidding office activities on daily basis in order to give an overview on current situation of biddind Office works.
2. Respectfully,

INFO**:**

**D/COMDR ENGINEER COMMAND**

**Ignace GAHIMA**

**Maj**

**H/IBC**

This IBC May monthly report will covers the following aspects.

1. Introduction of IBC department
2. Roles of IBC department
3. Structure/Composition of IBC
4. Internal bidding committee process
5. Current list of projects requested for a subcontractor.
6. Challenges.
7. Recommendations
8. Conclusion

1. **INTRODUCTION OF THE INTERNAL BIDDING COMMITTEE(IBC)**

Engineer Command internal bidding committee to perform our responsibilities and tasks received we use procedures based on application of the SOPs which need concentrations on works and verification accondigly by using SOPs and Preselected list of subcontractors and suppliers,some time looking for guidance to the leadership.

1. **ROLES OF ENGINEER COMMAND IBC DEPARTMENT**

Our main roles Engineer Command Internal Bidding Committee is to support on implementation of different construction projects or supply of different materials while the projects are subcontracted or the supply and installation of some services works are beyond Our technical capacity or stores.

**3. IBC COMPOSITION/STRUCTURE**

Internal Bidding Committee is composed with H/IBC, Office Secretary, Engineer Command H/Intelligence, Engineer Command S9 and procurement Officer as Secretary to the committee.

**4. ENGINEER COMMAND INTERNAL BIDDING PROCESS:**

|  |  |
| --- | --- |
| Step 1 | Comdr Engineer Command instructs concerned(Combat Eng Bde Comdr) to execute works as per work Order. |
| Step 2 | Combat Eng Bde Comdr request for Subcontractor,supply of materials or services to Comdr Eng Command. |
| Step 3 | Comdr Engineer Command instructs Internal Bidding Committee (IBC) to initiate tender. |
| Step 4 | IBC go through SOPs and Preselected list of subcontractors and supplies to initiate request for proposed subcontractors vetting list to Comdr Eng Command |
| Step 5 | Comdr Eng Comd sends the bidding proposal vetting list due delligence to the CDS for endorsement. |
| Step 6 | CDS endorses the bid and instruct Comdr Eng Command to proceed |
| Step 7 | Comdr Eng Command instruct IBC to proceed with bidding process. |
| Step 8 | Internal Bidding Committee and Insp&Design Office prepare for a Site visit with vetted Subcontractors to show them the site by ussuing unpriced Boq,Drawings or Designs,thereafter IBC brief them the day of submission of their BOQs and all required to attend the bid.On the same day of bids the winner is to be announced by H/IBC in the audience of all bidders and Committee Members. |
| Step 9 | IBC Office prepare for bid report by requesting the issuing of Service Order and Service Work agreement to the winner subcontractor,thereafter Procurement Office and Legal Office Prepare a LPO and Service Work agreement to be signed by Comdr Engineer Command. |
| Step 10 | Concerned Offices(Combat Eng Bde Comdr,Insp&Design Office are Informed to supervise the works in collaboration with the winner subcontractor. |

**5. CURRENT LIST OF PROJECTS REQUESTED FOR A SUBCONTRACTOR:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S/N | DESCRIPTION | ORGINATOR | RECEIVED DATE | PROGRESS |
| 1. | CONSTRUCTION OF TWO WAREHOUSE IN KANOMBE BARRACKS | ENG COMMAND OFFICE | 10 MAY 23 | Sent To Procurement To Process The Purchase Order |
| 2. | REQUEST FOR SUPPLY AND INSTALL FIBER OPTICS AT NTARE SCHOOL OF EXCELLENCY | ENG COMMAND OFFICE | 10 MAY 23 | Waiting For Quotation From KTRN |
| 3. | REQUEST FOR SUBCONTRACTOR OF REHABILITATION AND UPGRADING OF BIGOGWE PETROLEUM DEPOT | ENG COMMAND OFFICE | 10 MAY 23 | Waiting For Quotation From Sp And Horizon Construction Ltd |
| 4. | REQUEST FOR SUBCONTRACTOR FOR AIRCRAFT MAINTENANCE HANGAR AND WAREHOUSE | ENG COMMAND OFFICE | 10 MAY 23 | Sent To Procurement To Process The Purchase Order |
| 5. | REQUEST FOR TASK ORDER TO HORIZON LOGISTICS LTD | ENG COMMAND OFFICE | 18 May 23 | Sent To Procurement To Process The Purchase Order Waiting To Sign The Purchase Order |
| 6. | REQUEST FOR SUBCONTRACTOR FOR CONSTRUCTION OF TRAINING OBSTACLES AT BMTC NASHO | ENG COMMAND OFFICE | 18 MAY 23 | Tobe Done By Logistic Bn |
| 7. | REQUEST FOR A SUBCONTRACTOR FOR EMERGENCY WORKS FOR CONSTRUCTION OF BRIDGES AND ROAD SECTION LOCATED ON RUYENZI-GIHARA-NKOTO-RUGARIKA-BISHENYI ROAD (DR80) | ENG COMMAND OFFICE | 18 MAY 23 | Waiting For Submission Of Proposed Subcontractors |
| 8. | REQUEST FOR SUBCONTRACTOR FOR ADDITIONAL WORKS FOR CONSTRUCTION OF ACADEMIC COMPLEX AT RMA GAKO (Centralizer IP TV Solution). | ENG COMMAND OFFICE | 25 MAY 23 | Waiting from vetting process |
| 9. | CONSTRUCTION WORKS OF TWO ANTENNA TOWER AT HUYE AND NYARUPFUBIRE | ENG COMMAND OFFICE | 27 APR 23 | Waiting Suporting Document From Construction Bn |
| 10. | REQUEST FOR SUBCONTRACTOR FOR THE PROJECT OF RGENT WORKS FOR MAINTENANCE OF DEMAGED SPOTS EXPLOLATION AND DETAILED DESIGN OF COLLAPSED BRIDGE ON RUGENDABARI - KIBANGU -MUVUMBA ROAD IN MUHANGA DISTRICT . | ENG COMMAND OFFICE | 27 APR 23 | More Than 20% Report That It Will Be Construction Bn |

**6. CHALENGES**

IBC we have challenges of many Companies/subcontractors witch not munching with received or incoming projects to be subcontracted.

Received project are very urgent but process of vetting takes time and sometime this affect the received contract or work order period.

Some times the work order amounts are less than amounts submitted in the offers from subcontractors and this delay process because the BOQ must be submitted again to our client,this is due to the delay of Quotation submitted witch takes more than 3 months without received the work order.

**7. RECOMMENDATIONS**

To Plan for revised our preselected Subcontractors book and choose the competent one according our needs especially in hardware shops.

Collaboration with vetting team to improve about the delay and alternatives at least the vetting list of subcontractors to have guaranty of One month.

To prepare for market survey in order to update our BOQs to be reflected by increment of prices of lacal materials,hardware shops and factories.

Additional of IBC members from 4 to 6 staffs.

**8**. **CONCLUSION**

Though Internal bidding committee we face many challenges as mentioned, the solution is to work as team and remain determined on our roles,discipline of staff, command and control, work together with other offices/ department as well as seeking guidance from the Engineer Command Leadership.