



**CLIENT :**

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The French School Society (“the French School”)  
whose address is Masaki, Plot 280 and 282 Mawenzi Road, represented by The  
President of the Board Committee

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**CAMPUS ARTHUR RIMBAUD – FLORENCE ARTHAUD  
TENDER FOR THE MAINTENANCE OF ALARMS  
AND FIRE SAFETY SYSTEM**

Date :

**NOVEMBER 2023**

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## TITRE 1

## GENERAL CLAUSES AND REQUIREMENTS

### 1.1 Context of the operation

The French International School, also known as Lycée International Français has both its campuses located in Mawenzi Road Masaki, Plot 282 Campus Arthur RIMBAUD and 280, Florence ARTHAUD. Its facilities bring together more than 500 students from kindergarten to Terminale for the 2023/2024 school year.



The company is invited to visit the site of the operation in order to note any difficulties or constraints that could affect its offer (access, surroundings, etc.), which it must take into account. Under no circumstances may it take advantage of its unfamiliarity with the site to make any claim whatsoever.

### 1.2 General requirements

Preventive and corrective maintenance services required for proper operation, including replacement of any equipment, for the following systems

- Fire safety system
- Anti-intrusion system
- Ambulance alarm
- Maintenance and supply of fire-fighting equipment.
- Regular updating of intervention plans as required
- Regular updating of evacuation plans for the various premises
- Maintenance of fire alarm systems
- The aim of periodic checks is to reduce the risk of breakdowns and to maintain the performance of equipment over time at a level close to that of its initial performance.
- Curative and corrective maintenance of fire extinguishers,
- Maintenance of static and dynamic equipment, recharging the devices, restoring devices and supports, if necessary, checking the conformity of the gas charge,
- ensure compliance of labelling and regulatory notices,
- Sealing, daining, lubrication of components, painting any damaged supports
- Any tests required,
- After the contractor's intervention, the equipment concerned must be in perfect working order and in accordance with the regulations.
- Pressurisation, testing
- Any other work required to ensure that the equipment is put back into service as intended.
- Labour, travel, parking, catering and accommodation expenses.

Mandatory presence on site during inspection visits by the government and during various alarm tests

### 1.3 *Duration of the contract*

One year. From 1 January 2024 to 31 December 2024.

### 1.4 *Form of the contract*

The contract will comprise a firm tranche with a fixed price component and a purchase order component for extra works.

### 1.5 *Terms and conditions*

#### 1.5.1 Condition of performance

During any maintenance visit, in order to ensure the proper operation of the fire-fighting equipment, the contractor will immediately inform the Contracting Authority of any major anomalies that could lead to damage to the installations or jeopardise the safety of people. This communication will be backed up by an email, which must be received by the management department within 24 hours.

After each visit to the building, a detailed inspection report will be sent to the management department by e-mail or fax within 48 hours. The report must indicate all the operations carried out as part of the preventive maintenance, including the corrective maintenance services carried out at the same time and deemed essential to the proper operation of the systems.

At the end of all the visits, an overall end-of-visit report will be sent to the contracting authority, at the latest, within 30 working days of the end of the last visit. In particular, this document will detail the complete inventory of the equipment, the tests carried out, the malfunctions observed and the precise inventory of the equipment present in the buildings, including the remedial maintenance services carried out at the same time and deemed essential to the proper operation of the systems.

#### 1.5.2 Logistics

The contractor plans and is responsible, at its own expense, for the following:

- a. Keeping a record of events.
- b. Provide all its operatives with notebooks and pens, which the supervisors will sign to certify the incident register, and will note any incidents that occur during the execution of the work.
- c. General transport requirements for all its personnel to and from the premises
- d. Provision of communications equipment in the area of assignment
- e. Provision of tools and spare parts for response personnel

#### 1.5.3 Insurance

The contractor is required to take out, no later than the date of signature of this contract, with an insurance company known to be solvent, all the insurance policies necessary for the performance of the contract, in order to be covered against any compensation to which he may be exposed as a result of the activity carried out under this contract. A copy of the insurance policies taken out will be sent to the Client before the services begin.

It is expressly agreed between the parties that any such fault or omission, as distinct from non-compliance with the Delegate's undertakings, will be deemed to have been committed by the Delegate. Compliance with the Delegate's obligations must be proven by the Client and attributable to the Delegate.

Observation - lots of terms used within this tender: Client, Contractor, Client, Delegate, Delegate.  
Consider standardising and defining at the start of the document.

#### 1.5.4 Safety instructions, emergency and evacuation plan

The Delegate will produce the documents in accordance with the standards in force at the time of the service for each category of establishment.

These operations will be carried out at the request of the establishment by issuing a purchase order in application of the unit price schedule.

On receipt of the order form, the Delegate will have a maximum of 20 calendar days to carry out the service (intervention and/or evacuation plans installed in the facility).

The plans and instructions will take into account the specific operating characteristics of each establishment and the configuration of the premises.

The plans will be produced using a CAD system (autocad). They must be validated by the management department before being produced. All plans must be supplied on a DWG and PDF format that can be read with the software used by the establishment.

The file must be able to be used by the establishment in JPG versions and other software.

#### Evacuation plans

Evacuation plans must show the best way to evacuate the establishment. They must be placed at each entrance, on each level, in the immediate vicinity of the lifts and staircases. The plan must be made of a hard-wearing, colourfast material and have an anti-glare plate. The format of the plan and the frame must be A3. The base of the plan must be at least 2mm MDF, with the frame in profiled or brushed aluminium. Removable aluminium "clic-clac" type systems will not be accepted.

This plan is generally displayed for the occupants of an establishment, illustrating the elements required for evacuation and including the information required for rescue, fire-fighting and emergency services. They must also indicate how to alert the fire brigade, the measures to be taken to ensure the safety of the public and staff, the deployment of the establishment's emergency resources, and how to receive and guide the fire brigade.

Consider: Language of the plans - what does govt need this to be in and what does the school need?

For the moment, the language is mainly in English.

#### Contingency plans

Contingency plans provide the emergency services with the information they need to facilitate their response. They must be placed, by level, near the accesses that can be used by the fire brigade. A general plan covering the basement, ground floor, each floor or the current floor must be placed at each establishment.

This plan must be made of a resistant and unalterable material and have an anti-glare plate. The format of the plan and the frame must be A3. The base of the plan must be at least 2mm MDF, with a profiled or brushed aluminium frame. Removable aluminium "click-clack" type systems will not be accepted. It must also be easy to remove from the wall.

In addition to the clearances, safe waiting areas and main partitions, it is compulsory to show the location of :

- the various technical rooms and special risk rooms,
- safety control devices
- fluid shut-off devices
- energy cut-offs,
- fixed extinguishing and alarm systems

#### Safety instructions

Safety instructions concerning fire in an establishment are an integral part of the preventive measures to be put in place, indicating

- how to alert the fire brigade,
- how to evacuate the building
- the measures to be taken to ensure the safety of the public and staff.

The instructions should be rectangular in shape. The characters used must be proportional to the distance from which the instructions will be read. The "hook" should attract attention from a distance of at least 5m.

#### 1.5.5 Initiation of interventions

The Client may call on the Delegate to intervene in the event of damage, use of one or more fire extinguishers, theft, etc.

It will contact the Delegate by telephone or e-mail and confirm its request by fax, specifying the location and all the information required for its intervention.

The Delegate must be able to provide the Management Department with an on-call number.

- Either the Delegate is able to repair the equipment immediately and if the price of the service does not exceed USD 200 including VAT.

(or) The Delegate must inform the Client of the estimated cost of the repair by telephone, fax or email, which may or may not validate the repair immediately. If the **local authority** accepts the repair the installation must be returned to service and operational within 2 hours of the request for service request.

The Delegate must send an estimate by e-mail or fax within 24 hours of the end of the repair so that the management department can draw up the order form. The Delegate will also send an intervention report. Any anomaly detected during these checks must be dealt with immediately in order to put the installation back in working order.

After each check, the Delegate is responsible for restoring all equipment connected to the control unit to working order.

All the services described in the manufacturers' or installers' manuals must also be carried out. The Delegate must also provide users with training twice a year for 3 employees (per campus) on the operation of the facilities.

**OBSERVATION - DO WE NEED TO DEFINE THE NUMBER OF USERS AND THE FREQUENCY OF TRAINING?**

The Client may contact the Delegate in the event of deterioration or breakdown. It should contact the Delegate by telephone or e-mail and confirm its request by fax, specifying by mail, specifying the location and all the information required for the intervention.

To this end, it must provide the management department with an on-call number.

The Delegate is required to carry out a monthly preventive maintenance visit to all the fire-fighting systems in each building.

To this end, and before commencing the services, the Delegate must send the Client a schedule with its offer.

#### 1.6 Performance obligation

In response to these contractual obligations, the Delegate or its representative must provide a suitable technical proposal and put in place a professional and solid organisation:

1) For preventive (systematic) maintenance operations, as these are designed to reduce the number of breakdowns to a minimum while maintaining the equipment's level of performance and nominal characteristics of the equipment.

These operations ensure the longevity of the equipment.

2) For corrective maintenance operations (troubleshooting, repairs), as any incident affecting can have serious consequences, a high level of responsiveness is required on the part of the Delegate or its representative and an unlimited number of interventions, to repair and restart the installations in complete safety and as quickly as possible.

##### 1.6.1 Preventive maintenance

This refers to the periodic maintenance operations recommended by manufacturers, i.e. (usually annual) operations designed to maintain the proper functioning of all the system at all times. of all SSIs. This service includes the consumables, spare parts and travel necessary for these operations.

As part of its obligation to deliver results, the Delegate must ensure that all equipment is in optimum working order at all times. In addition, the Delegate will inform the Client of the need to replace any equipment that is definitively unusable within a period of time that takes into account the time required to repair the equipment.

During this maintenance visit, in order to ensure that the fire-fighting equipment is in good working order, the Delegate will immediately inform the Contracting Authority of any major anomalies that could lead to damage to the installations or jeopardise personal safety. This communication will be backed up by an email, which must be received by the management department within 24 hours.

The Delegate must refer to the manufacturers' maintenance manuals and to the regulatory requirements applicable during the performance of the services.

After each check, the Delegate will be responsible for restoring all equipment connected to the control centre to working order. Any reprogramming of transmitters to a remote monitoring centre will be at the Delegate's expense.

The buildings' intruder alarm systems will be subject to 12 annual visits for preventive maintenance.

The exact dates and times of the visits will be specified on a schedule to be provided by the Delegate.

Failing this agreement, the Delegate will give the responsible party at least 15 days' notice of each visit.

If either party wishes to reschedule a visit, it must inform the other at least 3 days before the planned date.

Systematic visits may be carried out at the same time as breakdowns and repairs.

A visit must not result in the material or equipment being unavailable for more than 36 hours. If this is not the case, the visiting personnel will request the public authority's agreement.

During visits, the Delegate shall:

- Give any advice they consider useful on the use of equipment and improvements to be made,

After each visit to the building, a detailed maintenance report will be sent to the management department by e-mail or fax within 48 hours. The report must indicate all the operations carried out as part of the preventive maintenance, including any corrective maintenance services carried out simultaneously and deemed essential for the systems to function properly.

At the end of all the visits, an overall end-of-visit report will be sent to the contracting authority, at the latest, within 30 working days of the end of the last visit. In particular, this document will detail the complete inventory of the equipment, the tests carried out, the malfunctions observed and the precise inventory of the equipment present in the buildings, including the remedial maintenance services carried out at the same time and deemed essential to the proper operation of the systems.

- Report (without incurring liability) any non-conformity of materials or equipment with current regulations in force,

- Notify the public entity of the nature and frequency of regulatory inspections and be prepared for the inconvenience they entail.

In the event of malfunctions, the Delegate must respond to any breakdown request in order to restore the installation. The Delegate must also respond to requests to change access codes on the installations. The Delegate must also train users in the operation of the facilities. After each intervention, he will be responsible for restoring all the equipment connected to the control centre to working order. Any reprogramming of transmitters to a remote monitoring centre will be the responsibility of the Delegate under this contract. In this respect, he must be able to provide the management department with an on-call number.

In addition, as part of the contract, the Delegate will carry out :

- a) Preparatory operations (spot checks to ensure that the system is working properly), assistance and restoring systems to working order during periodic inspections

- a) Preparatory operations (spot checks to ensure that all equipment is in good working order), assistance and restoring installations to working order during periodic inspections.

- b) Participation in commissioning tests for new equipment, in order to take account of this equipment in the event of a change in its configuration.



b) Participation in commissioning tests for new equipment in order to take account of this equipment in the event that an amendment to the present contract is concluded.

c) Training and authorisation of operators so that they can memorise the operations associated with the related SSI systems and so that they can carry out minor repairs such as changing suction cups and breaking glass. This training will take place at least once a year. The date will be agreed between the Delegate and the school on the proposal of the Delegate.

The corresponding services are at least as follows:

A) General checks and appearance checks

1) Thorough inspection of the signage board.

2) Cleaning, checking fixings, tightening terminals, checking labels

#### 1.6.2 Corrective maintenance

Corrective maintenance consists of restoring to working order equipment that has been found to be faulty or damaged:

- During the preventive maintenance visit,
- Following an incident, damage or theft,
- Following the use of an appliance in the event of a claim.

It also includes the purchase of new equipment (with labelling), for replacement (equipment over 10 years old, major deterioration, breakage, obsolescence) or new installation.

- Any other work required to restore the equipment to working order.
- Labour, travel, parking, catering and accommodation costs.
- Updating, signing and stamping of regulatory safety registers.

#### 1.6.3 Maintenance of intruder alarm systems

At each visit, the Delegate will carry out the operations listed below:

Test the operation of the installations, in particular the following components:

- Contact and opening detectors,
- Volumetric, infrared and ultrasonic presence detectors,
- Technical alarm,
- Triggering of audible alarms,
- Switching installations on or off,
- Triggering telephone transmitters,
- Checking that information is properly transmitted to the remote monitoring centre.
- Visual inspection of installations,
- Replacing faulty components,
- Checking the condition of batteries, routine maintenance,
- Checking chargers,
- Checking the effectiveness of presence detectors.

#### 1.7 Confidentiality

The Delegatee undertakes not to divulge to third parties all or part of the information and documents gathered in the course of its services, unless authorised in writing by the Client.

However, persons or companies consulted or met in the course of providing a service are not considered to be third parties.

## 1.8 Designation of parties

### 1.8.1 Client

The Client monitors the performance of the Delegate

### 1.8.2 Delegate

The delegatee undertakes to provide the names of the following people at the contract launch review:

- A single contract manager, responsible for the administrative management of this contract.
- A single site manager, with operational responsibility for all activities generated by this contract.
- A team of qualified caretakers for the services and interventions covered by this contract.

Under no circumstances may the Delegate subcontract the performance of part of the contract or assign all or part of the contract without the Client's prior and formal agreement, in accordance with the commercial provisions set out in the contract.

Any modification must be requested in advance and approved by the Client.

## TITRE 2 MANAGEMENT ORGANISATION

For each meeting between Delagate and the Client, Delagate will draw up a report (paper and computer format) within 5 days mentioning the main decisions taken and will ensure a follow-up of the actions or measures to be taken.

The Client will have a period of 5 working days to make any observations after receiving the reports. Delagate must make the necessary corrections within 3 days of receiving any comments.

### 2.1 Contract launch review

Following notification of the contract, the Client will organise at least one contract review during which, in particular, there will be :

- a joint reading of the various contract documents ;
- drawing up and signing ;
- organisational arrangements;
- current and future operating constraints explained by the Client.

Note: the Client will organise as many meetings as necessary to ensure the organisational implementation of the contract and the taking into account of the installations, which Delagate will be obliged to attend without additional remuneration.

### 2.2 Quality assurance

Delagate must set up an internal quality control, at least monthly, the purpose of which is to guarantee the result, by highlighting weak points and strong points.

Quality control is carried out by a specialised delegate.

The inspection report is submitted to the Client at monthly meetings. The preventive and corrective actions to be implemented following the will be formalised in the inspection report and referred to at each meeting.

### 2.3 Terms of payment

2.3.1 The Delegate send an invoice by the 5<sup>th</sup> of the following month. Clients payment of invoice is within 14 calendar days of date of submission of invoice.

### 2.4 Performance security

2.4.1 Within thirty (8) days of the receipt of notification of award from the Client, the Delegate shall furnish the signed tender documents, as the Procuring entity.

2.4.2 Failure of the successful tenderer to comply with the requirement will result into the loss of the tender. Therefore the Procuring entity may reward the award to the next lowest evaluated or call for new tenders.

**2.5 Corrupt or fraudulent practices**

2.5.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.5.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Tanzania.

**APPENDIX 3.1 : Monthly fixed price schedule**

<b>Item</b>	<b>Monthly price excluded VAT</b>	<b>VAT</b>	<b>Monthly price included VAT</b>
Fire Alarm System			
Intruder alarm			
Ambulance alarm			
<b>Total</b>			

<b>Item</b>	<b>Price excluded VAT</b>	<b>VAT</b>	<b>Price included VAT</b>
Drafting, reproduction and posting of Contingency plans			
Drafting, reproduction and posting of prevention plans			
Drafting, reproducing and posting safety instructions			
Extinguishers			
<b>Total</b>			

<b>Item</b>	<b>Price per unit excluded VAT</b>	<b>VAT</b>	<b>Price per unit included VAT</b>
Heat Detectors			
Smoke Detectors			
Sounders			
Mcp's			
Loop card			
Intruder Keypad			

Pir			
Door Contact			
Intruder Panel			
Battery			
Power Supply Unit			
Maglock			

**APPENDIX 3.2 : LIST OF DOCUMENTS TO BE SUBMITTED BY THE CANDIDATE WITH THE OFFER**

- a) Company presentation
- b) Company memorandum
- c) List of agents assigned to the assignment
- d) Completed APPENDIX 4.1
- e) Methodology implemented for the assignment
- f) Report template
- g) Insurance













































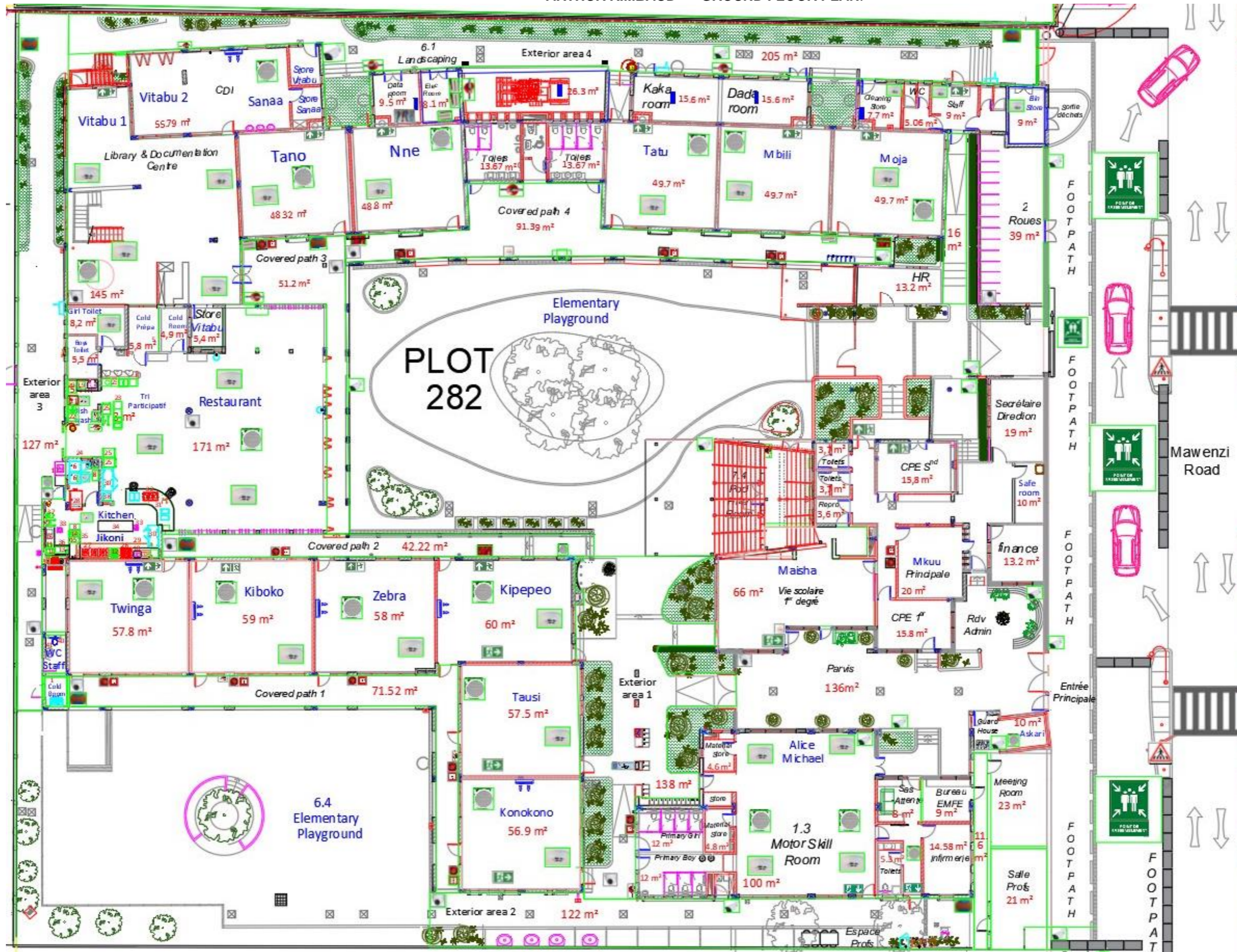






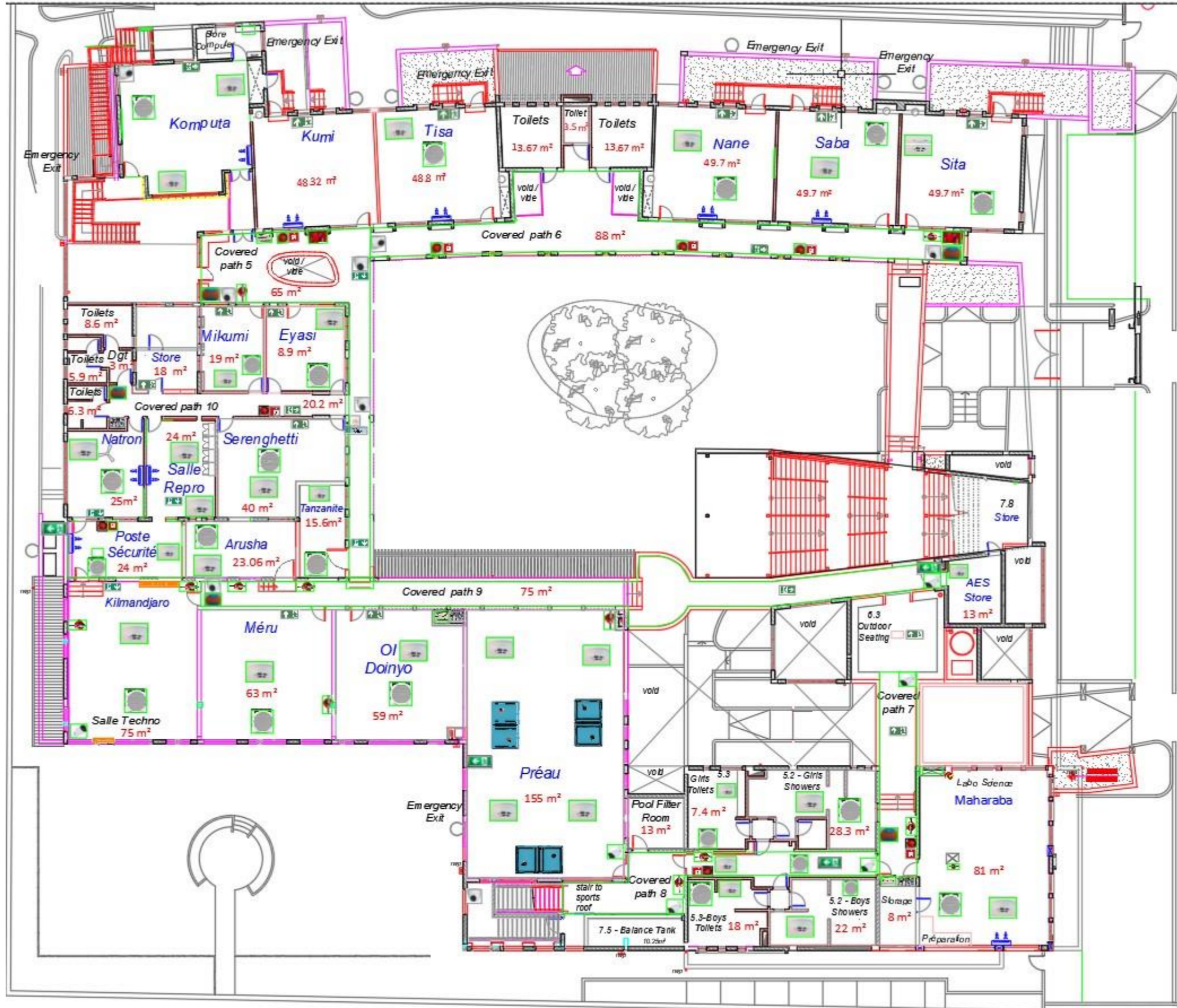
4.3 - ANNEXE 3.4

ARTHUR RIMBAUD - GROUND FLOOR PLAN.



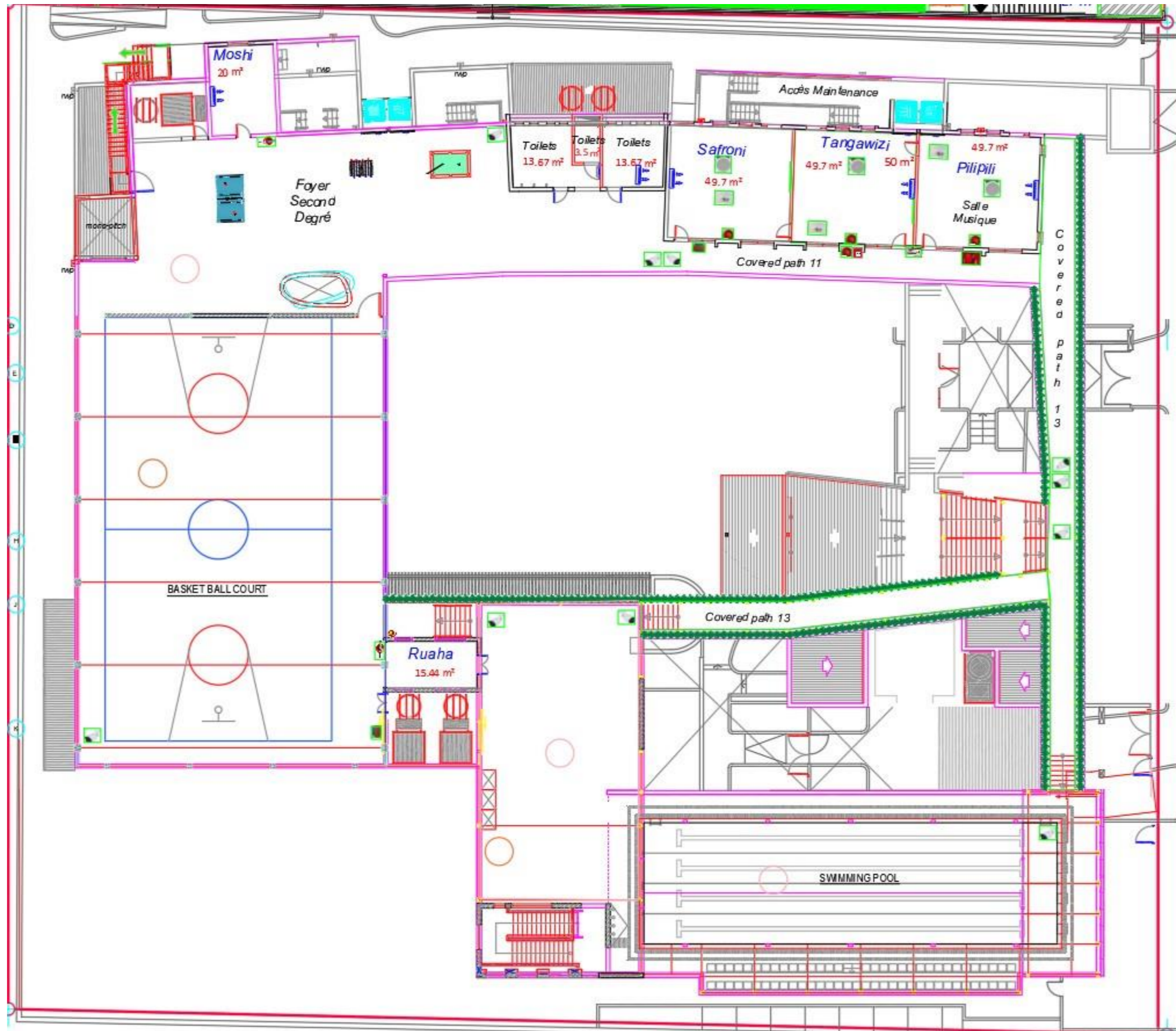


ARTHUR RIMBAUD - FIRST FLOOR





ARTHUR RIMBAUD - SECOND FLOOR





FLORENCE ARTHAUD - GROUND FLOOR





FLORENCE ARTHAUD - FIRST FLOOR

