



CLIENT:

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**TENDER FOR THE
CURATIVE AND PREVENTIVE MAINTENANCE OF WORKS AND
INSTALLATIONS ARTHUR RIMBAUD AND FLORENCE
ARTHAUD CAMPUS**

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TITRE 1 GENERAL CLAUSES AND REQUIREMENTS

1.1 *Context of the operation*

The French School wishes to entrust an external service provider with the preventive and curative maintenance of the works and installations on the Campuses Arthur Rimbaud and Florence Arthaud. The work and installations concerned are as follows:

- Carpentry - Framework
- Roofing - Gutter
- Underground networks
- Masonry work
- Major cleaning work (pressure washing, window cleaning with difficult access, etc., in addition to leaving a clean area after maintenance)
- Floor coverings (soft and hard, wood, concrete, synthetic, etc.)
- Joinery (windows, doors, glazed frames)
- Electricity (high and low voltage)
- Plumbing (WCs, showers, sinks, solar water heaters, washbasins, drainage, septic tank, ...)
- Gas installations
- Painting and anti-rust
- Ventilation (hoods, fans, controlled mechanical ventilation, etc.)
- Air conditioning (individual and centralized)
- Kitchen equipment
- Refrigeration
- Steelwork including welding
- Furniture repair
- Fire hydrant and water hoses
- Vanishing and weather protection
- Glass repair
- Locks
- Service to Generator
- Pool service (cleaning, service to pumps, pipes maintenance, drainage, water quality, etc.)

Please be aware when pricing the different items (see 4.2) that service to generator and pool service might be removed from the list in the final contract

Interventions (date and time slot) will be planned in agreement with the establishment. The establishment welcomes staff and the public from 7:30 a.m. to 6:00 p.m. Monday through Friday.

1.2 *General requirements*

As part of this contract, the contractor will be responsible for managing, steering, and carrying out a number of maintenance and service activities to enable the project owner's main activity to be carried out under optimum conditions.

- Compliance with legal and regulatory obligations,
- Troubleshooting
- Increased equipment longevity.
- Reduction in emergency response.
- Elimination of pre-breakdown malfunction periods.
- Increased safety, particularly for students,
- Equipment productivity,
- Durability of assets and goods,
- Advice on future investments
- Technical support for upgrading the systems in place

Candidates will be required to visit the site to assess the condition of the equipment, the level of work to be carried out, its importance and nature, estimate the implementation times, the type of parts to be changed, and make an inventory of the work to be carried out, according to its importance and nature.

Candidates will check the performance of the existing equipment and update the "asset history" table that they will submit with their tender according to the following parameters:

- a) The condition of the equipment
- b) Equipment requiring servicing, specifying the type.
- c) Number and type of people involved
- c) Equipment to be changed

The services to be provided are those described in the tender and its appendices (history of the property, details of services, unit price schedule, plans).

The work must be complete, the equipment in working order, ready to be put into service, and all supply and installation operations carried out per the trade regulations and the standards in force. The contractor cannot claim any increase in price for reasons of omissions in the response to the invitation to tender.

The "history of the asset" tables are taken from an audit carried out in November 2023; the tenderer must update them as the contract progresses.

If, after analysing this tender and its appendices, the candidates consider that the services or some of their characteristics are not in line with the requirements to be met, they must express their reservations in an attached note, clearly setting them out. If the candidates do not feel they need to make any reservations, they will be in full complete agreement with the content of this tender and will accept all the consequences.

Under this contract, the Contractor must maintain and optimise the overall cost of ownership of the installations entrusted to it through its actions.

It will keep track of these interventions by producing a management chart that will enable the project owner to decide on any actions that will lead to the long-term future of this technical heritage. This logbook will show the progress and execution of all the services covered by this contract.

The Asset History table can be used as a basis for this logbook.

Candidates must submit the following with their proposal

- The preventive maintenance schedule
- The monthly cost of work by trade
- A presentation of their company
- The team's name and area of expertise will be based on the site.
- Reference for the services requested

If, during the contract period, parts replacements, repairs, or work other than that provided in the appendix prove necessary to restore the equipment concerned to good working order or conformity, an estimate will be drawn up and submitted to the Client for approval.

1.3 Duration of the contract

One year. From 1 January 2025 to 31 December 2025.

1.4 Form of the contract

The contract will consist of a firm tranche with a fixed-price part and an order form part for repair services and services not covered by the fixed-price part.

1.5 Terms and Conditions

The Delegatee's technicians must contact the Client before any "plannable" intervention and before and after any work is carried out on site.

For any specific work involving service continuity, safety or operating conditions (non-blocking corrective work, preventive work, etc.), a written work request must be submitted three working days before the start of the service.

Any anomaly noted during a visit likely to present a serious or imminent danger must be reported immediately to the Client's manager.

Work must be outside school hours wherever possible or during school holidays to minimise disruption to school activities.

1.6 Changes in operating conditions

As part of its renovation or new works policy, the Client may be required to modify the installations covered by this contract (rehabilitation, extension, restructuring, etc.). The Delegatee will be notified in advance and must provide its assistance during the work period to ensure continuity of service under the conditions of this contract.

No work will be carried out on the installations covered by this contract without the prior knowledge of the Delegatee. Similarly, the Delegatee may not make any technical modification to the installation, even at its expense, without informing the Client in advance.

Acceptance of the work, with or without reservations, will be immediately followed by the delegatee's taking over the freshly completed installations. The Client will examine on a case-by-case basis the terms and conditions for taking these services into account by means of an amendment in accordance with

the commercial provisions set out in the contract.

1.7 Contract management

The performance of technical installations and services, as well as the organization put in place, will be monitored using a dashboard presented as a control sheet.

This will bring together all the qualitative, technical and economic data relating to the operation-maintenance activities, with a frequency adapted to the issues at stake:

- On an ongoing basis (in real-time) for the most critical activities (availability of critical equipment, compliance with preventive maintenance, etc.)
- Periodically for the others

This "contract management sheet" will provide the project owner with a summary view of the situation and enable him to monitor developments to decide on the direction to take and the strategy to implement.

It will collect data from

- The various meetings between the Contractor and the project owner's representative
- Malfunctions and significant events
- Various energy consumption data (water, electricity, etc.).

Depending on the circumstances and the situation at the time, either of the parties will initiate a meeting to present and comment on this document.

1.8 Privacy Policy Confidentiality

The Delegatee undertakes not to divulge to third parties all or part of the information and documents gathered from 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.

1.9 Safety

In addition, the Client will authorize in advance the Delegatee's personnel or those of its subcontractors to enter all parts of the installations or buildings concerned to carry out the contractual services or to carry out any necessary personnel. Consequently, access to the installations (particularly the technical premises) by any person not authorised by the project owner is prohibited.

Any breach of this prior authorization, which will result in the immediate dismissal of unauthorised persons, a repeated offence, may be grounds for termination of the contract.

1.10 Designation of parties

1.10.1 Client

The Client is responsible for monitoring and managing the financial aspects of these services.

1.10.2 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 technicians qualified for the services and interventions covered by this contract this contract covers.

Under no circumstances may the Service Provider subcontract the performance of any part of the contract or transfer all or part of the contract without the Client's prior formal agreement following the commercial provisions set out in the contract.

Any change must be subject to the Client's prior request and approval.

TITRE 2 MAINTENANCE OF WORKS, INSTALLATION AND EQUIPMENT

2.1 *Purpose of the contract*

2.1.1 **Nature of services**

Maintenance and additional services

The frequency of surveillance and maintenance operations is at the discretion of the Delegatee, in compliance with safety instructions and operating conditions, and is to the account to guarantee the performance obligations set out below. When choosing the frequency of maintenance operations, the Service Provider will consider the guarantees provided by the technical equipment entrusted to it.

The Service Provider will practice endeavour to comply with current regulations, standards, technical specifications and good practices. The Client can ask for a proposal for maintenance and additional services from the delegate to be approved by the Client. It can also be reviewed during the year to see if the contractor has a new proposal or if the Client asks for good practice. The Client must approve the delegate's proposal for maintenance and additional services, and it can be reviewed during the year if the contractor has a new proposal or if the Client asks for a review/update.

As this is a contract with performance obligations, the fixed-price services expected are in particular:

- Preventive maintenance
- Remedial maintenance
- Maintaining safety and compliance,
- Assistance with the inspection body,
- Assistance to the operator and advice to the Client, including monitoring the performance of the contract preventive maintenance contract holder.
- Monitoring the lifting of reservations and guarantees (in the case of new installations),
- Providing technical assistance to the project owner concerning insurance procedures (under the guarantee of perfect completion and the ten-year guarantee or property damage insurance).
- All services required for the operation and durability of the facilities.

The Service Provider will coordinate and carry out these services using its resources and, if necessary, using subcontractors.

The Service Provider will define the regulation instructions and operating parameters for the various installations, aiming to achieve the required service levels while optimizing or even reducing the various energy and fluid consumption levels.

The Service Provider will propose to the Client that it implements:

- preventive maintenance plans to ensure that performance targets are met,
- Spare parts stock levels,
- the 3-year multiannual works plan,
- reporting, in particular employing management charts

2.1.2 *Description of Installations*

This contract covers the maintenance of all of the following categories:

- Carpentry - Framework
- Roofing - Gutter
- Underground networks
- Masonry work
- Major cleaning work
- Floor coverings (soft and hard, wood, concrete, synthetic, etc.)
- Joinery (windows, doors, glazed frames)
- Electricity (high and low voltage)
- Service to Generator
- Plumbing (WCs, showers, sinks, solar water heaters, washbasins)
- Gas installations
- Painting (Touch up)
- Pool service
- Ventilation (hoods, fans, controlled mechanical ventilation, etc.)
- Air conditioning (individual and centralized)
- Kitchen equipment
- Refrigeration
- Steel work
- Furniture repair
- Fire hydrant and water hoses

Not included in the list, but also included, are the parts and components necessary for the equipment to

perform its functions, in particular: associated valves and fittings, auxiliary circuits, measuring, control and regulation devices, and the electrical supply up to the first junction box.

Wear parts included in this contract are as follows:

GAS PARTS

- Lever
- Injector
- Gas seal
- High-temperature grease
- Thermocouple
- Pilot pipe
- Pilot burner

ELECTRICAL PARTS

- Indicator light
- Fuse
- Domino
- 16A to 32A plug
- Flexible power cable for small appliances (slicer, peeler, mixer, etc.)

MISCELLANEOUS PARTS

- Cleaning product
- Grease
- Release agent
- Serflex
- Screws and bolts
- Belts (peeler, slicer, wringer)
- O-rings.
- Capacitor
- HV terminal
- HV cable
- HV sheath

WASHING PARTS

- Turnstile nut
- Water supply hose
- Pressure switch hose
- Hose
- Gasket
- Washing and rinsing jets to be fixed on arms or turnstiles
- Pressure switch
- Compression chamber

SANITARY PARTS

- PVC elbow tee
- Stainless steel water connection hose for appliances
- Siphon on sink
- Teflon
- Tap gasket
- Copper elbow tee
- Valves
- Hot/cold water shut-off valve

Wearing parts for the air conditioner and parts for the swimming pool pump should be included. The candidate should propose a list of the parts included.
Chemical products for the pool service are also covered by the maintenance contract and should not be charged to the client.

2.1.3 *Services excluded from the contract*

The services excluded from the contract concern:

- IT equipment

-
- - Cameras, sound speakers, smoke detectors, intruder alarm, ambulance alarms, Wi-Fi network speakers, smoke detector, intruder alarm, ambulance alarm, Wi-Fi network speakers, smoke detectors, intruder alarms, ambulance alarms, Wi-Fi networks, photocopiers, computer networks, fire extinguishers, etc.

2.1.4 Initial inventory and consideration of installations

Within four weeks from the date on which the Delegate starts performing the contract, the delegate will draw up an inventory and assessment document of the condition of the installations within the perimeter to be maintained.

This assessment is an opportunity to reinforce the inventory attached to the tender and the content of the preventive maintenance plans to guarantee the specified availability objectives.

The delegate cannot take advantage of a lack of knowledge of a piece of equipment to avoid its contractual obligations.

The installations made available to the Delegate under this contract are deemed compliant and operational for the service obligations requested and operational for requested service obligations.

If the spare parts are at a manufacturing standstill and without equivalence, the Delegate must exhaustively specify the incriminated equipment in its account statement.

2.2 Level of service to be achieved - Detailed requirements

Refer to section 2.1.1 Nature of services.

2.2.1 Flat-rate services

2.2.1.1 Obligations in respect of fixed-rate benefits

Delegate ensures the obligations of results for the various technical installations.

A breakdown will be considered blocking if it interrupts the operation of the equipment concerned or no longer fulfils the functions for which it was installed.

2.2.1.2 Preventative maintenance

The delegate will present the frequency and content of maintenance operations (nature of the operations, consumables, oils, refrigerants, spare parts, labour, etc.) to the Client at the end of the acceptance meeting for each piece of equipment subject to preventive maintenance, following the performance obligations mentioned above.

Consumables and small parts subject to wear and tear during regular use are included in the fixed price, with no limit on the amount (lubricant, fluid seals, belts, filters, seals, indicators, electronic components, remote control batteries, fuses, etc.). Consumables includes chemical products for the pool, but are not limited to this.

The delegate will draw up a provisional schedule setting out the dates of interventions and offer it to the Client.

The dates thus selected will serve as a reference for work carried out during the current year. This schedule will be submitted no later than 2 weeks after the date of notification of the contract and will then be updated annually.

The delegate must confirm its intervention with the Client at least 8 days before the presumed date, mentioning the date and time of arrival, the names of those involved, and the duration and nature of the service.

The delegate will propose the shutdown dates for preventive maintenance, which the Client will validate at the half-yearly meeting.

2.2.1.3 Corrective maintenance

In the event of an anomaly, the Delegate must intervene within 24h from when the Client is notified of the fault.

The fixed price for corrective maintenance in this contract includes all services (receiving the call, processing the call, travel by the technician(s), dismantling the protection, if necessary, diagnosis, safety or consignment, if necessary). Labor is also included in the fixed price.

The package also includes all wear parts and products listed in section 2.1.2. For any additional purchase needs, the contractor will have to establish a pro forma for approval by the client. If the price on the pro forma is not accepted, the client can decide to buy these needed items.

Only corrective action due to malice or vandalism is excluded from the fixed price.

Any compliance work following reports from inspection bodies may be dealt with under "services not included in the fixed price."

The delegate will not be entitled to claim any price supplement for any additional services that it is obliged to carry out, which are the result of the Delegate's a poor assessment of the services requested and the state of the installations.

The quotation will state the deadline for carrying out the services from the date the Client makes the installations available.

The Client may use the "services outside the fixed price" framework to modify and improve the technical installations.

Note: Under the fixed price, any breakdown resulting from poor execution or a lack of preventive measures will be considered.

2.2.1.4 Assistance to the control office

As part of the package, the Delegate will assist the inspection body in determining the scope of equipment subject to regulatory controls and mandatory periodic inspections (electricity, lifts, pressure equipment, etc.).

The delegate is obliged to accompany the inspection bodies during their work and to carry out the operations required to complete these inspections (consignments, opening of access panels, removal of protective covers, dismantling, reassembly, etc.).

The delegate will be responsible for analysing and implementing these inspection reports and corrective actions relating to observations. At the client's request, the delegate may draw up costed proposals to respond to other observations (compliance, etc.).

The actions taken in response to the inspection bodies' comments must be carried out within 15 days, except for comments affecting the safety of individuals, which must be carried out immediately.

The delegate will progressively inform them of the actions taken and any remaining reservations.

The Client may carry out or have carried out any checks that it deems necessary. The delegate must provide the documents necessary for these checks and assist the Client or its representative in these checks or tests.

2.2.1.5 On-call duty

The delegatee must be able to intervene at any time of the day in an emergency. He must be available 24 hours a day, 7 days a week, 365 days a year.
They must have a team on site from 7 am to 6 pm.
The applicant must include a list of the skills and experience of the staff training his team to ensure compliance with the rules governing interaction with school staff and children.

2.2.1.6 Insurance claims and procedures (Perfect Completion, Decennial, Property Damage)

The delegate must inform the Client of any damage to the buildings and technical equipment covered by this contract. This information will be provided by sending a detailed damage report (date and time of the damage, description of the damage, presumed causes, conservation measures proposed or implemented, proposed repair solution with costing), accompanied by photographs if necessary.

The Client will declare the loss to the relevant insurance (damage to work or property) and inform the Delegate of the action taken.

The Designated Delegate involved in this contract will be responsible for providing the Client with technical assistance and attending the various expert appraisals.

The Delegate will rely on the skills of subcontractors depending on the claims.

Finally, the Delegate's liability may be sought in cases where one of the supposed causes of damage is a maintenance fault or linked to failure to comply with the obligations of this contract.

2.2.1.7 Updating documentation

Delegates will monitor and update the existing technical documentation (Dossier outrages exécutés, plans and diagrams, etc.) made available by the Client following the work it carries out.

2.2.2 Services not included in the package

Outside the maintenance defined in § 2.2.1.3 "Corrective maintenance", corrective interventions will be the subject of a quotation (pro forma) sent by the Delegate to the Client within 3 days of notification of the fault. It will be processed as part of a purchase order.

Any use of the equipment covered by this contract that is out of tolerance (incivility, vandalism, deliberate damage, etc.) will be charged an extra fee.

The quotation (pro-forma) will show the quantities and corresponding unit prices (hourly rate, proof of purchase of spare parts, etc.). It will include a detailed description of the services to be provided and the methods of execution (security, interface with other departments or service providers).

If necessary, the Client reserves the right to ask the service provider for a second replacement quotation, replace them with parts from another supplier, or provide the parts directly.

2.2.3 Guarantee

The duration of the guarantee (parts and labour) is 12 months after all services (fixed price or not) following the service's acceptance date.

In the event of interventions within the guaranteed framework, Delegate Delegate must respect the response and repair times mentioned in § 2.2.1 "Flat-rate services."

2.3 Terms and Conditions

2.3.1 Client's obligations

The Client will provide the Delegate with all documentation in its possession.

The Client will provide the energy, water and connections necessary for the work.

A client representative will be appointed and responsible for opening the premises at Delegate's request.

The Client will not work on the installations other than switching on or off, testing lamps and restarting equipment without informing the Delegate.

The Client will immediately inform the delegate of any observations or prescriptions made by bodies recognised as competent (inspection offices, experts, administrations, etc.) and, more generally, of any events, facts, findings, decisions, or other matters that may impact the performance of this contract other than those described in the periodic inspections, which are Delegate's responsibility in this contract.

2.3.2 Self-testing

Delegate will introduce a self-monitoring system for these services. All anomalies and malfunctions will be recorded, and corrective action will be taken to eliminate their recurrence. Repeated anomalies, particularly failure to receive work, repetitive damage, and failure to comply with feedback procedures, will impact the cost of the service.

2.3.3 Security

2.3.3.1 Prevention plan

The delegate will carry out the required work in compliance with the legislation. Risk situations will be identified and rectified in consultation with the Client and the project management assistant responsible for implementing health and safety rules in the workplace, where the parties are jointly concerned. Delegates will record operating anomalies and dangerous attitudes that have led to incidents, accidents, or other risks to prevent future risks.

This document identifies the risk prevention measures taken during the various tasks carried out on the installations and:

- electrical work: qualifications of workers
- work at height: equipment used, maintained and checked, authorisations, etc.
- fire permits if welding, etc.
- Work to ensure the safety of children in an occupied school site

All delegate personnel and subcontractors who work on the site at Delegate's request must be equipped with personal protective equipment as required by law and be updated with their inspections.

2.3.3.2 Work signage and fire permits

Whenever necessary, the Delegate must, at its own expense and with the Client's approval, place barricades or diversions, put up signs and take all steps to ensure signage and warn the various users and visitors of the presence of prohibited areas.

In the event of failure by the Delegate or danger, the Client reserves the right to take any helpful measure at the Delegate's expense without prior formal notice, without this action releasing the Delegate from liability in the event of an accident.

For work requiring tools that are sources of heat (or fire), the Delegate must ask the Client for a fire permit.

2.3.4 Environment

The delegate will take an environmental approach to the work carried out under the contract, particularly regarding waste management and traceability. It will set up a monitoring register and be responsible for disposing of the waste generated by its activity.

Waste tracking slips will be systematically provided to the Client.

2.3.5 Staff assigned to the contract

These personnel must have the necessary authorizations (electricity, refrigerants, welding, etc.); all tools (fixed or mobile drilling machine, grinding machine, welding machine, etc.) and technical equipment (lifting equipment and accessories, cradles, scaffolding, etc.) required to carry out the work are the responsibility of Delegate and will comply with the regulations in force.

The contractors are deemed to have checked the content of the documentation and to have full knowledge of

- The make-up of the buildings
- Constraints due to the purpose of the sites
- The consistency of the equipment and installations they are required to operate
- The special access conditions relating to safety and the specific nature of the work (access control, keys, etc.).

To this end, the Delegate will provide its agents with training that meets the above obligations before their first intervention. It will keep an up-to-date list of these personnel. Any on-call personnel must be mentioned on this list.

2.3.6 Subcontracting

Sub-contracting in the same field of activity as the Delegate is authorized with companies of equivalent qualification, subject to the explicit agreement of the Client's representative before the latter's commencement of services.

The Client's opinion will take the form of a special subcontracting deed, which will approve the subcontractor and the latter's terms of payment. The terms and conditions will be specified in the maintenance contract.

To this end, it must provide the information (staff skills, authorizations, technical resources, references, etc.) that will enable it to make this decision.

The project owner's assistant will update the prevention plan for the agent responsible for implementing health and safety rules at work before the start of the services required on this occasion.

2.3.7 Premises and Equipment

The Client will provide the Delegate with 11 m² of premises for the administrative management of the maintenance activities covered by this contract and 15 m² of premises for the storage of tool replacement items.

2.3.8 Service limits

Delegate may be asked to carry out additional work to repair faulty installations for which a lump sum is charged:

- Damage resulting from a n installation that does not comply with the equipment manufacturer's specifications,
- Falls and/or impacts,
- Disasters such as fire, flooding, lightning, cyclones, etc.
- Use outside tolerances (incivility, vandalism, deliberate damage).

2.3.9 Insurance

The Delegate is obliged to take out, no later than the date of signature of the present contract, with an insurance company that is with an insurance company that is known to be solvent, all the insurance policies necessary for the performance of the agreement to be guaranteed against any indemnity to which it may be exposed because of the activity under this contract. A copy of the insurance policies taken out will be sent to the Client before any commencement of services.

The Service Provider's liability to the Client for non-performance of its contractual obligations may only be sought, over and above the amounts resulting from the application of this agreement, in the event of a breach, fault or omission committed in or in connection with the performance of the services for which it is responsible under this agreement. Services for which it is responsible under this contract.

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

The Client must provide proof of the damage suffered.

TITRE 3 MANAGEMENT ORGANISATION

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

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

3.1 Contract launch review

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

- a joint reading of the various contract documents.
- drawing up and signing the prevention plan.
- organisational arrangements.
- The client explained current and future operating constraints.

Note: in the period between the contract launch review and the first half-yearly meeting, the Client will organise as many meetings as necessary to ensure the organizational implementation of the contract

and considering the installations, which the Delegate will be obliged to attend without additional remuneration.

3.2 End of treatment meeting

Once the installations have been taken over (4 weeks), the Client will organise a meeting at which the Delegate will present in particular:

- an update of the provisional preventive maintenance schedule implemented on the day the contract comes into force;
- the inventory and condition of the equipment within its scope.
- the monitoring documents in place.

3.3 Annual Meeting

Each year, the Client organises a meeting during which the Delegate presents a report on the past year and the work carried out.

Delegates will present:

- a review of the past year (changes in indicators over the various six-month periods and annual consolidation, comparative and forward-looking analysis),
- an update of the prevention plan
- an update of the technical inventory.
- an analysis of the various interventions to optimize the safety of the installations and the operation of the contract for the following year (revision of the maintenance plan in particular);
- updating the forecast preventive maintenance schedule for the following year
- monitoring the multi-year works plan

3.4 Proposal plan

At the end of September of each contract year, delegate will submit a plan of proposed services (new works, improvements, modifications, with associated costs).

3.5 Tracing

An intervention sheet will be created for each intervention (preventive, corrective, various services, etc.), the form and content of which will have been validated during the contract review.

The Client has permanent access to this document.

In particular, this document will mention

- the start date of the work;
- the end date of the service
- A description of the services performed
- the list of spare parts used.
- The observation, corrective and preventive action, mode and cause of failure: This worksheet will be validated by the Client.

After any intervention, the delegate will, if necessary, update the existing plans and diagrams.

The delegate must sign the registers corresponding to each service at the end of each service to ensure that they are properly kept.

3.6 Contract termination

The balance of the contract will be paid subject to:

- updating and returning copies of the operating and maintenance files.
- completion of the services and corrective and preventive work on the installations.
- The technical premises are in a satisfactory state of cleanliness.
- supply the annual report, the proposal plan and an up-to-date and complete inventory
- Any work to comply with current legislation
- Normal obsolescence of the installations

3.7 Changes to the portfolio of works, installations and equipment taken over

3.7.1 Changes in operating conditions

An amendment specifying the new terms will be made to this contract in the event of any change in operating conditions impacting the performance of this contract.

3.7.2 Any change like the materials or equipment pool

Any change in the stock of materials or equipment covered by this contract after validation of the inventory by both parties may be the subject of an amendment specifying the new terms and conditions and the corresponding charges.

3.8 Terms of payment

The delegate will send an invoice by the 5th of the following month.
Client payment of the invoice is within 14 calendar days of the date of submission of invoice.

APPENDIX 4.1 : 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 1 (4.1 & 4.2)
- e) Methodology implemented for the assignment
- f) Report template
- g) Insurance
- h) TIN
- i) Business License
- j) VAT registration certificate
- k) Certificate of incorporation
- l) BRELA summary
- m) List of beneficial owners
- n) Contractor registration board certificate
- o) References, if available

Tender Submissions

Submissions should be made in writing or by email by Sunday 8th December 2024 as follows:

By physical delivery - Mawenzi Road, Masaki, Plot 282, Dar es Salaam, Tanzania

By email to marjoline.baud@frenchschooltanzania.org. The subject heading should state "Maintenance Tender Submission 2025".

The successful provider will be contacted after this date to arrange a formal meeting at The French International School.

APPENDIX 4.2 : Details of the cost of the service

Please be aware when pricing the different items that service to generator and pool service might be removed from the list in the final contract.

Monthly fixed price schedule	
Designation	Monthly cost excluding VAT
Carpentry - Framework	
Roofing - Gutter	
Underground networks	
Masonry work	
Major cleaning work	
Floor coverings (soft and hard, wood, concrete, synthetic, etc.)	
Joinery (windows, doors, glazed frames)	
Electricity (high and low voltage)	
Service to Generator	
Plumbing (WCs, showers, sinks, solar water heaters, washbasins, drainage, septic tank, ...)	

Gas installations	
Painting and anti-rust	
Pool Service	
Ventilation (hoods, fans, controlled mechanical ventilation, etc.)	
Air conditioning (individual and centralized)	
Kitchen equipment	
Refrigeration	
Steelwork including welding	
Furniture Repair	
Fire hydrant and water hoses	
Glass repair	
Locks	
Monthly total	

APPENDIX 3 History of the Assets - Arthur RIMBAUD

Table listing all the equipment on each site. This table may be updated by candidates who provide evidence of their visit to the site and expand on their technical brief.

Name of spaces	SU m²	Door	Window	Table	Chair	Bench	sofa	Desk	Board	Cupboard	Cafemaker	Micro wave oven	Table top Fridge	Water dispenser	table tennis	pool table	Baby foot	AC split	Light	Socket	Extractor	AC motor	Generator	electrical board	Fan	Floor drain	Pump	Horse reel	Buffer	drain	Urinal	WC	Shower	Sink	trash bucket	Electric fence	Rasor	Bain marie	trolley	Oven	induction	Burner	Counter fridge	Fridge	Freezer	hood	Dish washer	Lift	ladder						
Campus Arthur Rimbaud underground R-1: EFAR																																																							
Water reserve	Ens																												ens																										
Septic tank	Ens																												ens																										
Under ground network	Ens																									1		ens																											
Campus Arthur Rimbaud Ground floor R0 : EFAR																																																							
Drop off Pick up	460	2																	10											ens																									
Delivery entrance	40	1																																																					
Bicycle parking	40	1	1																4	4																																			
Takataka room	9	2																1	1																																				
Askaris lodge	10	1	3															1																																					
Parvis visitor	136	1		1			1							1					10										ens	ens																									
CPE 1 ^{er} degré	15.8	3	3	3	3			1		1								1	3																																				
CPE 2 nd degré	15.8	2	3	2	4			1	1	1								1	3																																				
Mkuu principal	20	2	3	1	4		1	1	2									1	6																																				
Admin toilet male	3.7	2	1																3						1	1																													
Admin toilet male	3.7	2	1																3						1	1																													
Corridor manager	16	2									1	1	1	1					6	2																												1							
School life	66	5	10	18	27		1	2										2	10																																				
Repro admin	3.6	1	1	2														1																																					

[illegible]

[illegible]

TENDER FOR THE MAINTENANCE

[illegible]

TENDER FOR THE MAINTENANCE

Name of spaces	SU m²	Door	Wind ow	Table	Chair	Ben ch	sofa	Desk	Board	Cup bo ard	Café ma ker	Micro wave oven	Table top Fridge	Wa ter disp	table ten nis	pool ta ble	Baby foot	AC split	Light	So ck et	Ex mo tor	Gen era tor	elec trical board	Fan	Flo or drain	Pu mp	Hor se reel	Bu ffer	drain	Urinal	WC	Shower	Sink	trash bucket	Elec fence	Ra sor	Bain ma rie	tro lley	Oven	ind uction	Bur ner	Coun ter fridge	Fridge	Free zer	ho od	Dish washer	Lift	Ladle								
Campus Arthur Rimbaud Ground floor R0 : EFAR																																																								
Store restaurant	4.9	1								2									1																																					
Restaurant	163	6		29	114														25					13																																
Tri déchets vaisselle	8	0		1						2																																														
Dish wash area	5.4	0		3															1				1										2																1							
Store tableware	2	1																	1																																					
Cuisine Jikoni	24.5	2	2	3							1								6	2					1				1				2					1		1		2	1	1	1											
Store Kitchen	4.9	1	1	1															1																							2														
Self	19.5																		3																					3																
WC 8	3.42	1																	1																																					
Cold room	2.87	1																																																						
Sub total EFAR R0	4,196	130	152	327	458		7	26	32	101	4	2	2	7				29	427	53	2	1	7	56	3	2	3	ens		7	17		34		ens	ens			1		1	2	4	1	1	2	0	0								
Campus Arthur Rimbaud first floor R+1: EFAR																																																								
Interior stair 1 R+1	24.51	0																	2	1																																		1		
Interior stair 2 R+1	13.71	0																	2																																					
Covered 5 path R1	65																			1			1																																	
Covered 6 path R1	88																		10	1							1																													
Covered 7 path R1	28																		5	1			2			1																														
Covered 8 path R1	36,94																		11	2																																				
Covered 9 path R1	75																		6	2	2			1																																

TENDER FOR THE MAINTENANCE

[illegible]

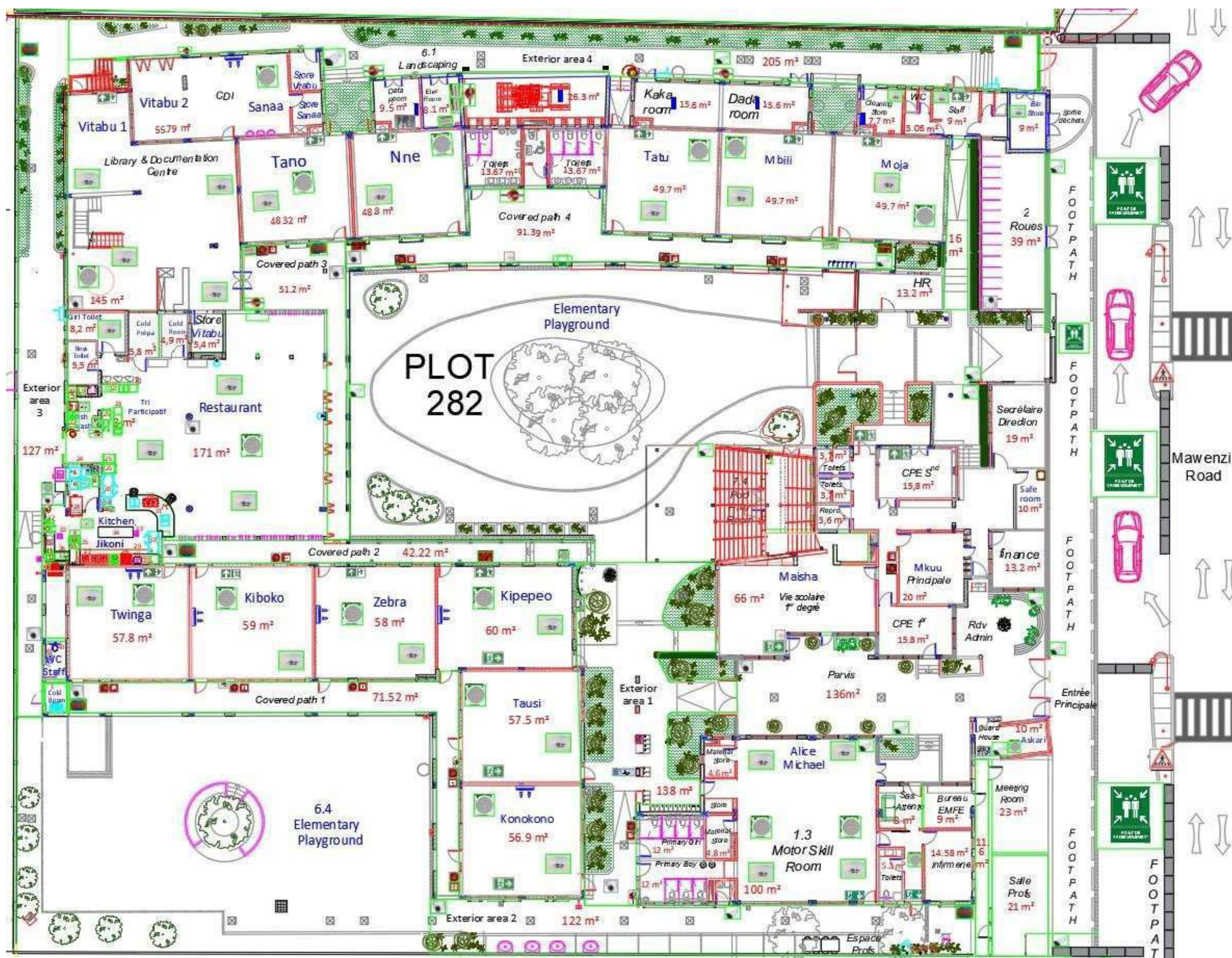
TENDER FOR THE MAINTENANCE

Campus Arthur Rimbaud second floor R+2 : EFAR

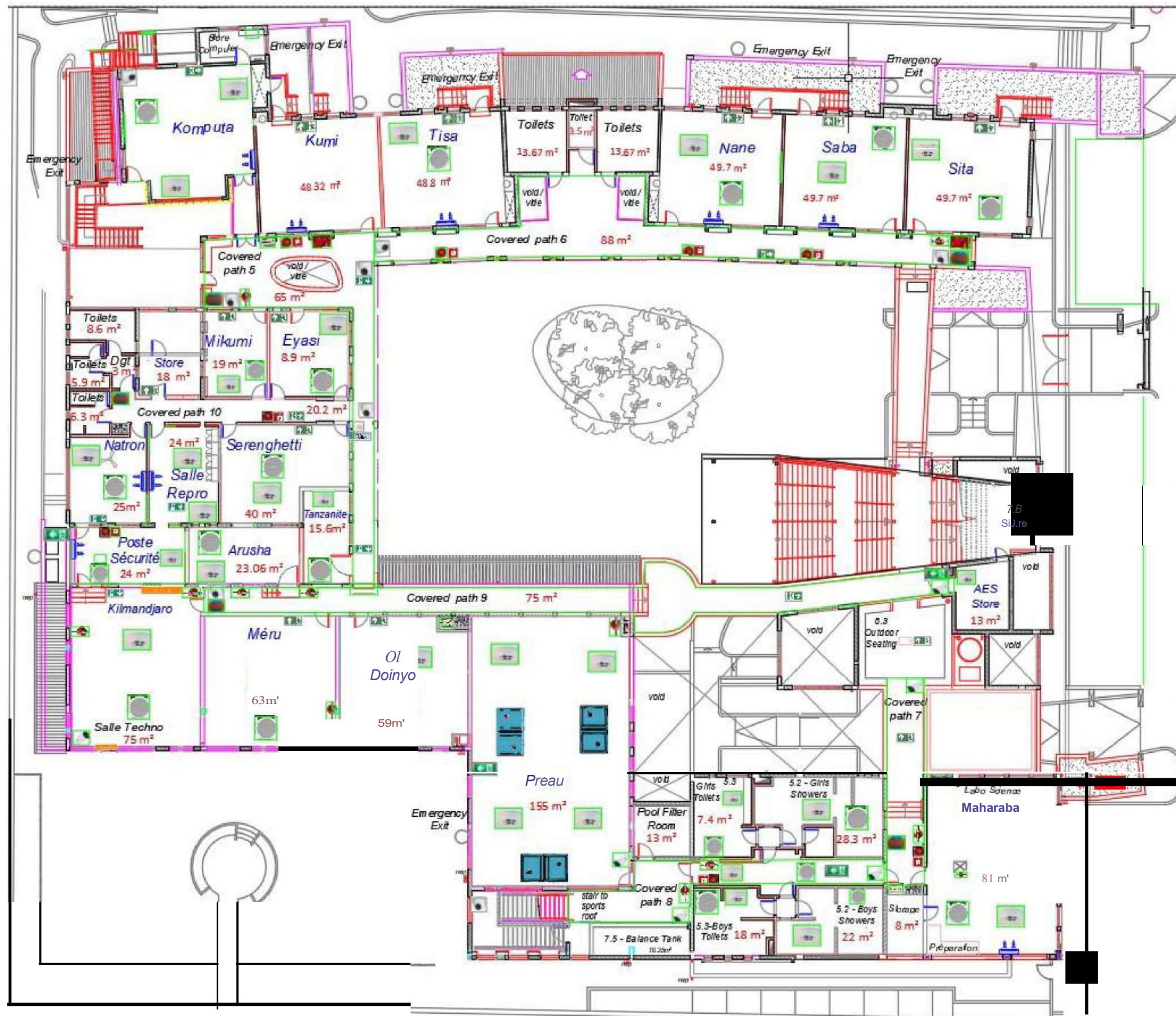
TENDER FOR THE MAINTENANCE
CURATIVE AND PREVENTIVE MAINTENANCE OF WORKS AND INSTALLATIONS ARTHUR RIMBAUD AND FLORENCE ARTHAUD CAMPUS

Name of spaces	SU m²	Door	Window	Table	Chair	Bench	sofa	Desk	Board	Cupboard	Café maker	Micro wave oven	Table top Fridge	Washing machine	pool table	Baby foot	AC split	Light	Socket	Extractor	AC motor	Generator	electrical board	Fan	Floor drain	Pump	Hot water reel	Buffer	drain	Urinal	WC	Shower	Sink	trash bucket	Electric fence	Razor	Bathroom	trolley	Oven	induction	Burner	Counter fridge	Fridge	Freezer	hood	Dish washer	Lift	ladder			
Covered 13 path R2	42,2																	5																																	
Emergency stair R+2	4	1																																																	
Technical terrace	43																				6								1																				6		
Water tank 1	23.5	1																								1			1																						
Water tank 2	13.8	1																								1			1																						
WC 17	3.46	5	1															3						1								1			1																
WC 18	13.6	1	1															10						1							4	2		3																	
WC 19	13.6	5	1															10						1								4		3																	
Pilipili	49.7	3	6	24	25			1	1	4							1	9	8					4								1																			
Tangawizi	49.7	3	5	15	24			1	1	1							1	9	8					4								1																			
Safroni	49.7	3	5	13	25			1	1	4	1						2	9	8					4								1																			
AES office	20	1	3		5			3	1								1	4	4					1																											
Foyer	239	0					2								1	1	1	3		1																															
Playground	506	2											1					10	4	1										2																					
Store Ruaha	15.4	3	4							4								2					1																												
Parvis piscine	140	1																11												1																					
Gradins piscine	50	0																																																	
Piscine + abords	315	1																																																	
Sub total EFAR R+2	1,571	31	26	52	79		2	6	4	13	1	0	0	2	1	1	1	5	105	32	3	6	0	2	16	0	2	1	0	8	4	10	0	7		0	0		0	0	0	0	0	0	0	0	0	1	6		
Total EFAR	7,410	244	275	641	870		9	47	64	177	7	2	3	10	4	1	1	56	804	169	13	9	1	14	174	4	8	5	ens	8	20	48	0	71		ens	ens		1	0	1	2	5	1	1	2	2	13			

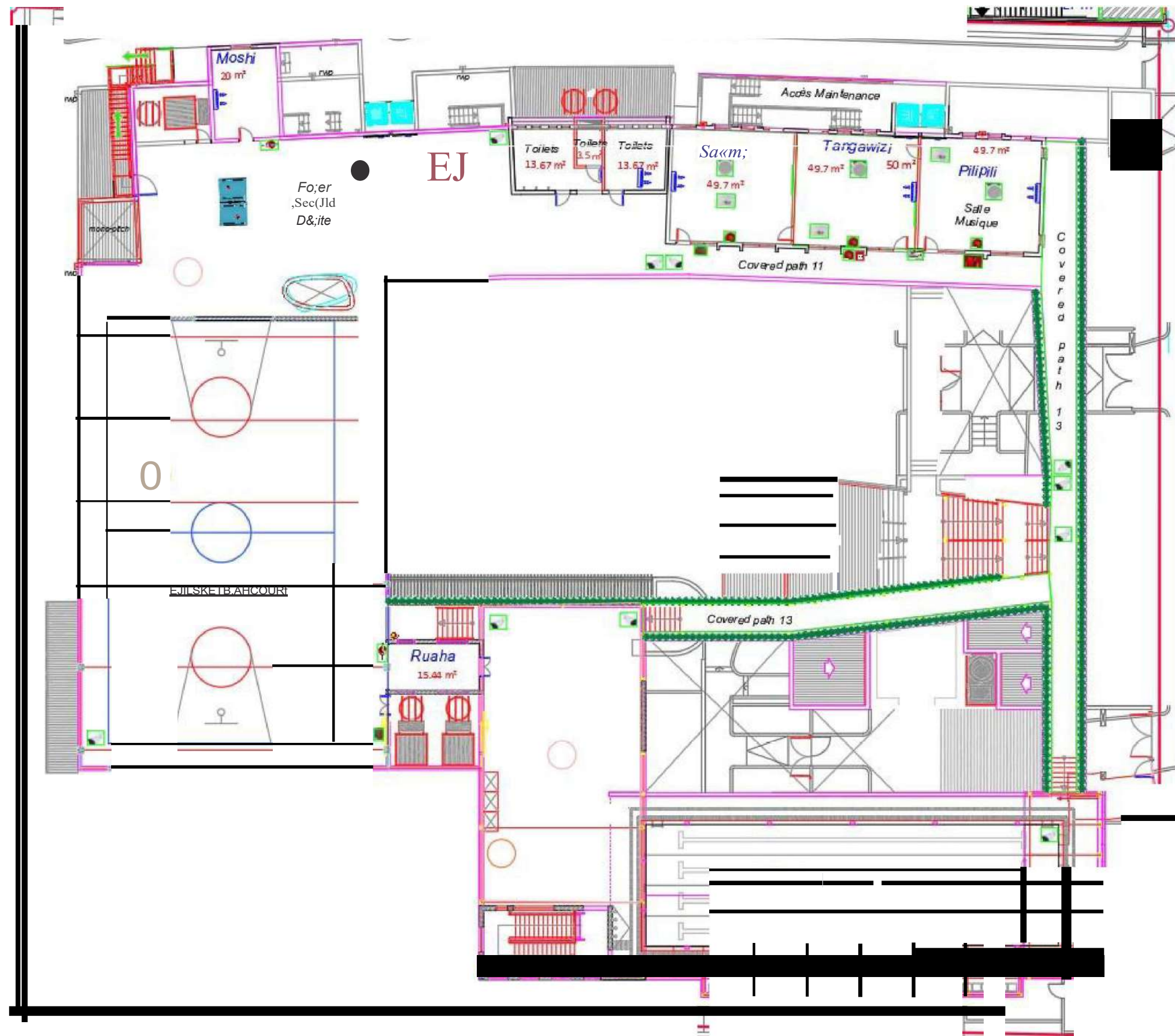
GROUND FLOOR PLAN Arthur Rimbaud



FIRST FLOOR Arthur Rimbaud



SECOND FLOOR Arthur Rimbaud



Appendix 5 HISTORY OF ASSETS FLORENCE ARTHAUD

Name of spaces	SU m²	Door	Window	Table	Chair	Bench	sofa	Desk	Board	Cupboard	Café maker	Micro wave oven	Table top Fridge	Washing disp	table tennis	pool table	Baby foot	AC split	Light	Socket	Extractor	AC motor	Generator	electrical board	Fan	Floor drain	Pump	Horse reel	Buffer	drain	Urinal	WC	Shower	Sink	trash bucket	Electric fence	Razor	Bain marie	trolley	Oven	Induction	Burner	Counter fridge	Fridge	Freezer	hood	Dish washer	Lift	Ladder			
Campus Florence Arthaud ground floor R0: EFAA																																																				
Water reserve	Ens																										1		ens																							
Septic tank	Ens																												ens																							
Soak pit	Ens																										1		ens																							
Under ground network	Ens																												ens																							
Espace vert	500																																																			
Corridor interior 1	26																																																			
Corridor interior 2	79.2									1									3																																	
Corridor interior 3	65									5				1					5									2																								
Corridor interior 4																			3		2	2																														
Outside Corridor	416													1					24	8	1	9					2	ens						2		ens	ens															
Askari room	7	1	3	1	2			1										1						1																												
Staff room	6.9	1	2	1	4														1																								1									
Staff male toilet	2.8	1	1																1																																	
Staff toilet female	2.8	1	1																1															1	1	1																
Generator	6.9	1																				1												1	1	1																
Stair 1	11.5																		1																																	
Stair 2	9.9																		1																																	
Resto self	137	2	6	20	14	22			2					2					17	8	2				9											3			1	2				1	1	1						
Dish wash area	19	1	1	3					1											4															1										1							
Simba	58	1	7	3	3				1									2	8	8					4									1	1	1										1						
Tembo	49	6	3	2			8	1	1	15								2	6	8					4										1																	

[illegible]

Name of spaces	SU m²	Door	Window	Table	Chair	Bench	sofa	Desk	Board	Cup board	Café maker	Micro wave oven	Table top Fridge	Water dispenser	table tennis	pool table	Baby foot	AC split	Light	Socket	Extractor	AC motor	Generator	electrical board	Fan	Floor drain	Pump	Horse reel	Buffer	drain	Urinal	WC	Shower	Sink	trash bucket	Electric fence	Razor	Bain marie	trolley	Oven	induction	Burner	Counter fridge	Fridge	Freezer	hood	Dish washer	Lift	ladder			
Campus Florence Arthaud ground floor R0: EFFA																																																				
Washing hand area	15.7	0																																6																		
Cleaning store	3.15	1								1									1																																	
Takataka room	15.7	2																	1																																	
Laundry	8.4	1	2	1															1	4														1													1					
Cleaning body	5.3	1																	1												1			1	1																	
Garden store	10	1																	1	4																																
Workshop	6.85	1	2					1											1	4																																
Bar	13.1	1		3						1	1	1		1				1	3	8																1																
Kitchen	20.8	1	4	3						1									4	4						2									2	1				1	1	1	2			1	1					
Kitchen store	7.91	1								2																																										
Big store	19.9	1																	5											2																						
Parvis	156	3																	1																																	
Outside pitch	600	0																	1																																	
Inside pitch	936	3																	14																																	
Courtyard 1	271																																																			
Courtyard 2	262																																																			
Courtyard 3	47																																																			
Courtyard 4	150																																																			
Pedagogic garden	77																																																			
Sub total EFFA R0	4,451	74	54	75	99	25	24	3	9	70	1	1	0	5	0	0	0	14	177	107	5	11	1	1	21	4	2	4	2	1	0	18	14	27	6	0	0	1	2	2	1	1	3	5	2	2	3	0	0			

TENDER FOR THE MAINTENANCE
CURATIVE AND PREVENTIVE MAINTENANCE OF WORKS AND INSTALLATIONS ARTHUR RIMBAUD AND FLORENCE ARTHAUD CAMPUS
30/33

Name of spaces	SU m²	Door	Window	Table	Chair	Bench	sofa	Desk	Board	Cupboard	Café maker	Micro wave oven	Table top Fridge	Water dispenser	table tennis	pool table	Baby foot	AC split	Light	Socket	Extractor	AC motor	Generator	electrical board	Fan	Floor drain	Pump	Horse reel	Buffer	drain	Urinal	WC	Shower	Sink	trash bucket	Electric fence	Rasor	Bain marie	trolley	Oven	Induction	Burner	Counter fridge	Fridge	Freezer	hood	Dish washer	Lift	Ladder						
Campus Florence Arthaud first floor R+1 : EFFA																																																							
Stair 1 R+1	6																		1																																				
Stair 1 R+2	6																		1																																				
Corridor 5	65.6									5				1					5									2																											
GS	57.6	1	5	8	18	2		1	1	7									2	8															1																				
GS	63	1	4	12	18	2		1	1	8									2	8															1																				
Motricity	108	2	10	2	2														4	13																																			
Toilet	8.97	1	1																1														3	3	1																				
Water reserve	10																																																						
Sub total EFFA R+1	325	5	20	22	38			2	2	20	0	0	0	1				8	37	0		0	0	0	0	0	0	2	0		0	3		3		0	0			0		0	0	0	0	0	0	0	0	0	0	0	0		
Total EFFA	4,776	79	74	97	137	25	24	5	11	90	1	1	0	6	0	0	0	22	214	107	5	11	1	1	21	4	2	6	2	1	0	21	14	30	6	0	0	1	2	2	1	1	3	5	2	2	3	0	0	0	0				

Appendix 6 : PLANS OF CAMPUS PREMISES AND OUTDOOR AREAS FLORENCE ARTHAUD



