

## **TERMS OF REFERENCE (TOR)**

### **Roof Replacement Project – Shelter Afrique Headquarters**

**Date:** 4th March 2026

**Location:** Shelter Afrique Headquarters, Nairobi, Kenya

#### **1. Background**

Shelter Afrique is a Pan-African housing finance institution that supports the development and provision of affordable housing across Africa. In line with our commitment to maintain high-quality infrastructure and ensure the safety and well-being of our staff, Shelter Afrique intends to undertake the replacement of the existing roofing sheets at its headquarters in Nairobi, Kenya.

The current roofing system has deteriorated due to age and weather exposure, leading to leaks and reduced insulation efficiency. This project seeks to replace the roofing with a durable, modern solution that meets current building standards.

#### **2. Objective**

To procure professional roofing services for the complete removal and replacement of the existing roofing sheets at Shelter Afrique's headquarters, ensuring quality workmanship, safety compliance, and minimal disruption to ongoing operations.

#### **3. Scope of Work**

The contractor shall provide all labor, materials, tools, equipment, and supervision necessary for the roofing sheets replacement in strict adherence with Health and Safety protocols. The scope includes but is not limited to:

- Removal and carting away of existing roofing materials
- Supply and installation of new roofing sheets and water proofing to gutter beams
- Structural reinforcement where necessary
- Making good any finishes impacted during works
- Compliance with local building regulations and safety standards
- Provision of warranties and maintenance guidelines

#### **4. Expected Deliverables**

- Detailed project implementation plan and timeline
- Safety management plan
- Weekly progress reports
- Final inspection and project completion report
- Warranty documentation (minimum 10 years for roofing materials)

#### **5. Duration**

Time being of essence the duration of the project shall not exceed 3 weeks from the date of letter of award or Issuance of Purchase Order. A detailed project schedule must be submitted as part of the proposal.

## 6. Technical Qualifications and Experience

The selected contractor must meet the following criteria:

No	Criteria	Score
1	Incorporation certificate (minimum 5 years)	5
2	Registration with NCA category 6 for builders works and valid practicing license	10
3	Valid County trading license	5
4	Proof of ownership of equipment e.g. pick up or lorry, crane, scaffolding	5
5	Experience in works of a similar nature – minimum 3 previous engagements involving roofing works – attach award letters or completion certificates and contact information to seek confirmation	15
6	CVs of experienced staff – safety officer to be deployed to site fully, supervisor with engineering background	10
7	Implementation methodology emphasising adherence to health and safety protocols of working at heights	20
	<b>Total</b>	<b>70</b>

## 7. Evaluation Criteria

Proposals will be evaluated based on the following:

- Technical proposal – 70%
- Financial proposal –30% (BQ Attached)

## 8. Reporting and Supervision

The contractor will report to Shelter Afrique’s Property Manager and will coordinate closely with the Administration Unit. Regular site inspections will be conducted.

## 9. Submission Details

Interested contractors must submit their soft copy proposals (technical and financial) by **17th March 2026** to:

### Procurement and Disposal Committee

Shelter Afrique

P.O.BOX 41479,00100

Nairobi

[procurement@shelterafrique.org](mailto:procurement@shelterafrique.org)

Submissions should be clearly marked:

**“Proposal for Roof Replacement – Shelter Afrique HQ”**

**A site visit can be conducted by the parties between Monday to Friday at Shelter Afrique HQ.**

## **10. Confidentiality**

All information provided to the contractor during the execution of this contract shall remain confidential and shall not be disclosed without written permission from Shelter Afrique.

Item	Description	Qty	Unit	Rate	Amount (Kshs.)
<b><u>SECTION NO. 2: ROOF WORKS</u></b>					
<b><u>ELEMENT NO. 1: DEMOLITIONS (PROVISIONAL)</u></b>					
<u>Notes</u>					
<u>All demolished items shall remain the property of the Employer and shall be set aside unless otherwise instructed to dispose</u>					
<u>All works in this section shall be performed in such a manner as to ensure the safety of the public and adjoining property.</u>					
A	Carefully hack existing damaged waterproofing; cart away arising debris; make good disturbed surfaces and prepare surfaces to receive new finishes	472	Sm		
B	Carefully existing roofing sheets and set aside for reuse	932	Sm		
<b>TOTAL FOR DEMOLITIONS CARRIED TO SUMMARY</b>					

Item	Description	Qty	Unit	Rate	Amount (Kshs.)
<b><u>ELEMENT NO. 2: ROOFING</u></b>					
<b><u>ROOF COVERING</u></b>					
A	Supply and fix gauge 28 Galvanized aluminium-zinc coated roofing sheets (PPAZ TEKDEK IT5-IT910-CRK-0.4mm-AZ100-GLS-SKY BLUE/BAC-3.2M) complete with hooks, screws or nail fixed as recommended by manufacturer	932	Sm		
<b><u>WATER PROOFING</u></b>					
<u>Cement and sand (1:4) screed as described in:</u>					
B	40 mm thick screed to receive APP water proofing material (m.s.)	472	SM		
<u>4 mm thick approved Attactic Poly-Proylene (APP)waterproofing membrane to cement and sand screed (m.s.) ; laid in accordance with manufacturer's printed instructions.</u>					
C	Floors; horizontal; over 300mm wide	472	SM		
D	Dress membrane round 150mm diameter rainwater outlet	16	NO		
E	Make good any disturbed surfaces		Item		
<b>TOTAL FOR ROOF WORKS CARRIED TO SUMMARY</b>					

**SUMMARY FOR ROOFING WORKS**

ELEMENT	DESCRIPTION	Amount (Kshs)
1	DEMOLITIONS	
2	ROOF WORKS	
	<b>TOTAL FOR ROOF WORKS CARRIED TO MAIN SUMMARY</b>	

BILL	DESCRIPTION	Amount (Kshs)
1	<b>PRELIMINARIES &amp; MOBILIZATION</b>	
2	<b>ROOFING WORKS</b>  The contractor shall include the price of selling the existing roofing sheets to be deducted form the total quotation during negotiation.	Indicate amount here  .....
4	<b>Sub - Total 1</b>  Add: 16% VAT  <b>CONTINGENCY:</b> Allow a Provisional Sum for Contingencies	
<b>TOTAL CARRIED TO FORM OF TENDER</b>		

Construction Period \_\_\_\_\_ Weeks (Fixed)

**Note:** Tenderers should provide a comprehensive works programme together with the tender Bills of Quantities when submitting the tender

Signed

Tenderer \_\_\_\_\_ Employer \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

## Recommendations

Based on the inspection findings, the following recommendations are suggested:

1. Urgent need to overhaul the entire front roofing curve as the sheets are defective
2. Gutter to be cleaned, APP be replaced as well
3. Downpipe points to be located and opened up with a sieve places after which will call routine checks to avoid clogging.

## PHOTOS



