

**Construction and Installation of Gypsum
Partitions and Frameless Glass Doors with
Access Control and Film Sticker**

TERMS OF REFERENCE

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- Project:** Construction and Installation of Gypsum Partitions and Frameless Glass Doors with Access Control and Film Sticker at 13th, 14th, and 15thFloors
- Location:** PAPU Tower, 282 Moshi Road, Arusha, Tanzania.
- Client:** PAPU (Pan African Postal Union)

1. Background

Pan African Postal Union (PAPU) is a **specialized agency of the African Union**, established in 1980 to coordinate and support the development and reform of postal services across Africa. Its mission is to foster cooperation among member states, promote access to quality universal postal services, support postal sector reforms, and strengthen Africa's representation in global postal dialogues. PAPU contributes to socioeconomic development, digital transformation, and regional integration in Africa. The Union is headquartered in Arusha, United Republic of Tanzania, and comprises forty-five (45) African Member States to advance the development of postal services in Africa.

PAPU requires **Internal Partitions and Security Doors** on Floors 13, 14, and 15 of the PAPU Tower to enhance office security, regulate access between office areas and staircases, and provide privacy and safety through **film stickers on glass doors**. Existing openings in the building are **larger than the intended door size**, so gypsum partitions will be constructed to **reduce the opening dimensions** to fit the new frameless glass doors. Each door will be equipped with **biometric access control devices** to enhance security and restrict unauthorized access.

2. Objective

To design, supply, and install **gypsum partitions and frameless glass doors with access control and film stickers with PAPU Logo on both sides of the doors**, ensuring:

- Proper fit of doors within modified openings.
- Enhanced security for office areas and staircases.
- Privacy and safety through application of **film stickers** on glasses.
- High-quality finishes and compliance with building standards.

3. Scope of Work

3.1 Gypsum Partition Works

- Construct **100mm thick dry wall partitions** to reduce existing openings to the required door size (1500mm W x 2000mm H).
- Ensure partitions are **level and structurally sound**.
- Skim and finish partitions to a smooth surface suitable for painting.
- Apply **primer and paint** as per client-approved specifications.
- Ensure partitions integrate seamlessly with existing walls and structural elements.

3.2 Frameless Glass Door Works

- Supply and install **frameless toughened glass doors (12mm thick)** with dimensions 1500mm W x 2000mm H.
- Include **complete ironmongery**: hinges, handles, locks, door closers, and other necessary fittings.
- Install **three doors** on floors 13, 14, and 15, separating office areas from staircases.
- Apply **film stickers** on all glass doors as per client specifications for privacy and safety.
- Ensure doors are level and operate smoothly without obstruction.

3.3 Access Control Installation

- Install **biometric access control devices** on both sides of each door.
- Test all access control systems for reliability, speed, and security compliance.
- Provide training to authorized personnel on system usage.

3.4 Coordination & Safety

- Conduct all work with **minimal disruption** to office operations.
- Follow **all safety regulations** and best practices for working on high floors (13th – 15th).

- Coordinate with **facility managers, security team, and client representatives** to schedule works appropriately.

4. Deliverables

- Three fully installed **frameless glass doors with operational access control devices and film stickers with PAPU Logo on both sides of the doors.**
- Completed gypsum partitions with smooth skimmed and painted surfaces.
- Tested and functional access control system.
- Completion report including warranties, maintenance instructions, and quality assurance checklist.
- Training of the PAPU IT Team on Biometric Access Control Operations, including submission of a detailed training report.

5. Timeline and Duration

- **Total Duration:** One (1) month
- **Start Date:** The day after the contract signing date
- **Completion Date:** 30 days from the contract signing date

6. Reporting

The contractor shall report to:

- Provide **weekly progress updates.**
- Immediately report any **issues or deviations** from the plan.
- Submit final completion report and documentation at the end of the project.

7. Stakeholders

- PAPU General Secretariat
- Property Manager
- Contractor Project Manager / Site Supervisor

8. Qualifications / Requirements

- **Registered contractor** with specialization in **IT/Access Control works**.
- Proven experience in **gypsum partition construction and frameless glass door installation**.
- Ability to work safely on **high floors (13th –15th)**.
- Skilled in **finishing, painting, and quality assurance** for partitions and doors.
- Capable of delivering on time and within agreed scope.

9. Acceptance Criteria

- Gypsum partitions correctly reduce openings and are **level, and structurally sound**.
- Doors installed as per specifications and operate **smoothly**.
- Film stickers correctly applied and durable.
- Access control devices fully functional.
- Finished surfaces are of **high quality**, painted, and free of defects.
- Completion report and warranties submitted and approved.

10. BIDS ASSESSMENT

This shall be a two-step process and only technically compliant bids shall be financially assessed. It is only the eligible bidder offering the best “value for money” who shall be selected to carry out the work for installation of **Internal Partitions and Security Doors** on Floors 13, 14, and 15 of the PAPU Tower.

11. INTERPERSONAL SKILLS AND LANGUAGE PROFICIENCY

The bidder must be proficient in at least one of PAPU’s current working languages, namely, English and French. The firm must also demonstrate thoroughness, integrity, a high sense of ethics, objectivity and technicity. Its personnel must be able to work in a multicultural environment and interact with persons from various backgrounds.

10. SUBMISSION OF THE BIDS

The bidding documents, which must be written in English and/or French, shall contain both a technical proposal and a financial proposal (enclosed separately).

XII.1 Technical proposal

The technical proposal must not contain any financial information. The technical proposal shall include the firm's organization chart, a description of its previous experience in carrying out for installation of **Internal Partitions and Security Doors** (certificates of satisfactory completion, certificate of registration with the Institute of Chartered/Certified Accountants), a description of the materials that will be used, a description of the proposed methodology and work plan for carrying out the assignment, and a list of key personnel with their duly signed Curriculum Vitae (CVs).

XII.2 Financial Proposal

The financial proposal must cover the necessary cost of all the assignment including the presentation of reports, the purchase of consumables, travel and subsistence expenses, if applicable and the printing of the final report that shall be submitted to the PAPU General Secretariat.

If necessary, the exchange rate to be used shall be that of the day on which the bids shall be financially evaluated.

I. DEADLINE

Only expressions of interest received at the PAPU General Secretariat not later than 17.30 hours (EAT) on **16th March 2026** shall be considered. The technical proposal and the financial proposal should be enclosed in separate sealed envelopes.

Both envelopes should be enclosed in a larger envelop bearing the firm's address, contact phone numbers, email and fax number (if any) at the back of the envelope which should be addressed to:

**The Secretary General
Pan African Postal Union (PAPU)
Number 282 Moshi Road
13th Floor, PAPU Tower, Sekei
P.O. Box 6026 - Arusha 23190
United Republic of Tanzania**

Any Bid received after the date and time indicated above will not be accepted and shall be returned without further action.

For any queries on this advertisement, please contact: Mr. Yonna Fred Singogo on af@papu.co.tz, mobile +255787079832

For further information regarding our organization and external auditing requirements, please visit the following website: <https://www.upap-papu.post/>

Dr. Sifundo Chief Moyo
PAPU Secretary General.