

# SOCIETY FOR FAMILY HEALTH RWANDA



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## **PACKAGING TENDER: SUPPLY OF PRINTED PLAISIR CONDOM PACKAGING MATERIALS**

**Tender Reference Number:** 007/ Plaisir Packaging Materials/SFH/2022

**PROCUREMENT METHOD:** Open National Competitive Tender

October, 2022

## **PACKAGING TENDER: SUPPLY OF PRINTED PLAISIR CONDOM PACKAGING MATERIALS**

SOCIETY FOR FAMILY HEALTH (SFH Rwanda) wishes to sign a contract with a printing Company that will Supply different Packaging materials that includes Plaisir Wedge packs, Plaisir Dispensers, Plaisir Cartons; all in a supply agreement for one-year renewable period.

All companies are encouraged to respond with their best (lowest) initial price offer, and it should be on a fixed price basis for the whole contract duration and should be submitted in a sealed envelope to SFH Rwanda reception.

### **GENERAL INFORMATION ABOUT SFH RWANDA**

SFH is a non-profit corporation, established in 2012 under the laws of Rwanda. SFH is organized exclusively for educational and scientific purposes, with primary focus in public health. No profits or dividends from SFH's activities are distributed to any person or entity.

Population Services International (PSI), in coordination with the Government of Rwanda through the Ministry of Health, and with funding support from USAID, commenced the process of creating Society for Family Health (SFH) Rwanda, P.O Box.3040, Kigali that is currently located on King Faisal Hospital Road, Kacyiru; near Radio Voice of Hope is a Rwandan social marketing organization.

### **PART I: TENDER SUMMARY**

SFH Rwanda invites you to bid through a competitive tender process on equal ground; please read the tender package carefully and comply with all submission guidelines using the tender reference number above for all correspondences. Failure to comply with submission guidelines may prompt SFH Rwanda to disqualify your submission.

<b>TENDER SUMMARY</b>	
Goods being tendered	Supply of different packaging materials
Type of contract planned	One year supply contract of printed packaging, renewable
Date tender launched	24 <sup>th</sup> October 2022
Submission deadline Time	24 <sup>th</sup> November 2022 at 14H00 Local time
Public Envelope Opening Time	24 <sup>th</sup> November 2022 at 14H20 Local time
Public Envelope opening location	SFH/Rwanda conference room
Inquiry contact email	procurement@sfhrwanda.org
Deadline for Inquiries	2 days before submission deadline

## PART II: BID SUBMISSION GUIDELINES

### II.1 Format and Content of Bids

Bidders MUST comply with the format and content instructions in the table below. Failure to comply with the submission format and content below may disqualify your offer.

BID FORMAT AND CONTENT	
<b># of bid copies required</b>	SIGNED AND STAMPED
<b>Bid language</b>	ENGLISH
<b>Minimum Bid Contents</b>	SIGNED SUBMISSION LETTER AND STAMPED FINANCIAL OFFER BID
<b>Bid currency</b>	RWANDAN FRANCS
<b>Bid pricing</b>	VAT EXCLUSIVE
<b>Bid validity</b>	AT LEAST 90 DAYS FROM BID RECEIPT
<b>Bids To Be Submitted</b>	<b>ONE ORIGINAL AND ONE PHOTOCOPY TO BE SUBMITTED IN ONE CLOSED ENVELOPE</b>
<b>Bid submission format</b>	HAND DELIVERY BY HARD COPY IN A SEALED ENVELOPE DELIVERED AT SFH RWANDA RECEPTION. <b><i>NO ELECTRONIC SUBMISSION ALLOWED.</i></b>
<b>Complete Bid submission Address</b>	SFH RWANDA “PACKAGING TENDER: SUPPLY OF PRINTED PLAISIR CONDOM PACKAGING MATERIALS” TENDER PACKAGE REF. N#: 007/ PLAISIR PACKAGING MATERIALS/SFH/2022

### II.2 Submission and Handling of Bids

(a) Bids are to be delivered by hand delivery/courier in a ***sealed*** envelope at SFH Rwanda reception desk to the submission address above in section II.1.

(b) In order to be considered, the original bid must be received at the above address no later than the submission deadline in Part 1. Bidders are solely responsible to ensure the timely receipt of their bids. Bids received after the date and time required will generally not be considered unless no other bids are received.

(c) Bids must follow the format and content described in section II.1. Incomplete bid or bids which do not follow the submission guidelines may be disqualified from consideration. Each bid must include a manually signed, stamped fully binding one original Bid, and One (1) copy, valid for ninety (90) days after the Last Bid Receipt Date

(d) Bids will be opened in public on the Public Opening Date and Location in Part 1.

(e) Once opened, bids will be held secure and intact. Reasonable efforts will be made to protect them from loss, alteration, or disclosure to any person other than SFH, or any person unauthorized by SFH. However, SFH will not be liable to any bidder for any failure to comply with this Section.

(f) Bids may not be altered, corrected or withdrawn after the Last Bid Receipt Date. In exceptional cases, SFH may, at its sole discretion, permit correction of arithmetic errors, transposition errors, or other clerical minor mistakes. This is only possible in cases where SFH can clearly identify the mistake and where the intended bid can be established conclusively on the face of the submission.

Beyond arithmetic errors, transposition errors, or other clerical minor mistakes, no mistakes alleged by a bidder after the Submission Deadline will be permitted to be corrected.

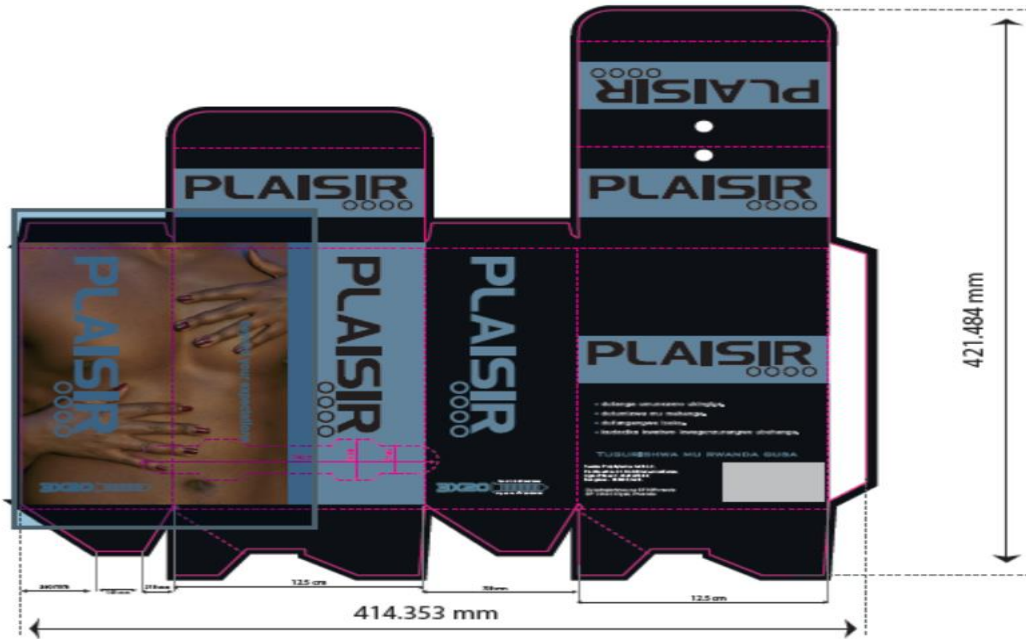
### **PART III: TECHNICAL SPECIFICATIONS**

The specifications for this supply print tender are provided below and SFH Rwanda has carefully reviewed these technical specifications and has determined that they do not show an unjustified preference for any supplier. The Tender is made up of one indivisible Lot. The supplier who will not quote for all items shall be disqualified on the whole lot.

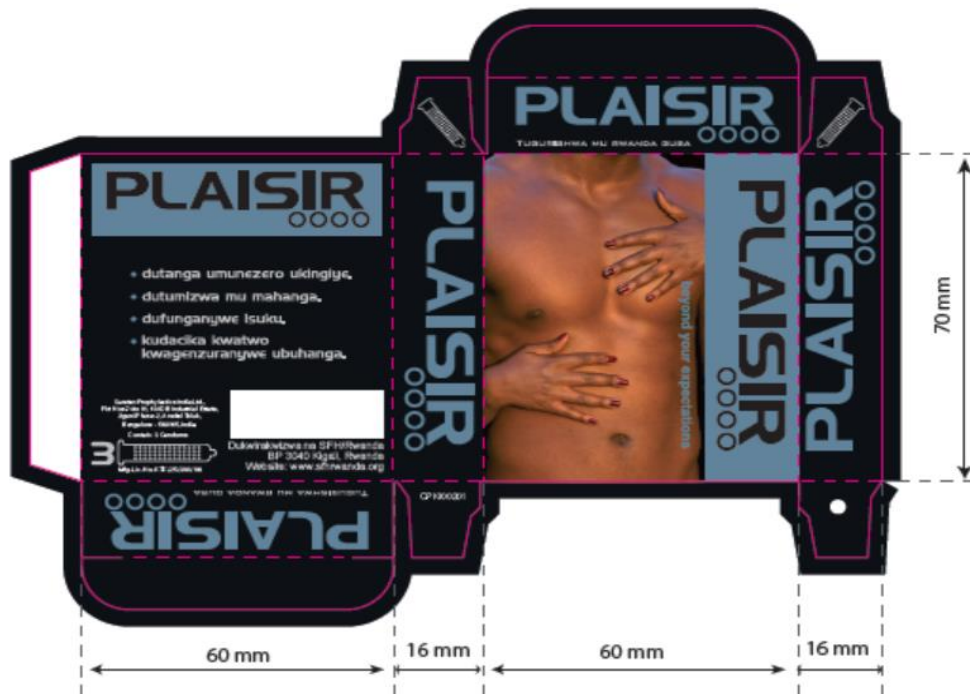
**As noted in the table below, all quotes should be:**

- Delivery time should include all the period with final delivery at SFH Rwanda Warehouse that is located at Kacyiru; the Quotations should be up to the SFH Rwanda's warehouse)
- Prices can be issued in Rwandan Francs as per the table below
- Tender is for ONLY locally registered companies in Rwanda that pay VAT 18% taxes

# 1. PLAISIR DISPENSER



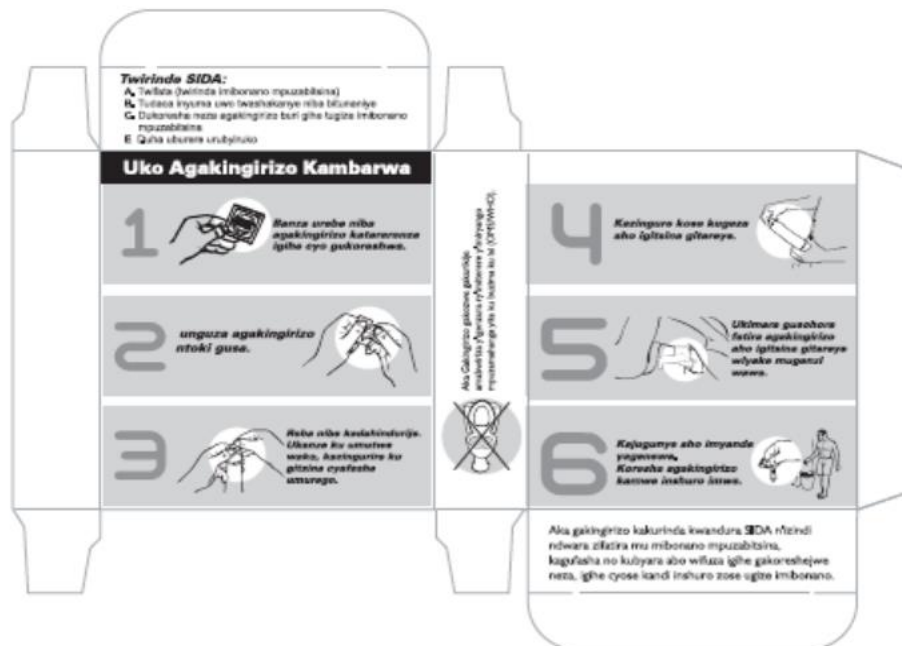
# 2. PLAISIR WEDGE PACK WITH DIE GUIDE (OUTER PAGE)



## FINAL WEDGE PACK FOR PRINTING (OUTSIDE PAGE)



## WEDGE PACK INSIDE PAGES WITH INSTRUCTIONS





**NOTE: PLEASE FILL IN TABLE BELOW COMPLETELY (ANY MISSING COST OR DELIVERY TIME WILL DISQUALIFY THE WHOLE BID):**

S/ N	Specifications for each item per brand	Quantity range to be ordered in pieces	Unit Price in RWF VAT Exclusive PER RANGE	Delivery Time (Business Working Days)	
				For Sample approved before full production	For Total Quantity after approval of artwork
<p><b>(Note: Cost of Wedge Pack must consider printing of 2 sides: one side with photo &amp; second side with Instructions of how to use the condom in Kinyarwanda) See above artwork # 2 for reference when quoting.</b></p> <p><b>PLAISIR WEDGE PACKS</b></p>					
1	<b>Material:</b> while line chipboard 250gms <b>Printing:</b> Full color and finished with a layer of protective U-V Vanished. <b>Size:</b> See attached sample with measurements <b>Finishing:</b> Die cut to size and shape and supplied flat	100,000-300,000			
		300,001-500,000			
		500,001-1,000,000			
		1,000,001-1,500,000			
		1,500,001-2,000,000			
		2,000,001 – 3,000,000			
		Above 3,000,000			
<b>PLAISIR DISPENSER</b>					
2	<b>Material:</b> while line chipboard 400gms <b>Printing:</b> Full color and finished with a layer of protective U-V Vanished. <b>Size:</b> See attached sample with measurements <b>Finishing:</b> Die cut to size as per artwork.	10,000-20,000			
		20,001-50,000			
		50,001-100,000			
		100,001 -150,000			
		150,001-200,000			
		200,001 – 280,000			
		above 280,001			
<b>PLAISIR CARTONS</b>					
3	<b>Material:</b> while line chipboard gms <b>Printing:</b> in black and white as per SFH/Rwanda art work <b>Size:</b> See attached sample with measurements <b>Construction:</b> 3 ply <b>Finishing:</b> Die cut to size and shape as per SFH/Rwanda art work.	500 – 1,000			
		1,001 – 1,500			
		1,501-2,000			
		2,001-3,000			
		3,001-4,000			
		4,001 – 4800			
		Order Over 4,801			
<b>TOTAL COST IN RWF VAT EXCLUSIVE</b>					
<b>TOTAL COST IN RWF VAT INCLUSIVE OF VAT 18%</b>					



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## **PART V: STANDARD PROVISIONS**

### **V.1 Definitions and Headings**

Except otherwise provided contrary to what is herein, all time periods specified shall be consecutive calendar days. The term “Tender Package” refers to the entire document, including all attachments thereto. Any headings contained in the text of the Tender Package are for reference only, and do not alter, limit, or waive the content of the full provisions.

### **V.2 Donor Guidelines and Policies**

(a) The procedures followed by SFH Rwanda in making any award and contract resulting from this Tender Package, as well as the terms and conditions of such award and contract, will be based on the SFH Rwanda *Procurement Manual*.

(b) Prospective companies providing this service should also note that a primary requisite for SFH Rwanda is to obtain the most valuable offer on the current market. Whenever possible, bids are sought on a competitive basis, and all prices offered will be subject to detailed scrutiny and, possibly, negotiation if necessary to ensure reasonable contract price is obtained.

### **V.3 Tender Package**

This Tender Package should not be considered an award or contract as it is intended solely for the provision of information to prospective suppliers.

### **V.4 Review of Tender Package**

Prospective suppliers are solely responsible to examine carefully all of the terms and conditions of this Tender Package. Failure to do so will be at the prospective supplier’s risk and expense, and any items requested by SFH Rwanda but not submitted by bidder are grounds for disqualification from the tender.

Any ambiguities in the technical specifications and standards or inconsistencies between or among the various provisions of the Tender Package shall be resolved against the prospective Supplier if the Supplier fails to seek clarification prior to award.

### **V.5 Probity and Ethics**

In the purchasing efforts SFH Rwanda follows, and by virtue of the submission of their bids, all bidders and Suppliers commit to follow the guidelines contained in the SFH Rwanda *Procurement Manual*.

### **V.6 Language**

All documents submitted in response to this Tender Package, as well as all correspondences in connection with the Tender Package, shall be in the language specified in Section II.1, always in English. The final contract will be written and signed in English.

## V.7 Inquiries and Submission emails

**Inquiries** concerning this Tender Package and any return bid(s) must be submitted in writing five days before the submission deadline to permit a thorough and accurate response by SFH Rwanda. Such inquiries shall be sent by telephone at +250(0) 788305685 or by email through [procurement@sfhrwanda.org](mailto:procurement@sfhrwanda.org) using the contact information included in Section II.1. SFH Rwanda is under no obligation to consider or respond to questions that are not received in a timely manner.

## V.8 Evaluation of Bids

**The evaluation is divided into 3 categories** (*Administrative stage* where the bidder who fulfills all the evaluation criteria will prequalify to the next stage; *Technical stage* to verify the technical capacity of the bidder and the **financial stage** for the cost providing the price of the items) The technical and financial evaluations are combined to determine the best bidder at 100%

### A. ADMINISTRATIVE CRITERIA

The bidders must provide the following documents:

- Copy of Business Registration certificate or Certificate of domestic Company Registration from RDB allowing the company to do Business.
- Copy of VAT certificate if your company is registered to Pay taxes updated document.
- Valid tax clearance certificate (attestation de non-creance) from RRA
- Proof of payment of a non-refundable fee of Fifty thousand Rwandan francs (50,000Rwf) paid into:  
Bank Name: **Access Bank (Rwanda) Ltd**  
Account Name: **SOCIETY FOR FAMILY HEALTH RWANDA**  
Account Number: **100219010195300**  
Currency: **RWF**

The Company that will not have filled any of aforesaid conditions will be eliminated and their bids will not be considered for the next evaluation stage.

### B. TECHNICAL CRITERIA (60%)

- **At least 3 Reference/Recommendation intent letters on Packaging-related contracts or purchase orders** executed from former or current clients with full contact names and addresses (**10 marks**).
- **Delivery time** (For the Sample after reception of LPO and Final total quantity Product after approval of sample by SFH): Shortest delivery time in Business days offered will be most preferred (**5 marks**)

- **Deliver Quality Sample of packaging done by the bidding Company (5 marks).** In order to facilitate SFH Rwanda in evaluating whether a prospective Supplier has the technical capacity to supply the required materials, bidder must provide *none returnable* samples of packaging materials produced or being supplied as proof of experience by the bidder **send printed samples based on the artwork (1 wedge pack, 1 dispenser and one carton) with *Print name of the manufacturing Company alongside the bid to be submitted at SFH Rwanda Reception.***
- Packaging materials produced having **certified S mark** from Rwanda standards Board - **RSB is a Plus (5 marks).**
- **Technical visit to verify the capacity (35 marks):** *Having at least the following machines to complete the work on time (Please provide proof of photos) such as:*
  - ✓ Clamp Die cutting machines having a Vickers cropper; A1 size for die cutting splits specialized in Packaging.
  - ✓ Cylinder die cutting machine at least with speed of 7500 s/h or Plotting machine
  - ✓ Printing machine of at least 4 colours minimum, Example: SPEED MASTER; Heidelberg, SORMZ.
  - ✓ Whole berg guillotine 115 (paper Cutting machine).
  - ✓ Folder gluing machine for boxes/packaging
  - ✓ MBO folding machine for A1
  - ✓ Standard folding machines
  - ✓ Available packaging materials in STOCK / WAREHOUSE as assurance to cater for the urgent first order via some list:
    1. Paper stock available; packaging stock assurance to cater for the urgent first order
    2. List of Consumables used for packaging example is process ink, player cleaner, Non-Blinding Gum, Cylinder jackets, Dies including embossing dies, sponges, Fountain solution, Boxes for Creasing Matrix.
  - ✓ Designing room or Laboratory with all related press check accessories and Machines
  - ✓ UV vanish machine

### **C. FINANCIAL CRITERIA 40%.**

The financial criteria to be followed will be based on the lowest price that will be most preferred after the technical criteria score. The overall winner will be determined after combining both 60% Technical and 40% Financial Scores for companies that have been prequalified.

**V.9 Amendments**

If at any time prior to award SFH Rwanda deems there to be a need for a significant modification to the terms and conditions of this Tender Package, SFH Rwanda will issue such a modification as a written Tender Package amendment to all competing bidders using an addendum posted through all the channels used in sending out the tender package. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any Tender Package term or condition, and no bidder shall rely on any such statement.

**V.10 Price Verification**

If adequate competition is not achieved in the tendering process, the right is reserved for any otherwise compliant bid to be referred to SFH Rwanda who may, at their discretion, authorize a price verification exercise to be undertaken on their behalf by an organization or delegated SFH Staff. In such an eventuality, the bidder will be required to give details of the services tendered for, together with details of any costing used or undertaken in preparing the bid.

**V.11 Extension of Bid Validity dates**

When necessary and appropriate under the circumstances, SFH Rwanda may request bidders, in writing, to extend the validity period of their bids and Bid Securities (if any). A bidder may refuse to extend its bid; however, its bid will be disqualified. A bidder agreeing to extend will not generally be permitted or required to modify their bid in any manner other than to extend it.

**V.12 Rejection of Tenders**

(a) SFH Rwanda is not bound to accept the lowest bid and reserves the right to reject any tender in whole or in part and to reject any or all tenders without assigning any reason. Circumstances in which rejection of all bids may occur include, without limitation, the following:

- (1) none of the bids is adequately responsive to the specifications,
- (2) there is evidence of insufficient competition,
- (3) the lowest bid exceeds the estimated value or funds available and cannot be reduced by negotiation,
- (4) the quality of the tender is deemed insufficient
- (5) the technical or financial bases of procurement have changed materially prior to the award, or
- (6) The prices of the bid are obviously and clearly high.

**V.13 Terms of Award**

(a) All awards are subject to the availability of adequate funds from SFH Rwanda and the receipt of all required approval from SFH Rwanda and the indenter.

(b) Upon receipt of SFH Rwanda and/or the indenter's approval of the recommended award, to the extent required, SFH Rwanda will send a Notice of Award to the winning bidder and will inform unsuccessful bidders that they have not been selected.

#### **IV.14. Notification of Tender Award**

The bidder whose proposal attains the highest score, in accordance with the evaluation criteria in the present request for proposals shall be selected for award, subject to satisfactory conclusion of negotiations if deemed necessary.

The procuring entity shall notify the successful bidder of its selection results and at the same time inform other unsuccessful bidders of the decision. In the absence of a challenge by any other bidders within seven (7) days of the notice, the contract shall be signed by both parties.

#### **IV.15. Delays in Performance**

If the company fails to deliver any or all services and execution of works within the period specified in the contract, liquidated damages equivalent to an amount, to be specified by the contract, between 1/1000 of the total contract value shall be deducted from the Company's cost for each day the service is not performed. However, the liquidated damages shall not exceed 10% of the total contract sum at which point termination of the contract shall be considered.

#### **IV.16. Payment Terms**

SFH Rwanda undertakes to pay 100% after full delivery for all items ordered to its satisfaction and this will be paid within 15 working days upon reception of an invoice. Any requested advance payment will require a security payment as a guarantee equal to the amount requested.

SFH Rwanda welcomes your bid in this competitive process,

Done at Kigali in October 2022

Sincerely,

Manasseh GIHANA WANDERA  
**Executive Director**