

**TENDER FOR PRINTING OF NUTRITION RELATED INFORMATION,  
EDUCATION AND COMMUNICATION (IEC) MATERIALS (FLYERS,  
BOOKLETS AND BANNERS)**

**Tender Reference Number:** 08/IFR/2022

**DATE OF ISSUE:** 30<sup>th</sup>, August 2022

## Tender Notice (TN) / Invitation for Bids (IFB)

### TENDER FOR PRINTING OF NUTRITION RELATED INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS (FLYERS, BOOKLETS AND BANNERS)

**TENDER Number:** 08/IFR/2022

1. Inades-Formation Rwanda (hereinafter called "Client") was recruited as an Implementing partner of WFP for the execution of the project entitled "**JOINT PROGRAMME FOR RURAL WOMEN ECONOMIC EMPOWERMENT/JP RWEE**" in the districts of NGOMA, KIREHE and NYARUGURU. The client intends to apply a portion of the funds to eligible payments under the contract for which this Bidding Document is issued.
2. Under the funds of WFP Agency through the Project: "**JOINT PROGRAMME FOR RURAL WOMEN ECONOMIC EMPOWERMENT/JP RWEE**", Inades-Formation Rwanda invites eligible bidders to submit bids for the **PRINTING OF NUTRITION RELATED INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS (FLYERS, BOOKLETS AND BANNERS)**.
3. Tender Documents in English may be obtained from Inades-Formation Rwanda head office located at Remera in Gasabo District behind Remera Main Buses Park, about 1km from the International Airport of Kigali, close to "Centre Christus" upon presentation of proof of payment of a non-refundable fee of **10,000 FRW** to the Account N° **00040-00002903-26** opened at Bank of Kigali.
4. Tender Documents may be obtained on any working day from 05<sup>th</sup>, September 2022, 08:00 AM at Inades-Formation Rwanda Secretariat
5. Enquiries regarding this tender may be addressed to the following phone numbers: +250788793306 / +250735298786 or the following emails: ***inadesformation.rwanda@inadesfo.net*** / ***inades\_rwanda@yahoo.com***.
6. Well printed bids, properly bound and presented in two hard copies, one of which is the original must reach Inades-Formation Rwanda Secretariat at the address mentioned above no later than **13<sup>th</sup> September 2022 at 10:00 AM** and the soft copy must as well be sent through the email (inadesformation.rwanda@inadesfo.net) just after the bids opening. Late bids will be rejected and returned unopened.
7. Bids will be opened in the presence of bidders or their representatives who choose to attend at Inades-Formation Rwanda head office on **13<sup>th</sup> September 2022 at 10:30 AM**
8. The Outer envelope should clearly indicate the tender title, bidder name and email for notification purpose.

**Done at Kigali on 30<sup>th</sup>, August 2022**

**Dr. Innocent KARANGWA**

**The Director of Inades-Formation Rwanda**

## Section I. BID DATA SHEET (BDS)

<b>A. GENERAL</b>	
1.1.	The Procuring Entity: <u>Inades-Formation Rwanda</u>
1.2.	Title of the tender: <u>PRINTING OF NUTRITION RELATED INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS (FLYERS, BOOKLETS AND BANNERS).</u> Tender reference number: <u>08/IFR/2022</u>
1.3.	The Source of funds: <u>WFP</u>
1.4.	The name of the Project is: <u>JOINT PROGRAMME FOR RURAL WOMEN ECONOMIC EMPOWERMENT/JP RWEE</u>
1.5.	A list of firms debarred from participating in Rwandan tenders is available <u>www.rppa.gov.rw</u>
<b>B. PREPARATION OF BIDS</b>	
1.6.	The language of the bid: <u>ENGLISH</u>
1.7.	<p>The Bidder shall submit the following additional documents in its bid:</p> <p>ADMINISTRATIVE DOCUMENTS</p> <ol style="list-style-type: none"> <li>1. <u>Submission letter signed, dated and sealed and conform to the model of the tender document;</u></li> <li>2. <u>Bidder Information form</u></li> <li>3. <u>A copy of the business registration certificate issued by RDB indicating that is a company specializing in this area;</u></li> <li>4. <u>Original or certified copy of clearance certificate from Social Security Funds of Rwanda, still valid;</u></li> <li>5. <u>Original or certified copy of tax clearance certificate or statement of arrears from RRA, still valid;</u></li> <li>6. <u>An Original proof of purchase of the Tender document: 10,000 FRW</u></li> </ol> <p>TECHNICAL DOCUMENTS</p> <ol style="list-style-type: none"> <li>1. <u>Detailed catalogue of the goods to be supplied</u></li> <li>2. <u>Two References of similar tenders executed represented by the certificates of a tender good completion / relative signed contracts</u></li> </ol> <p>FINANCIAL DOCUMENTS</p> <ol style="list-style-type: none"> <li>1. <u>Estimated bill of quantity, prices are tax inclusive, shall remain fix and unchangeable during the execution of the contract;</u></li> </ol>

1.8.	Duration and Location of the Assignment: <u><i>Inades- Formation Rwanda will sign the contract with the successful bidder to complete within the period of one week, the tender for PRINTING OF NUTRITION RELATED INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS (FLYERS, BOOKLETS AND BANNERS):</i></u>
1.9.	The authority to establish the exchange rate: <u><i>"National Bank of Rwanda"</i></u>
1.10.	The bid validity period shall be <u><i>120 days starting from the deadline of submission</i></u>
1.11.	In addition to the original of the bid, the number of copies is <u><i>2 copies</i></u>
<b>C. SUBMISSION AND OPENING OF BIDS</b>	
1.12.	The inner and outer envelopes shall bear the following additional identification marks: Title of the Tender: <u><i>PRINTING OF NUTRITION RELATED INFORMATION, EDUCATION AND COMMUNICATION (IEC) MATERIALS (FLYERS, BOOKLETS AND BANNERS)</i></u> Tender Reference Number: <u><i>08/IFR/2022</i></u>
1.13.	For bid submission purposes, the Procuring Entity's address: <u><i>Inades-Formation Rwanda</i></u> <u><i>Tel : +250735298 786 / +250788793306</i></u> <u><i>P.O BOX 866 Kigali - Rwanda</i></u> <u><i>Email: inadesformation.rwanda@inadesfo.net</i></u> Proposals must be submitted no later than: <u><i>13<sup>th</sup> September 2022 at 10:00 AM</i></u>
1.14.	The bid opening shall take place at: <u><i>Inades-Formation Rwanda Head Office located at Remera in Gasabo District behind Remera main Buses Park, about 1km from the International Airport of Kigali, close to "Centre Christus" 13<sup>th</sup> September 2022 at 10:30 AM</i></u>
<b>D. EVALUATION AND COMPARISON OF BIDS</b>	
1.15.	Bid prices expressed in different currencies shall be converted in <u><i>Rwanda Francs (FRW)</i></u> The source of exchange rate shall be the <u><i>National Bank of Rwanda</i></u> The date for the exchange rate shall be the <u><i>bids opening date</i></u>
1.16.	<u><i>The successful bidder will be the bidder who fulfils the requirements and who is lowest responsive bidder. However, this shall not apply when the lowest responsive bidder has provided a price which is extremely higher or lesser compared to the market reality.</i></u>

## Section II. BIDDING FORMS (BF)

### 1.1. Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number of tender notice]*

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. Bidder's Legal Address: <i>[insert Bidder's legal address]</i>
3. Bidder's Registration Number: <i>[Insert Bidder's Registration Number]</i>
4. Bidder's Date of Registration: <i>[insert Bidder's Date of Registration]</i>
5. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i>  ID/Passport Number: <i>[Insert the ID or Passport Number]</i>  Address: <i>[insert Authorized Representative's Address]</i>  Telephone numbers: <i>[insert Authorized Representative's telephone numbers]</i>  Email Address: <i>[insert Authorized Representative's email address]</i>

## 1.2. Estimated bill of quantity

No	Materials to be printed	Specifications				Quantity	UNIT PRICE	TOTAL PRICE
		Weight	Size	Print	Colour			
1	Flyers	150 gram (glossy)	A4	Double-sided	Multiple colour	2,200		
2	Booklets (less than 10 pages)	250 gram (cover) 150 gram (Inner paper)	A5 Length 21 cm Width 15 cm	Double-sided	Multiple colour	130		
3	Banners (Canvas/pull up materials)		Length 2m Width 1m		Multiple colour	80		
<b>Total (all tax inclusive)</b>								