

**BIDDING DOCUMENT FOR THE TENDER FOR THE SUPPLY OF
REFRESHMENTS SERVICES TO NGALI HOLDINGS AND SUBSIDIARIES
UNDER FRAMEWORK AGREEMENT**

Tender Title	Tender for the supply of refreshment services to Ngali Holdngs and subsidiaries
Tender ref NO.	OCB/01/02/2023
Procurement Method	Open Competitive Bidding
Date of issue of tender	13/02/2023

Approved by:

Diane MUGISHA
Chief Executive Officer

Dear Sir/Madam

Subject: **Letter of Invitation (LOI)**

The Ngali Holdings Ltd would like to invite you to submit technical and financial offers for the provision of refreshment services to Ngali Holdings and subsidiaries, the details of the required items are incorporated in the attached bidding documents,

Submission date;

The offers shall be received at Ngali Holdings procurement office not later than **22/02/2023**

Time: 10:00am

Any offer received by the Client after the deadline for submission shall be returned unopened

Bodifa Mercy House, 7th Floor, Kimihurua,

Gasabo, Kigali – Rwanda

Email: dan.ngoga@ngali.com

Tel: 0738647061/0788647061

Yours sincerely,

Diane MUGISHA
Chief Executive Officer

Section 1: INSTRUCTION TO ALL BIDDERS

1. MANDATORY ADMINISTRATIVE DOCUMENTS THAT MUST BE SUBMITTED

- a) Copy of company registration certificate (Certificate of incorporation)
- b) A valid copy of tax clearance from RSSB
- c) A valid copy of tax clearance from Rwanda Revenue authority
- d) A letter of commitment to provide services and within the agreed period
- e) proof of purchase of tender document paid to be made on account of NGALI HOLDINGS in Equity Bank **4003200206261** the cost is **10 000frw.**

Section 2: TERMS OF REFERENCE

Ngali Holdings wishes to hire a supplier for the provision of refreshments to Ngali Holdings and its majority owned subsidiaries, namely Ngali Energy, Ngali Mining, and Locus Dynamics

The successful bidder shall be awarded a TWO years’ framework agreement renewable up on satisfactory performance.

TECHNICAL SPECIFICATION

Provide price per unit and order will be made according to the quantities needed

No	Refreshments	Description
1	Inyange Milk (1L)	Carton
2	Inyange Water Gallons	Gallon
3	Inyange Water (Medium bottle of 500ml)	Carton
4	Honey	Piece
5	Nescafe (200gm)	Piece
6	Sugar (Brown)	Kg
7	Coffee powder (500gm)	Packet
8	Coffee beans (500gm)	Packet
9	Tea bags (100gm)	Packet
10	Paper Towel	Pieces
11	Tea Masala	Piece
12	Ginger	Kg
13	Black Tea (Yellow package)	Packet
	Kitchen Items	
1	Glasses (for drinking water/soft drinks)	Dozen
2	Tea spoons (Stainless)	Dozen
3	Disposable folks	Dozen
4	Table folks (Stainless)	Dozen

5	Disposable plates (White)	Dozen
6	Tea cups (White/Medium size)	Dozen
7	Plastic Containers	Dozen
8	Jug of 3L	Piece
9	Disposable cups	Dozen
10	Disposable knives	Dozen
11	Table knives (Stainless)	Dozen
12	Sponges (for washing)	Packet
13	Serviettes	Dozen
14	Steel wire	Packet
15	Kettle 3L	Piece
16	Kitchen wipes (towel)	Piece
17	Flasks (3litters)	Piece
18	Flasks (2litters)	
19	Tray	Piece
20	Kettle (5L)	Piece
21	Plastic Dust bin (Medium Size)	Piece
22	Buckets (Plastic)	Piece
23	Liquid soap (5Litters)	Gallon
24	Buckets (Plastic)	Piece

2. ELIGIBLE BIDDERS

- a) Bidders black listed/debarred or suspended by the Rwandan Public Procurement Authority (RPPA) shall not be considered for technical evaluation.
- b) A bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are associated, or has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Procuring Entity to provide consulting services for the preparation or supervision of the works, and any of its affiliates shall not be eligible.

3. QUALIFICATION OF THE BIDDER

- a) Bids submitted by a JV of two or more companies in partnership shall comply with the following requirements:
 - The Bid shall include all the information listed in ITB Sub-Clause 1 above for each joint venture partner;
 - The Bid shall be a single document bearing the name of the Joint Venture and signed so as to be legally binding on all partners;
 - Companies participating in the Joint Venture shall be jointly and severally liable towards the procuring entity for the execution of the contract in accordance with the contract terms;
 - One of companies shall lead the Joint Venture and serve as its representative in all activities under the tender process and contract execution. The lead company serving as the authorized representative of others in all the tender activities shall provide as part of their bid a written agreement confirming its representation and the scope of its powers;
 - A copy of the Agreement to enter into a Joint Venture between companies making up the very Joint Venture shall be submitted in the bid.

4. COST OF BIDDING

The bidder shall bear all costs associated with the preparation, submission of his bid, appeal fee or any other expenses that s/he may incur during procurement proceedings, and Ngali Holdings shall in no case be responsible or liable for those costs. Ngali Holdings shall not be liable for any consequences related to the rejection of all bids or the cancellation of the procurement proceedings due to the reasons provided for by the company's procurement manual, unless it is proved that it was a consequence of its irresponsible conduct.

5. EVALUATION CRITERIA

This Section complements the Instructions to Bidders (**ITB 10.1**). It contains the criteria that the Procuring Entity may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

Administrative Documents

The content of the administrative documents will be evaluated pursuant to the requirements described in this tender. If the administrative documents are evaluated as being fully-compliant, they will receive a “*pass*” score. If the contents of the administrative documents are determined as being non-compliant, they will receive a “*fail*” score and will not qualify for Technical evaluation and Financial Evaluation

6. CONTRACT AWARD

The Bidder with the lowest price bid and quality of the items will be invited for contract negotiations and signature upon mutual agreement.

Section: 3 INSTRUCTIONS TO BIDDERS, BID DATA SHEET (BDS)

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Procuring Entity is NGALI HOLDINGS LTD
ITB 1.2	The name and identification number of the tender are: OCB/01/02/NH/2023 Tender for the provision of refreshments to Ngali holdings and subsidiaries (Ngali Energy, Ngali Mining and Locus Dynamics) under framework agreement
ITB 1.3	The Source of funds: NGALI HOLDINGS LTD and subsidiaries
	B. Contents of Bidding Documents
ITB 2.1	Financial Proposal to be submitted together with Technical Proposal: YES ✓ ___/NO ___
ITB 2.2	A pre-proposal conference will be held: YES___ /NO ✓_ Is there any pre-bid conference: NO
ITB 2.3	Proposals must remain valid 90 days after the submission date,
ITB 2.4	Clarifications may be requested not later than 3 days before the submission date during working days. For Clarification of bid purposes only, the Procuring Entity’s address is: NGALI HOLDINGS Bodifa Mercy House, 7 th Floor, Kimihurua, Gasabo, Kigali - Rwanda Email: dan.ngoga@ngali.com
	C. Preparation of Bids
ITB 3.1	The language of the bid is “English” <i>Bidders are permitted to submit their bids in ENGLISH. Bidders shall not submit bids in more than one language. The Contract to be signed with the winning Bidder shall be written in English, which will be the language that shall govern the contractual relations between the Procuring Entity and the winning Bidder.</i>
ITB 3.2	The Bidder shall submit the following documents in its bid: <u>NB: As stated in Section 1</u>
ITB 3.3	Alternative Bids shall not be considered and shall lead to the automatic rejection of the offer
ITB 4.1	Training is a specific component of this assignment: YES___/NO___✓___

ITB 5.1	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES ___ <input checked="" type="checkbox"/> ___ / NO ___
ITB 5.2	Supplier to state local cost in the national currency: YES ___ <input checked="" type="checkbox"/> ___ / NO ___ / Optional ___
ITB 5.3	In addition to the original of the bid, the number of copies are: 02 copies.
ITB 5.4	Prices quoted for each article shall correspond at least to 100 % of the items specified for the Bidding Document.
ITB 7.1	The Bidder is required to quote in Rwandan Francs VAT inclusive
ITB 8.1	Bid shall include a Bid Security N/A
ITB 8.2	The amount of the Bid Security:
	A. Submission and Opening of Bids
ITB 9.1	The envelopes shall bear the following additional identification marks: NGALI HOLDINGS LTD PROCUREMENT OFFICE TENDER NO.OCB/01/02/NH/2023 Tender for the provision of refreshments services to Ngali holdings and subsidiaries (Locus Dynamics, Ngali Energy, Ngali Mining) under framework agreement “TO BE OPENED IN PUBLIC ONLY”
ITB 9.2	Bids shall be received at Ngali Holdings procurement office no later than Date:22/02/2023 Hour: 10:00am
ITB 9.3	The bid opening shall take place at the following address: NGALI HOLDINGS LTD Board Room Date 22/02/2023 Hour : 10:15 am
	A. Evaluation and Comparison of Bids
ITB 10.1	The evaluation committee shall base on their confidential budget relevant to the service to be provided and the lowest offer shall not be the only criteria to award the tender, other factors shall be considered
ITB 11.1	Domestic preference: Applicable
	B. Award of Contract
ITB 12.1	The maximum percentage by which quantities or prices may be increased or decreased is 15%

Section: 4 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]*

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance Part I <input type="checkbox"/> In case of JV, letter of intent to form JV or JV certified agreement.

Section: 5 Joint Venture (JV) Partner Information Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below].

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

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

Page _____ of _____ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[insert JV's Part year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i>
6. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated 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]*
Or Invitation for Bid No.: *[insert No of IFB]*
Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: _____ *[insert the number and issuing date of each Addenda];*
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Services and Related Services _____ *[insert a brief description of the Services and Related Services];*
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: _____ *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*
- (d) The discounts offered and the methodology for their application are:
Discounts: If our bid is accepted, the following discounts shall apply. _____ *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*
Methodology of Application of the Discounts: The discounts shall be applied using the following method: _____ *[Specify in detail the method that shall be used to apply the discounts];*
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 2.3, from the date fixed for the bid submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We have no conflict of interest.
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by the NGALI HOLDINGS LTD AND ITS, under Rwanda laws or official regulations.
- (i) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: _____ *[insert signature and stamp of person whose name and capacity are shown]*

In the capacity of _____ *[insert legal capacity of person signing the Bid Submission Form]*

Name: _____ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: _____ *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*