

**Bidding Document for the Tender for Provision of Transport Services to Ngali Holdings Ltd and Subsidiaries.**

<b>Tender Title</b>	<b>Tender provision of Transport services to Ngali Holdings and subsidiaries</b>
<b>Tender reference number</b>	<b>OCB/01/04/NH/2022</b>
<b>Procurement method</b>	<b>Open competitive bidding</b>
<b>Date of issue of tender</b>	<b>20/04/2022</b>

**Prepared by:**

**Approved by:**

**Dan NGOGA**  
**Group, Procurement Manager**

**Diane MUGISHA**  
**Chief Executive Officer**

**ADMINISTRATIVE DOCUMENTS REQUIRED**

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

### **1. 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.

### **2. 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.

### **3. 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.

#### **4. 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

#### **5. CONTRACT AWARD**

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

#### **TECHENICAL SPECIFICATIONS:**

CATEGORY	VEHICLE	Amount per day RWF VAT inclusive		
		Kigali City	Outskirts of Kigali	Outside of Kigali
<b>Category I</b>	VVIP – V8 Model 2019 to date, Benz Cross-country			
<b>Category II</b>	VIP – Jeep land cruiser, GXR, VX, Prado TXL 2016 to date			
	Mercedes Benz (Model of 2016 and above)			
	Coaster			
	Min Van (Mercedes/Hyundai)			
<b>Category III</b>	Land Cruiser Prado 2010 and above			
	Double Cabin Pick Up (Vigo) from 2015 and above			
	Voiture/Mercedes Benz, Rav4 and other voiture make from 2006 to date			
<b>Category IV</b>	Single Cabin Pick-up from 2010 and above			
	Daihatsu (Long Chassis)			
	Daihatsu (Simple Chassis)			
	Fuso (Simple Chassis)			
	Fuso (long Chassis)			
	Bus from 24-28 seats			

## Section II. 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.

<b>ITB Clause Reference</b>	<b>A. General</b>
<b>ITB 1.1</b>	The Procuring Entity is: <b>NGALI HOLDINGS LTD AND SUBSIDIARIES</b>
<b>ITB 1.2</b>	Tender Reference N <sup>o</sup> : <b>OCB/01/04/NH/2022</b>
<b>ITB 2</b>	The Source of funds:
	<b>B. Contents of Bidding Documents</b>
<b>ITB 7</b>	<p>Clarification of bids will be addressed to The NGALI HOLDINGS LTD AND SUBSIDIARIES. Clarifications may be requested not later than <b>3 days</b> before the submission date during working days.</p> <p>For Clarification of bid purposes only, the Procuring Entity's address is:</p> <p style="margin-left: 40px;"><b>NGALI HOLDINGS</b>            Bodifa Mercy House, 7<sup>th</sup> Floor, Kimihurua,            Gasabo, Kigali - Rwanda            Email: <a href="mailto:dan.ngoga@ngali.com">dan.ngoga@ngali.com</a></p>
	<b>C. Preparation of Bids</b>
<b>ITB 10</b>	The language of the bid is English
<b>ITB 11.1</b>	<p>The Bidder shall submit in its bid the following:</p> <ol style="list-style-type: none"> <li>a. Copy of company registration certificate (Certificate of incorporation)</li> <li>b. Valid RSSB Clearance</li> <li>c. Valid tax clearance from Rwanda Revenue authority</li> <li>d. Relevant transport license from RURA</li> <li>e. letter of commitment to provide services and within the agreed period</li> <li>f. proof of purchase of tender document paid to be made on account of NGALI HOLDINGS in Equity Bank 4003200206261 the cost is 10 000frw VAT inclusive</li> </ol>
<b>ITB 13</b>	Alternative Bids shall not be considered.
<b>ITB 14.5</b>	The INCOTERMS edition is: <i>"INCOTERMS N/A</i>
<b>ITB 14.6</b>	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract (One year) and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.

<b>ITB 15.1</b>	The Bidder is required to quote in the Rwanda Francs currency.
<b>ITB 18.1</b>	The bid validity period shall be ninety (90) calendar days, and shall remain valid for a period of 28 days beyond the validity period of the bid.
<b>ITB 19.1</b>	Bid shall include a Bid Security issued by only a reputable and recognized Bank operating in Rwanda.
<b>ITB 19.2</b>	The amount of the Bid Security N/A
<b>ITB 20.1</b>	In addition to the original of the bid, the number of copies are: 01 copy.
	<b>A. Submission and Opening of Bids</b>
<b>ITB 21.2 (c)</b>	In line with the government measures to prevent covid-19, only flash disk will be received in a sealed envelope <b>bearing the identification of the insurer and the tender reference number.</b> The flash disc will be received and recorded.
<b>ITB 22.1</b>	<b>Bids shall be received at Ngali Holdings procurement office no later than</b> <b>Date:03/05/2022</b> <b>Time: 10:00am</b>  <b>The bid opening shall take place at the following address:</b> <b>NGALI HOLDINGS LTD Board Room</b> <b>Date 03/05/2022</b> <b>Hour : 10:15 am</b>
	<b>B. Evaluation and Comparison of Bids</b>
<b>ITB 32</b>	Bid prices will be in Rwanda Francs (Rwf) currency VAT Inclusive
<b>ITB 33</b>	Domestic preference N/A
<b>ITB 34.3(a)</b>	The evaluation will be done for the entire tender. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the bid, and provided that the bid is substantially responsive, the average price of the item quoted by substantially responsive bidders will be added to the bid price and the equivalent total cost of the bid so determined will be used for price comparison.  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.
	<b>C. Award of Contract</b>
<b>ITB 40</b>	The maximum percentage by which an addendum to the contract may be done is 10%  This tender intends to select service provider who shall sign a framework agreement of one year (which may be renewable twice upon satisfactory performance of the contract)

## **Section III. Evaluation and Qualification Criteria**

This Section complements the Instructions to Bidders. 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.

### **6. Award of Contract**

The tender will be awarded to the bidder that will comply with Administrative conformity evaluation criteria, and technically qualified to carry out the services and offering the lowest financial offer.

The contract shall be awarded to one bidder who meet all the required conditions. The second bidder will be invited when the first bidder is not available, with official communication.

NGALI HOLDINGS reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to entering into contract with a successful bidder, without thereby incurring any liability to Bidders.

No bidder shall lodge any claim whatsoever for the rejection of its bid or cancellation of the tender. NGALI HOLDINGS shall issue a provisional notification to successful bidders and allow unsuccessful bidders to lodge their protests against the award within 7 days. In case of no substantive complaints at the end of the seven days necessitating delay of contracting, NGALI HOLDINGS will issue a definitive notification. Until a formal Contract is prepared and signed, any notification of award SHALL NOT constitute a binding Contract.

Failure of the successful Bidder to sign the Contract shall constitute sufficient grounds for the cancellation of the award and give the contract to the second successful bidder. In that event NGALI HOLDINGS will retain the bid security of bidder refusing to sign the contract.

## **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 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 22.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 42 and GCC Clause 18 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;



- (h) 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, under Rwanda laws or official regulations, in accordance with ITB Sub-Clause 4.3;
- (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 sign]*



