



CALL FOR EXPRESSION OF INTEREST (EOI) FOR PRE-QUALIFICATION

ALIGHT – RWANDA

EOI REF. NUMBER: ALIGHT-RWA-EOI-2023-001

February 2023

INVITATION LETTER

Subject: Call for Expression of Interest (EOI) for Pre-qualification

ALIGHT Rwanda invites all eligible, qualified and reputable companies, firms, to submit their Expression of Interest (EOI) for inclusion in the Alight Rwanda database or for possible framework agreements with Alight Rwanda, for the provision or supply of the following goods, services or support in various categories;

1. Motor Vehicle rental or lease services (Cabs, Vans, pick-up, land cruisers, trucks etc.).
2. Conference facilities and accommodation
3. Supply of beverages, snacks and food stuff e.g, lunch and tea breaks including outside catering services
4. Design, media, branding and promotional materials services.
5. Office and residential fumigation and sanitary services.
6. Supply of vehicle fuel, lubricants and related.
7. Supply of office consumables (Cartridges, office stationery)
8. Supply, repairs and maintenance of generators.
9. Servicing and repairs of motor vehicles and motorcycles.
10. Supply of pharmaceutical products
11. Supply of laboratory reagents
12. Supply of medical equipment and devices
13. Provision of security services
14. Provision of telecommunication services
15. Provision of clearing and forwarding services
16. Supply and fitting of vehicle and motorcycle tires
17. Provision of Carwash services
18. Provision of online advertisement services
19. Supply of water tanks and plastic materials
20. Provision of courier services.
21. Provision of service, repairs and maintenance of ICT equipment
22. Supply and Installation of Electronic and electrical Equipment (s) including Air Conditioners
23. Supply and refilling of Fire extinguishers
24. Supply of all ICT Equipment –Including computers, printers, copiers, communication Equipment's, surveillance and the accessories.
25. Supply of building, electrical and plumbing materials.
26. Supply of office consumables including drinking water, food stuff, sanitary, cleaning materials etc.
27. Supply of Sports Materials and Equipment (s).
28. Supply of water treatment, and Agro- chemicals
29. Supply, repairs and maintenance of office furniture & fittings.
30. Tailoring and Weaving Textiles
31. Provision of Air-ticketing Services
32. Supply of vehicle and motorcycle spare parts
33. Provision of Internet services
34. Provision of professional videography/Photography services (recording, editing, documentary)
35. Provision of audit and or financial advisory services
36. Provision of legal services
37. Provision of HR services
38. Provision of software development services

- a) To enable you to submit your expression of interest for pre-qualification, the following are attached
1. Timetable
 2. About Alight Rwanda
 3. Background for Pre-Qualification of Suppliers and Service Providers
 4. Instructions
 5. Submission
 6. Selection Criteria
 7. Information Required
 8. Conditions
 9. Application Submission Form
 10. ALIGHT Vendor Registration Form
- b) Your Expression of Interest comprising of administrative documents, must be submitted by email to rw.procurement@WeAreAlight.org, not later than **Wednesday 15th March 2023 at 1:00 PM**. Submissions after this date and time shall not be considered.
- c) Any additional information or clarification regarding this tender can be channeled through email us at: rw.procurement@Alightrelief.org

Yours Sincerely



Eunice Mwende
Country Director
Alight Rwanda



1. TIMETABLE:

Issue of Tender: **Thursday 23, February, 2023.**

Deadline for Reply: **Wednesday 15th March 2023 at 1:00 PM**

Submit to: rw.procurement@WeAreAlight.org

2. ABOUT ALIGHT:

The ALIGHT is an international humanitarian agency working with refugees, displaced people, and those at risk to help them survive crises and rebuild lives of dignity, health, security and self-sufficiency.

Today, ALIGHT works in 12 countries around the world helping victims of war and civil conflict rebuild their lives. ALIGHT programs in Africa and Asia provide health care, clean water, shelter repair, legal aid, trauma counseling, microcredit, community development services, and repatriation assistance to two million people, annually. ALIGHT bases its relationship with uprooted peoples on mutual respect and a compassionate exchange of knowledge and values.

ALIGHT works with refugee and local communities to build programs that:

- Utilize the knowledge and experience of the people it serves.
- Improve the lives of people in the community.
- Train survivors and build the capacity of the community
- Sustain themselves years into the future.

3. BACKGROUND

The ALIGHT is a registered INGO in Rwanda implementing several programs; HIV and Nutrition, and SGBV & Protection etc. Alight invites competent and reputable Rwandan-based companies, firms, or institutions to submit expression of interest for inclusion in the Alight Rwanda database or for possible framework agreements with Alight Rwanda, for the provision or supply of the following goods, services or support in various service categories as stated in the above invitation letter.

#	EOI reference number	Description
1	ALIGHT-RWA-EOI-2023-001	Motor Vehicle rental or lease services (Cabs, Vans, pick-up, land cruisers, trucks etc.).
2	ALIGHT-RWA-EOI-2023-002	Conference facilities and accommodation
3	ALIGHT-RWA-EOI-2023-003	Design, media, branding and promotional materials and services.
4	ALIGHT-RWA-EOI-2023-004	Office and residential fumigation and sanitary services.
5	ALIGHT-RWA-EOI-2023-005	Supply of motor fuel, lubricants and related.
6	ALIGHT-RWA-EOI-2023-006	Supply of office consumables (Cartridges, office stationery)
7	ALIGHT-RWA-EOI-2023-007	Supply, repairs and maintenance of generators.
8	ALIGHT-RWA-EOI-2023-008	Servicing and repairs of motor vehicles and motorcycles.
9	ALIGHT-RWA-EOI-2023-009	Supply of pharmaceutical products
10	ALIGHT-RWA-EOI-2023-010	Supply of laboratory reagents
11	ALIGHT-RWA-EOI-2023-011	Supply of medical equipment and devices
12	ALIGHT-RWA-EOI-2023-012	Provision of security services
13	ALIGHT-RWA-EOI-2023-013	Provision of telecommunication services
14	ALIGHT-RWA-EOI-2023-014	Provision of clearing and forwarding services
15	ALIGHT-RWA-EOI-2023-015	Supply and fitting of vehicle and motorcycle tires
16	ALIGHT-RWA-EOI-2023-016	Provision of Carwash services

17	ALIGHT-RWA-EOI-2023-017	Provision of online advertisement services
18	ALIGHT-RWA-EOI-2023-018	Supply of water tanks and plastic materials
19	ALIGHT-RWA-EOI-2023-019	Provision of courier services.
20	ALIGHT-RWA-EOI-2023-020	Provision of service, repairs and maintenance of ICT equipment
21	ALIGHT-RWA-EOI-2023-021	Supply And Installation of Electronic and electrical Equipment (s) including Air Conditioners
22	ALIGHT-RWA-EOI-2023-022	Tailoring and Weaving Textiles
23	ALIGHT-RWA-EOI-2023-023	Supply and refilling of Fire extinguishers
24	ALIGHT-RWA-EOI-2023-024	Supply of all ICT Equipment –Including computers, printers, copiers, communication Equipment’s and the accessories.
25	ALIGHT-RWA-EOI-2023-025	Supply of building, electrical and plumbing materials.
26	ALIGHT-RWA-EOI-2023-026	Supply of office consumables including drinking water, food materials, sanitary, cleaning materials etc.
27	ALIGHT-RWA-EOI-2023-027	Supply of Sport Materials and Equipment (s).
28	ALIGHT-RWA-EOI-2023-028	Supply of water treatment, and Agro- chemicals
29	ALIGHT-RWA-EOI-2023-029	Supply, repairs and maintenance of office furniture & fittings.
30	ALIGHT-RWA-EOI-2023-030	Supply of beverages, snacks and food stuff e.g., lunch and tea breaks including outside catering services
31	ALIGHT-RWA-EOI-2023-031	Provision of Air-ticketing Services
32	ALIGHT-RWA-EOI-2023-032	Supply of vehicle and motorcycle spare parts
33	ALIGHT-RWA-EOI-2023-033	Provision of audit and or financial advisory services
34	ALIGHT-RWA-EOI-2023-034	Provision of Internet services
35	ALIGHT-RWA-EOI-2023-035	Provision of professional Videography/Photography services (recording, editing, documentary)
36	ALIGHT-RWA-EOI-2023-036	Provision of legal services
37	ALIGHT-RWA-EOI-2023-037	Provision of Human Resource (HR) services
38	ALIGHT-RWA-EOI-2023-038	Provision of software development services

4. INSTRUCTIONS TO INTERESTED APPLICANTS

1. Participation is open, and on equal conditions, to all interested firms, companies or institutions that are based in Rwanda.
2. By submitting your EoI, your firm or agency accepts in full the conditions of this call, waiving any or own conditions of sale or transaction.
3. You have carefully read all instructions and conditions. You will ensure that all relevant information and documentation is provided in full and on time, noting that failure to do so may result in rejection of your submission.
4. Order of requested documents in proposal:
 - a. Submission letter duly signed, dated and stamped.
 - b. A brief description of a company or a company profile with full addresses "Its Legal Name, location area (Physical address), P.O. Box, Telephone number, E-mail, etc..." Also include your core area of business.
 - c. Range of goods/services offered under applicable category
 - d. Valid Tax clearance certificate,
 - e. References of related past work/ Experience justified by certificates of completion, executed contracts in similar domains in the last two years. (At least two references)
 - f. Certificate of Company Registration. RDB certificate of 3 years or above.
 - g. VAT registration certificate
 - h. Proof of use of EBM Machine
 - i. Valid RSSB certificate
 - j. Any applicable license depending on category where your firm/company has expressed interest e.g RURA certifications or license, Rwanda Standards Board certifications or license, ISO Quality certifications etc.

5. Submit one EOI per category of material, service or supply. Firms, companies or agencies may submit EOIs on multiple categories if qualifying and desired.

5. **SUBMISSION OF TENDERS**

Your expression of interest comprising of administrative documents must be submitted by email to: rw.procurement@WeAreAlight.org.

6. **SELECTION CRITERIA:**

When analyzing the EOI, ALIGHT will take into account the following criteria:

- Review of requested documents/Administrative documents above to assess capability to supply goods or provide the services under the different categories.

7. **INFORMATION REQUIRED**

All sections below must be completed and included in the submission.

- A. SPECIFICATION OF ITEMS**

All Suppliers/Contractors to Alight need to be registered with ALIGHT. If you haven't already registered with ALIGHT, please complete and submit an Application Submission Sheet enclosed in Section 9 below as well as the Vendor Registration Form in Section 10. These can be included in your EoI package.

8. **CONDITIONS OF THE TENDER**

1. ALIGHT is in no way responsible for any costs associated with preparing the submission response.
2. ALIGHT reserves the right to alter the dates of the timetable.
3. Canvassing of ALIGHT staff in Alight or elsewhere in relation to this call will result in disqualification of that individual, agency or company.
4. ALIGHT will inform each respondent to the decision on their offer. ALIGHT is not obliged to justify or explain selection to any respondent.
5. ALIGHT does not do business with companies or individuals that may meet any of the following criteria:
 - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
 - They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
 - They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
 - They have been the subject of a judgement that has the force of res judicator for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
 - Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.



If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company or yourself is in breach of any of the above provisions.

In addition to the ineligibility criteria applied by ALIGHT, negotiation with potential vendors may be severed at any stage during a procurement process if it is found that they are subject to a conflict of interest or are guilty of misrepresentation in supplying the information required by ALIGHT as a condition of participation in the contract procedure, or fail to supply all of the information requested. Queries regarding this tender must be addressed in writing via email to: rw.procurement@WeAreAlight.org

A handwritten signature in black ink, appearing to read "Eunice Mwende".

Eunice Mwende
Country Director
Alight Rwanda





9. APPLICATION SUBMISSION FORM

This Expression of interest is submitted in response to the call for Expression of Interest published by Alight Rwanda on
____/____/____

If this proposal is successful, and prequalified as Alight Vendor, please register us in our database as;

Name of Company

Address

We acknowledge that we have read and understood and do hereby accept the terms and conditions contained in this tender document and I agree to all of the terms.

Name of Representative

Title/Position

Telephone Number

Email Address:

Signature

Date: DD / MM / YYYY

10. Alight Rwanda –Vendor Registration Form

Completion of the following form, along with provision of a Rwanda Development Board (RDB) Certificate is mandatory for registration as a supplier/vendor with ALIGHT Rwanda.

The following form contains five (5) sections and should be completed in English preferably electronically or in BLOCK CAPITALS.

Please return this completed form with a copy of the RDB Certificate via email to rw.procurement@WeAreAlight.org or post to ALIGHT office located at M&M Plaza, KG 8 Avenue (Remera), P. O. Box 2680, Kigali - Rwanda

For enquiries regarding completion of this form please contact ALIGHT Rwanda via email at rw.procurement@WeAreAlight.org or Telephone (+250) 252-580-213 during office hours.

Thank you for your time and effort.

SECTION 1: Vendor Details and General Information				
1. Vendor Name:				
2. Street Address: City: Postal Code: Country:		3. P.O. Box and Mailing Address:		
4. Telephone No.:		5. Fax No.:		
6. Email Address:		7. Website Address:		
8. Contact Name and Title:				
9. Parent Company (Full Legal Name):				
10. Subsidiaries, Associates and/or Overseas Representatives(s) – (attach a list if necessary)				
11. Type of Business (Mark one only):				
<input type="checkbox"/> Corporate / Limited:		<input type="checkbox"/> Partnership:		<input type="checkbox"/> Other (Specify):
12. Nature of Business:				
<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Authorised Agent	<input type="checkbox"/> Trader	<input type="checkbox"/> Consulting Company	<input type="checkbox"/> Other (Specify):
13. Year Established:		14. Number of Full-time Employees:		
15. Licence No./State where registered:		16. VAT No. / Tax ID:		

17. Technical Documents available in:							
<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Spanish	<input type="checkbox"/> Russian	<input type="checkbox"/> Arabic	<input type="checkbox"/> Chinese	<input type="checkbox"/> Kinyarwanda	<input type="checkbox"/> Other (Specify):

18. Working Languages:							
<input type="checkbox"/> English	<input type="checkbox"/> French	<input type="checkbox"/> Spanish	<input type="checkbox"/> Russian	<input type="checkbox"/> Arabic	<input type="checkbox"/> Chinese	<input type="checkbox"/> Kinyarwanda	<input type="checkbox"/> Other (Specify):

SECTION 2: Financial Information

19. Bank Name: Address:	Swift / BIC Address:
20. Bank Account Number:	Account Name:

SECTION 3: Technical Capability and Information on Goods / Services Offered
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21. Quality Assurance Certification (e.g., ISO 9000 or equivalent): (Please provide a copy of your most recent Certification)
22. Offices / Representation (Towns where you have local Offices / Representation):

23. For Goods Only – Do the goods provided conform to National / International Quality Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No

24. List below up to fifteen (15) of your core Goods / Services offered:		
Code	Description (One Line for Each Item)	National / International Quality Standard to which the Item Conforms

SECTION 4: Experience

25. Recent Contracts with any International Organisations, local NGOs, Government Institutions and / or the United Nations (List):

SECTION 5: Other

26. Please list any disputes between you and an International Aid Organisation and/or the United Nations over the last 3 years:

27. Certification:

I, the undersigned, hereby confirm that the information provided in this form is correct, and in the event of any changes to this information, correct details will be provided as soon as possible:

Name:

Functional Title:

Signature:

Date:

NOTE: Please be informed that ALIGHT Rwanda does not do business with companies or any of their affiliates or subsidiaries that engage in any practice which is inconsistent with the ALIGHT Rwanda Procurement Manual.

Also note that this Request for Expression of Interest does not constitute a contract or any form of order and may not result in one.