



REQUEST FOR QUOTE/PROPOSAL (RFQ/ - Re- advertise

FOR

**CONSULTATION/ MEASUREMENTS/DIMENSIONS/SUPPLY /FABRICATION FOR ORTHOPEDIC
DEVICES**

TO

HANDICAP INTERNATIONAL FEDERATION- RWANDA

1.0: INTRODUCTION

Request for Quotation for Consultation/Measurements/Supply/Fabrication/Provision for Orthopedic devices (RFQ) – Re advertise

Dear Sir/Madam,

Subject: Request for Quotation for Consultation /measurement/ Fabrication/provision of Orthopedic devices (RFQ)

HANDICAP INTERNATIONAL FEDERATION, invites all Suppliers registered in Rwanda to submit their competitive Quotation for “**Consultation /measurement/ Fabrication/provision of Orthopedic devices**”.

This tendering process will result in entering into a contract with the successful and selected bidder. The period of performance for this effort shall be two years from **January, 2023 to December 31, 2024.**

- a) Your offer comprising of administrative, technical and financial proposals must be submitted by email to dao@rwanda.hi.org not later than **8th January 2023 at mid night.**
- b) Any additional information or clarification regarding this RFQ can be sought by email to: jb.kwihangana@hi.org and e.mudaheranwa@hi.org

Yours Sincerely

Melanie GEISER
Country manager



2.0: TIMETABLE

Issue of Tender: 19 December 2022

Deadline for Reply: 8th January 2023

3.0: About HANDICAP INTERNATIONAL

HANDICAP INTERNATIONAL FEDERATION (HI), operating under the name Humanity & Inclusion a not-for-profit association governed by the French Act of July 1st 1901, domiciled at "138, avenue des Frères Lumière – 69371 Lyon cedex 08, France" and registered in Rwanda under RGB with the registration number 0066/RGB/18 with TIN No 100600244, Kicukiro sector, Kicukiro District, Kigali City, P.O. Box 747 KIGALI.

Preamble

- HI is an independent international aid organization working in situations of poverty and exclusion, conflict and disaster,
- HI works alongside persons with disabilities and vulnerable persons; its action and testimony are focused on responding to their essential needs, their living conditions,
- HI is committed to promoting the respect of their dignity and their fundamental rights
- To that end, HI retains service providers who are reputed for their skills in their field of activity,
- HI and the Service provider have agreed to work together in a working relationship devoid of any form of hierarchical subordination.

Our Vision

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

Our Mission

Humanity & Inclusion is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

4.0 INSTRUCTIONS TO BIDDERS

1. Participation is open to all registered & qualified entities specialized in the field.
2. By submitting a tender, the Bidder accepts in full the conditions of this tender and therefore accepts to waive its own conditions for offering the specifies services.
3. Please read carefully all instructions and conditions to this tender. Ensure that all information and documentation pursuant to these requirements are provided on time as failure to do so may result in rejection of your bid.
4. Order of requested documents in proposal: Please refer to section 9 of table of contents: TOR and Technical specifications

5.0 SUBMISSION OF TENDERS

Your offer comprising of administrative, technical and financial proposals must be submitted electronically to the below email address: dao@rwanda.hi.org not later than 8th January 2023 at mid night.

6.0 SELECTION CRITERIA:

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via analysis to be the best value based on the application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- Administrative Evaluation: 20% of the total marks
- Technical responsiveness/full compliance to requirements: 30% of the total marks
- Financial Evaluation (Lowest price per item) : 50% of the total marks

7.2 PRICING:

1. Prices must be expressed only in **Rwandan francs**;
2. Any VAT or other taxes.

8.0 CONDITIONS TO BIDDERS

1. Submit administrative documents, technical and financial proposals
2. HANDICAP INTERNATIONAL FEDERATION reserves the right to select and deal with any bidder(s) that would provide HANDICAP INTERNATIONAL FEDERATION with the best value for money.
3. This request for proposal is not a contract or an offer to enter into a contract, but a request for expression of Interest for the services indicated in this document.
4. Bidders are bound by their offer for a period of twelve months from the date of signing of the contract.
5. HANDICAP INTERNATIONAL FEDERATION is not responsible for any costs associated with preparing this tender.
6. HANDICAP INTERNATIONAL FEDERATION reserves the right to alter the dates of this tender.
7. Canvassing with representatives or staff of HANDICAP INTERNATIONAL FEDERATION in relation to this tender will result in disqualification of the bidder.
8. HANDICAP INTERNATIONAL FEDERATION will inform each bidder of the outcome of selection after evaluation process.
9. HANDICAP INTERNATIONAL FEDERATION will not enter into a contract or do business with companies or individuals that are public offenders as per 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 court 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 misconduct 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 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 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 your bid pursuant to this tender requirement, 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.

Note:

1. The financial offers should be in the Rwandan Francs (RwF) currency and must be inclusive of all applicable taxes.
2. The prices quoted cannot be adjusted unless for the successful offer/bid during negotiations.
3. Bid validity: 90 days.

Enquiries regarding this RFP should be addressed in writing to the address indicated on page 1 of this tender document.

HANDICAP INTERNATIONAL FEDERATION has the right to cancel or suspend this RFQ without any explanations or compensation to any bidder for any cost incurred by them to submit their proposals.

HANDICAP INTERNATIONAL FEDERATION also have the right to negotiate with any Company in relation to the offer(s) when it is deemed necessary and only after the evaluation of all proposals and that there is reasonable evidence that negotiations with successful bidder failed to conclude any contractual relationship with HANDICAP INTERNATIONAL.

9.0 TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

HANDICAP INTERNATIONAL FEDERATION, invites all Suppliers of orthopedic devices registered in Rwanda to submit their competitive proposals/bids for **“Consultation /measurement/ Fabrication/provision of Orthopedic devices”**

Well signed offers, written in English or French, must be submitted to the below email address by **Sunday, 8th January 2023 mid night**; Late proposals will be rejected.

HANDICAP INTERNATIONAL FEDERATION requires you to send your proposals by email to:

dao@rwanda.hi.org

Note: It shall remain the responsibility of the Suppliers to ensure that their proposals are submitted on or before the deadline, Proposals that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

9.1 ADMINISTRATIVE REQUIREMENTS

1. Submission letter duly signed, dated and stamped;
2. Company profile with full address, legal name, location area, products/services, leadership team, telephone, E-mail.
3. A copy of Official registration certificate for RDB
4. VAT Certificate
5. RRA Tax clearance certificate
6. RSSB Clearance certificate
7. Three certificates for completion
8. License to operate an orthopedic shop from Rwanda FDA

9.2 TECHNICAL SPECIFICATIONS AND PRICING

As our potential Supplier, we would like a proposal for the following items:

No	Orthopedic devices	unit	Price
AIDES DE MARCHE/ WALKING AIDS			
1	Bequille Auxiliaire (Axillary crutch)	Paire	
2	Canne au Coude (Elbow crutch)	Piece	
3	Chaise roulante (Wheel chairs)	Piece	
ORTHESES / ORTHOSIS			
4	Ortheses du membre inferieur/ Lower limb orthosis	Piece	
5	Ortheses du pied / Foot orthosis	Piece	
6	Compensation externe en liege (1cm d'ep)/Externe compensation of cork	Piece	
7	Coque talonniere en polypropylene (supramalleora foot orthosis in PPP)	Piece	
Orthese suro pedieuse - AFO			
8	Orthese Suropedieuse sur trace avec articulation de cheville a etrier importees(Traced AFO with imported ankle joint)	Piece	
Ortheses cruro pedieuse - KAFO			
9	KAFO sur moulage avec articulation de genou Hoffa & de cheville a etrier importees(KAFO with swiss lock and ankle joints)	Piece	
CHAUSSURE ORTHOPEDIQUE/ ORTHOPEDIC SHOE			
10	Chaussure Orthopedique sur moulage/ Orthopedic shoe on cast	Paire	
11	Chaussure Orthopedique pour Prothese / Orthopedic shoe for prosthesis	Paire	
PROTHESES / PROSTHESES			
12	Prothese du membre inferieure /Lower limb prosthesis	Piece	
13	Prothese du pied /Foot prosthesis	Piece	
14	Prothese de syme ou de Pirogoff en resine / Syme or Pirogoff prosthesis in resin	Piece	
Protheses trans tibiales /Trans tibial prostheses			
15	Prothese Trans Tibiale endosquelettiques en resine avec pied prothetique sach (ottobock) / Trans Tibial endoskeletal prosthesis in resin with sach prosthetic foot	Piece	
16	Prothese Trans Tibiale exosquelettiques en resine avec pied prothetique sach (ottobock) Trans Tibial exoskeletal prosthesis in resin with sach prosthetic foot	Piece	
Protheses de desarticulation du genou / Knee disarticulation prostheses			

17	Prothese Trans Femorale contact endosquelettique en resine avec genou a verrou @ pied prothetique sach (ottobock)/ Trans femoral endoskeletal contact prosthesis in resin with locking knee @ sach prosthetic foot (ottobock)	Piece	
Protheses de hanche / Hip prostheses			
18	Prothese de desarticulation de hanche en resine genou monoaxial et pied sach (Ottobock) / Hip disarticulation prosthesis in resin monoaxial knee and sach foot (Ottobock)	Piece	
Prothèses d'avant-bras / trans radiale			
19	Prothèse esthétique d'avant-bras/ trans radiale en résine (Ottobock)/ Esthetic forearm/trans radial resin prosthesis	Piece	
20	Canne blanche /White canes (difference sizes)	piece	

Melanie GEISER
Country manager

