

REQUEST FOR PROPOSAL FOR PROVISION OF OUTSOURCED MANPOWER SERVICE N°

008../T.USC/2023/USACCO

Umwalimu SACCO is a Savings and Credit Cooperative for Rwandan Teachers. Its mission is to mobilize savings in order to improve the member's welfare through provision of appropriate, innovative, affordable and accessible financial and non-financial services. Mobilizing a pool of savings and later be offered loans at competitive interest rates are the core activities of the Cooperative. To properly fulfil its mandate, Umwalimu SACCO wants to outsource manpower service for Loan Officers, Chief Cashiers and Operation Officers through a highly qualified Firm/Agency/Organization on 3 years framework contract subject to renewal depending on the client's satisfaction.

Prospective bidders will obtain the tender document from Umwalimu SACCO Head Office street N0 KG 205st with effect from 6/3/2023 upon payment of a non-refundable fee of Ten Thousand Rwandan Francs (Frw 10,000) on account N0 010-5008448-01-86 of Umwalimu SACCO opened in I&M Bank.

Prices quoted shall be inclusive of any applicable taxes and shall remain valid for 120 days from the closing date of the tender.

This tender is Quality Cost based selection and the interested bidders shall be required to submit their tender documents in two different offers (Technical and Financial offer) in two (2) sealed envelopes enclosed in a larger outer envelope for each clearly labelled "PROVISION OF MANPOWER SERVICES TO UMWALIMU SACCO" as follows:

Envelop 1: Technical proposal

- i. Labeled: **"Preliminary and Technical Proposal for "PROVISION OF MANPOWER SERVICES TO UMWALIMU SACCO"**. This shall contain the tender's preliminary and technical proposal in response to the tender that will be evaluated as per the technical evaluation criteria. It shall be submitted as two (2) ORIGINAL which shall be clearly marked "ORIGINAL" as appropriate and two (2) "COPIES" shall be clearly marked as "COPY".

Envelop 2: Financial Proposal

- ii. Labeled: **Financial Proposal for "PROVISION OF MANPOWER SERVICES TO UMWALIMU SACCO"**. This shall contain the tenders financial proposal duly signed, stamped, properly bound and clearly labelled **"Financial Proposal"** shall be submitted as one (1) ORIGINAL which shall be clearly marked "ORIGINAL" as appropriate and one (1) "COPY" which shall be clearly marked as such.

Well detailed bids containing one original copy and two other copies with a mention of the outer envelope **"PROVISION OF MANPOWER SERVICES TO UMWALIMUSACCO"** in sealed envelope addressed to the Director General of UMWALIMU SACCO shall be presented to UMWALIMU SACCO Head Office in the Director Generals Secretariat, P.O BOX 2257 KIGALI and TelephoneⓈ+250)0252580426/0781469546, not later than 27/3/2023 at **10:00 am** Local time. The public opening of the bids shall be held on the same day at **10:30 am** Local time in UMWALIMU SACCO conference room. Late bids shall be rejected and returned unopened.

Done at Kigali, on 01./03/2023

MURUNGI Anna 
Act. Senior Manager Procurement



UWAMBAJE Laurence 
Director General