



REQUEST FOR QUOTATION (RFQ)

FOR

FOOD &NON-FOOD ITEMS

TO

HANDICAP INTERNATIONAL FEDERATION -RWANDA

1.0: INTRODUCTION

Request for Quotation for Food & Non-Food Items (RFQ)

Dear Sir/Madam,

Subject: Request for Quotation for Food & Non-Food Items

HANDICAP INTERNATIONAL FEDERATION, invites all Suppliers registered in Rwanda to submit their competitive Quotation for "Food & Non-Food Items".

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 01, 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 **27th November 2022** at mid night.
- b) Any additional information or clarification regarding this RFQ can be sought by email to: ib.kwihangana@hi.org and e.mudaheranwa@hi.org

Yours Sincerely

Melanie GEISER
Country manager



2.0: TIMETABLE

Issue of Tender: 11 November 2022

Deadline for Reply: 4th December 2022

3.0: About HANDICAP INTERNATIONAL FEDERATION

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 Suppliers based in Kigali city and from the following Districts: Kirehe, Gatsibo, Huye and Karongi.
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. The offers are sent on email, no papers will be accepted

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 4th December 2022 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.....20% of the total marks
- Financial Evaluation (Lowest price per item)60% of the total marks

7.0 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 RFQ should be addressed in writing to the address indicated below.

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 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.

Well signed offers, written in English or French, must be submitted to the below email address by **Sunday, 4th December 2022 mid night**; Late proposals will be rejected.

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, website...
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. Use of EBM

9.2 TECHNICAL SPECIFICATIONS AND PRICING

HANDICAP INTERNATIONAL FEDERATION is seeking offers from reputable, well-established, and experienced offerors, duly incorporated under the Laws of Rwanda to provide Food & Non Food items at fixed prices for a period of 24 months.

10. RESPONSIBILITY OF THE OF THE SUPPLIER

Supplying the following materials to HI:

*The product must not contain Genetical Modified organism (GMOs)

Nº	DESCRIPTION	Preferred brand	Unity	Unity Price
Food and Drinks/ Cafetariat				
1	Ground Cofee	Gorilla's	Paquet 500gr	
2	Roasted beans	Gorilla's	Paquet 500gr	
3	Ground Cofee	Maraba	Paquet 500gr	
4	Roasted beans	Maraba	Paquet 500gr	
5	Full cream milk Powder	Nestle NIDO	Tin 400 grams	
6	Full cream milk Powder	Nestle NIDO	Tin 900 grams	
7	Full cream milk Powder	Nestle NIDO	Tin 180 grams	
8	Sugar, White	White sugar, purified and crystallised, from sugar cane or sugar beet	bag of 5 kg	
9	Sugar, White		bag of 25 kg	
10	Sugar, White		bag of 50 kg	
11	Tea bag	Rwanda tea	Paquet of 50 bags	
12	Tea	Rwanda tea	Paquet	
13	Tea bag	Rwanda tea	Paquet 100 bags	
14	Tea masala		piece	
15	Tangawizi powder		Box of 6 pieces	
16	Juice 500cl	Inyange	(Box of 12 bottles)	
17	Juice 300ml	Inyange	(Box of 24 bottles)	
18	Mineral water 500 ml	Inyange	(Box of 12 bottles)	
19	Mineral water 500 ml	Inyange	(Box of 24 bottles)	
20	Mineral water 500 ml	Nil	(Box of 12 bottles)	
21	Mineral water 500 ml	Nil	(Box of 24 bottles)	
22	UHT Whole milk	Inyange	(Box of 12 boxes of 1/2 liter)	
23	UHT Whole milk	Inyange	(Box of 12 boxes of 1 liter)	
24	UHT Whole milk	MUKAMIRA	(Box of 12 boxes of 1/2 liter)	
25	UHT Whole milk	MUKAMIRA	(Box of 12 boxes of 1 liter)	
26	Haricot/ type de Colta		Kg	
27	Haricot/ type de Mutiki		Kg	

28	Corn- large caliber grain, very dry, well sorted (without mold or damage)		Kg	
29	Rice, white, broken 15%	Pakistani	25kg	
30	Rice, white, broken 25%	Pakistani	25kg	
31	Rice, white, broken 15%	Tanzania	25kg	
32	Rice, white, broken 25%	Tanzania	25kg	
33	Rice, white, broken 15%	Taiwani	25kg	
34	Rice, white, broken 25%	Taiwani	25kg	
35	Sweet chocolate	New orient Carmel	Box of 85 pieces	
36	Cassava floor	Kinazi	1 Kg	
Non Food items		Preferred brand	Unity	Unity Price
1	Coffee filters nr 4 (extra strong)		1 Box	
2	BUCKET, plastic with lid, 10L		1 piece	
3	BUCKET, plastic with lid, 15L		1 piece	
4	BUCKET, plastic with lid, 20L		1 piece	
5	COOKING POT, Stainless steel or aluminium, with handles and lid		1 Set	
6	COOKING POT, 7L Stainless steel or aluminium, with handles and lid		1 piece	
7	COOKING POT, 15L Stainless steel or aluminium, with handles and lid		1 piece	
8	BASIN/BOWL, for washing, plastic midle, 20L		1 piece	
9	BASIN/BOWL, for washing, plastic large with lid, 40L		1 piece	
10	Cooking gas		20 kg	
11	Cooking gas		15 kg	
12	Cooking gas		12 kg	
13	Empty Plastic jercan 20 L		1 piece	
14	Black plastic boot (different size)		1 pair	
15	Hard brush		1 piece	
16	Window cleaning brush		1 piece	
17	Scrub brush	KIYAKA	1 piece	
18	Grasscutter, slasher		1 piece	
19	CUP, 250ml, plastic, graduated		DZN	
20	Dishwasher cloth		DZN	
21	Deodorant for toilet (Tropical spray)		DZN	

22	Detelgent bloo de toilette/ NEW ACE toilet cleaner ocean fresh		DZN	
23	Toilet cleaner brush		DZN	
24	Tilet cleaner spray		DZN	
25	Bleach		5 L container	
26	Dish sponge		DZN	
27	Bath towel, small, 100% cotton, 70x30cm		1 piece	
28	Bath towel, medium, 100% cotton, 90x50cm		1 piece	
29	Bath towel, large, 100% cotton, 140x80cm		1 piece	
30	Hand towel, 100% cotton, 60x30cm		1 piece	
31	Towel paper, disposable, 30cm, roll 1000m		DZN	
32	paper towel (essuie tout)		1 piece	
33	Cleaning glove (different size)		DZN	
34	Bleach toilet get		DZN	
35	Spray insecticide/ 400 ml		DZN	
36	VIM citron/ VIM with lemon		DZN	
37	Windows glass cleaner spray 23fl OZ		DZN	
38	Toilet paper, hygienic, twin ply ,roll (100% recycled paper, 300 sheets/roll)		Sealed plastic bags of 10 rolls	
39	Hygienic pads, normal		Package of 10	
40	SANITARY PADS , disposable, normal, in packages of 10		packages of 10 or 20	
41	DIAPER, disposable, baby 4-10kg		Package of 10	
42	DiaPER, disposable, adult		Package of 10	
43	TOOTH BRUSH, medium		DZN	
44	TOOTH PASTE, tube 140 ml		DZN	
45	Soap body 80 gr		DZN	
46	Laundry soap (TEMBO)		DZN	
47	SOAP, laundry soap, 600g, piece		DZN	
48	Hand Liquid soap, 5L		5 L container	
49	Hand wash		Bottle	
50	Soap powder		Package of 10	
51	Dish washing soap		5 L container	
52	Sweep	KIYAKA	Piece	
53	Squeegee	KIYAKA	pece	
54	VIM citron/ VIM with lemon		1 piece	

55	Rain shield umbrella (37 to 39 inch diameter canopy)		Piece	
56	Tea towel		DZN	
57	Vacuum cup (Suction cup) made in PVC or neoprene		Piece	
58	Mattress 190x72x36D16 (High density polyurethane foam, in one piece, no glue assembled pieces)	foam	1 piece	
59	Mattress 190x72x36D18 (High density polyurethane foam, in one piece, no glue assembled pieces)	foam	1 piece	
60	Mattress 190x80x36D16 (High density polyurethane foam, in one piece, no glue assembled pieces)	foam	1 piece	
61	Mattress 190x80x36D18 (High density polyurethane foam, in one piece, no glue assembled pieces)	foam	1 piece	
62	Mattress 190x80x36D20 (High density polyurethane foam, in one piece, no glue assembled pieces)	foam	1 piece	
63	Water proof mattress 190x72x36D16 (High density polyurethane foam, in one piece, no glue assembled pieces)	foam	1 piece	
64	Water proof mattress 190x72x36D18 (High density polyurethane foam, in one piece, no glue assembled pieces)	foam	1 piece	
65	Water proof mattress 190x72x36D20 (High density polyurethane foam, in one piece, no glue assembled pieces)	foam	1 piece	
66	Real wax cotton (6 metres)		1 piece	
67	London wax (6 metres)		1 piece	
68	Tissue coton (Jinja)		1 m	
69	Single bedsheet (cotton) 38" W x75"L		1 pair	
70	Twin XL bedsheet (cotton) 38"Wx80"L		1 pair	
71	Full bedsheet (cotton) 53"Wx75"L		1 pair	
72	Single bedspreads 135 cm by 200 cm		1 piece	
73	Double bedspreads 200 cm by 200 cm		1 piece	

74	King size bedspread 230 cm by 220 cm		1 piece	
75	Floor mats made in a tightly woven twill weave fabric 180x90 cm		1 piece	
76	Floor mats made in a tightly woven twill weave fabric 120x220 cm		1 piece	
77	Tissue paper (papier mouchoir)		1 piece	
78	Plastic trash can (120 L)		1 piece	
79	Plastic trash can (small toilet with lid)		1 piece	
80	Plastic trash can (for the office)		1 piece	
81	Kitchen knife		1 piece	
82	Knitting yam (Medium)		1 DZN	
83	Knitting yam (big size)		1 DZN	
84	Knitting needle (medium)		1 DZN	
85	Knitting needle (big size)		1 DZN	
86	Small size hook		1 DZN	
87	Medium size hook		1 DZN	
88	Sewing needle		DZN	
89	Medium cristal (amasaro)		Paquet	
90	Vaseline (petroleum Jelly) 50 gr		DZN	
91	Vaseline (petroleum Jelly) 200 gr		DZN	
92	Vaseline (petroleum Jelly) 250 gr		DZN	
93	Vacuum flask (Thermos) 0.5 L in plastic		1 piece	
94	Vacuum flask (Thermos) 1 L in plastic		1 piece	
95	Vacuum flask (Thermos) 1.5 L in plastic		1 piece	
96	Vacuum flask (Thermos) 2 L in plastic		1 piece	
97	Vacuum flask (Thermos) 3 L in plastic		1 piece	
98	Stainless steel vacuum insulated flask 0.5 L		1 piece	
99	Stainless steel vacuum insulated flask 1 L		1 piece	
100	Stainless steel vacuum insulated flask 1.8 L		1 piece	
101	Stainless steel vacuum insulated flask 2 L		1 piece	

102	Stainless steel vacuum insulated flask 3 L		1 piece	
103	a bag of coal		1 bag	
104	Empty rice sac 100 kg		1 bag	
105	Jeu Igisoro/ Kubuguza		1 set	
106	Playing cards		1 set	
107	Torch/ Solar lamp sun king pro2		1 piece	
108	Paper towel holder		1 piece	

Melanie GEISER
Country Manager

