



**REQUEST FOR QUOTATION (RFQ) Re-advertise**

**FOR**

**PORRIDGE FORTIFIED FLOUR AND PORRIDGE NON-FORTIFIED FLOUR**

**TO**

**HANDICAP INTERNATIONAL FEDERATION -RWANDA**

## 1.0: INTRODUCTION

**Request for Quotation for Supply Porridge fortified flour and porridge non fortified flour (RFQ)  
(Re advertise)**

Dear Sir/Madam,

**Subject: Request for Quotation for Supply Porridge fortified flour and porridge non fortified flour**

HANDICAP INTERNATIONAL FEDERATION, invites all Suppliers registered in Rwanda to submit their competitive Quotation for **“Porridge fortified flour and porridge non fortified flour”**. 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](mailto:dao@rwanda.hi.org) not later than **8 January 2023 at mid night**.
- b) Any additional information or clarification regarding this RFQ can be sought by email to: [jb.kwihangana@hi.org](mailto:jb.kwihangana@hi.org) and [e.mudaheranwa@hi.org](mailto:e.mudaheranwa@hi.org)

Yours Sincerely



## **2.0: TIMETABLE**

Issue of RFQ: 19 December 2022

Deadline for Reply: 8<sup>th</sup> January 2023

## **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
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](mailto:dao@rwanda.hi.org) not later than 8<sup>th</sup> 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.....20% of the total marks
- Financial Evaluation (Lowest price per item) .....60% 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 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](mailto: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, 8<sup>th</sup> January 2023 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. Rwanda FDA operating license
9. ISO 22000 Food safety management system
10. HACCP Certificate

NB Individual Suppliers should present the documents from the processing companies working with to certify the product intended to deliver to HI.

### 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 Fortified porridge flour and not fortified porridge flour at fixed prices for a period of 24 months.

**10. RESPONSIBILITY OF THE OF THE SUPPLIER**

Supplying the following materials to HI:

sn	ITEMS AND DESCRIPTION	Packaging	Unit	Unit Price
1	Porridge fortified flour (corn, soy, sorghum blended with added minerals and vitamins.	polypropylene woven sack of 3kg	1 Kg	
2	Porridge non fortified flour (corn, soy, sorghum blended)	polypropylene woven sack of 3kg	1 kg	

Melanie GEISER

Country Manager

