



REQUEST FOR QUOTATION/PROPOSAL (RFQ/RFP)

FOR

PROVISION FOR SIGN LANGUAGE INTERPRETATION / SIMULTANEOUS TRANSLATION SERVICES

TO

HANDICAP INTERNATIONAL FEDERATION- RWANDA

1.0: INTRODUCTION

REQUEST FOR QUOTATION FOR SIGN LANGUAGE INTERPRETATION / SIMULTANEOUS TRANSLATION SERVICES

Dear Sir/Madam,

Subject: Request for Quotation for sign language interpretation / Simultaneous translation services

HANDICAL INTERNATIONAL FEDERATION, invites all registered companies or individual registered in Rwanda to submit their competitive proposals for the “**Provision of sign language interpretation / Simultaneous translation**”. 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 **April 01, 2023 to March 31, 2025**.

- a) Your offer comprising of administrative, technical and financial proposals must be submitted by email to dao@rwanda.hi.org not later than **28 February 2023 at mid night**.
- b) Any additional information or clarification regarding this tender 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: 7 February 2023

Deadline for Reply: 28th February 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 companies in Rwanda for the required services
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 specified 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 the rejection of your bid.
4. The offers are sent on email, no papers will be accepted.
5. You are free to bid for services that you are comfortable with or both (Sign language interpretation service or Simultaneous translation service (English-French vice versa.)

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 **28 February 2023 at mid night**.

6.0 SELECTION CRITERIA:

When analyzing the Bids, HANDICAP INTERNATIONAL FEDERATION will take into account the following criteria:

- Administrative Evaluation..... 20% of the total marks
- Technical Evaluation.....20% of the total marks
- Financial Evaluation.....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 the 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 FEDERATION.

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, 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 **Tuesday, 28th February 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 the Official registration certificate for RDB
4. VAT Certificate
5. RRA Tax clearance certificate
6. RSSB Clearance certificate
7. Proof of using EBM
8. Three certificates for completion

9.2 TECHNICAL SPECIFICATIONS AND PRICING

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

N°	Description	Unity	Unit price (Taxes inclusive in frw)
1	Sign language interpretation in Kigali (for 1 interpreter and for full day)	Full day	
2	Sign language interpretation in Kigali (for 1 interpreter and half day)	Half day	
3	Sign language interpretation outside of Kigali (for 1 interpreter and for full day)	Full day	
4	Sign language interpretation outside of Kigali (for 1 interpreter and for half day)	Half day	
5	Simultaneous translation: from English to French and vice versa (on zoom)	30 minutes	
6	Simultaneous translation: from English to French and vice versa (on zoom)	1 hour	

Melanie GEISER
Country manager

