



Request for Quotation (RFQ) ref: RFQ/2022/02

Supply, installation, operation and maintenance of GPS based automatic vehicle tracking system

Introduction

HANDICAP INTERNATIONAL FEDERATION (HI), operating 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 TIN No 100600244, Kicukiro sector, Kicukiro District, Kigali City, P.O. Box 747 KIGALI.

Preamble

- HI is an independent international aid organisation 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.

A. Requirement/ Technical Specifications

Please submit your quotation for supply and delivery of the listed items below. Your quotation should be in the template attached as Annex 1 (Vendor submission template).

No	Items	Specifications	Unit	Quantity
01	GPS Tracker for vehicle	Network capacity (3G/4G) Compact design, Stable performance, low power consumption, Support voltage range of 7-90 V, suitable for vehicles and meet the needs of vehicle positioning & tracking function. *Device *Installation	pc	17

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	*Operation and Maintenance		
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Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned supplies:

All documentations, including catalogs, instructions and operating manuals, shall be in these languages	English or French
Exact Address of Delivery Location	Federation Handicap International KICUKIRO, KK 10 Ave, IMELA HOUSE – 2nd Floor B.P.747 - Kigali- Rwanda
Administrative Requirements	Vendor to provide the following as part of his submission: - Business registration (RDB) - Valid Tax clearance certificate (RRA) - VAT Registration certificate - Valid RSSB clearance certificate - EBM invoicing system - Bank details (Account name, account number and bank name) - Declaration of acknowledgement of policies, ethics and adhesion to the HI code of conduct (two forms) -References of related past work -Signed bidder's signature form

B. Eligibility

In order to be considered for award, Vendors must be currently legally operating in Rwanda and the quotation must include all of the following information:

- Ability to meet the Requirements/Technical Specifications;
- Ability to deliver the items specified no later than 7days after receiving the contract.

C. Submission Instructions

- The following information to be included by vendor in quotation:
 1. A completed copy of the coversheet attached to this RFQ
 2. Quoted price in for each item specified in Rwandan francs. (This price should be inclusive of all taxes if applicable).
 3. Guarantee details if applicable
 4. Validity period of offer (Offer should be valid for at least 90 days)
 5. Payment modality: HI is preferable payment after delivery of goods by Bank transfer
 6. Delivery period after contract issue
 7. The Quotation must be on official letter head with authorized signature and stamp
 8. Specifications of the products offered in section A fully addressed
 9. Warranty and information for the product can be included as attachment to quotation cover sheet

10. Respect of HI Institutional Policies: Anti-fraud bribery and Corruption policy, Child Protection, Code of conduct, Gender and Age (Sign forms for Declaration of non-exclusion and declaration for respect of HI Ethic)

Criteria 1: Offer to comply with other conditions and related requirements

Other information pertaining to our quotation are as follows	Your Responses		
	Yes, we will comply	No, we will not comply	If you cannot comply, please indicate counter proposal
Delivery Lead time			
Warranty and after-sales requirements			
a) Training and operations maintenance			
b) Minimum one (1) year warranty on both parts and labour.			
c) Service unit to be provided when the purchased unit is under repair			
d) Brand new replacement if purchased unit is beyond repair			
Others			
Validity of quotation			
All provisions of the HI General terms and conditions			
Other requirements (please specify)			

Electronic submissions must be received at the address specified below by **June 25, 2022, 5:00PM**, Rwanda Standard Time and please make sure that the submission is titled with the exact same solicitation reference number stated above.

Submissions must be forwarded in electronic format only in PDF to dao@rwanda.hi.org. Quotations should not contain any unnecessary promotional material or elaborate presentation formats (black and white is preferred). Vendors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment. Please reference the RFQ Number and RFQ Name in the e-mail subject line.

- Quotes must contain a completed quote cover sheet (Attachment 1)
- Proposals submitted through hard copy will not be considered.
- Quotations received after that time or at a different address may not be accepted
- All quotations and delivery dates shall be valid for a period of ninety 90 days following the submission due date mentioned above.

D. Terms and Conditions

Disclaimers

- HI reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. HI may cancel the solicitation at any time
- HI may reject any or all proposals received.
- Issuance of solicitation does not constitute award commitment by HI.
- HI reserves the right to disqualify any quotation based on vendor's failure to follow solicitation instructions.
- HI will not compensate Vendors for their response to the solicitation.
- HI reserves the right to issue an award based on initial evaluation of applications without further discussion.
- HI may contact Vendors to confirm contact person, address, and that the proposal was submitted for this solicitation.
- HI may contact listed past performance references without notice to the Vendor. HI also reserves the right to contact other past performance information sources that the Vendor did not list in the proposal.
- By submitting a proposal, the Vendor confirms he/she understand the terms and conditions.
- Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by the Vendor to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

Melanie GEISER
Country manager

