



**Request for Quotation (RFQ) ref: RFQ/2024/04**

**Security Guard service**

**A. Introduction**

HANDICAP INTERNATIONAL FEDERATION (HI), operating name Humanity & Inclusion a not-for-profit association governed by the French Act of July, 1<sup>st</sup> 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.

**B. Requirement/ Technical Specifications**

Please submit your quotation for the supply and delivery of the listed items below. Your quotation should be official letterhead with an authorized signature and stamp

No	Items	Location	Unity	Quantity	Unit Price (including all taxes)
01	Unarmed guard / day	Residence: Kimihurura, Kiyovu, Remera Office: Kicukiro Refugee camps: Mahama, Nyabiheke, ETM Gashora	Lumpsum	7	
02	Unarmed guard / night	Kimihurura, Kiyovu, Remera Office: Kicukiro	Lumpsum	8	

		Refugee camps: Mahama, Nyabiheke, ETM Gashora			
03	Radio handset and charger	One per site	Pcs	6	

Please take note of the following requirements and conditions pertaining to provide the above-mentioned service:

All documentation, including catalogs, instructions, and operating manuals, shall be in these languages	<b>English or French</b>
Exact Address of Delivery Location	Federation Handicap International KICUKIRO, KK 10 Ave, IMELA HOUSE – 2nd Floor <b>B.P.747 - Kigali- Rwanda</b>
Administrative Requirements	<b>The vendor to provide the following as part of his submission:</b> - Business registration - Valid Tax clearance certificate (RRA) - VAT Registration certificate - Valid RSSB clearance certificate - EBM invoicing system - License provided by Rwanda National Police to execute Security services. - Three Good completion certificates for similar type of services with NGOs, UN agencies, Embassies and Government institutions - Bank details (Account name, account number, and bank name) - Payment conditions - Signed HI Declaration of acknowledgement of policies, ethics and adhesion to the HI code of conduct

### C. Eligibility

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

- Ability to meet or exceed the Requirements/Technical Specifications outlined in Section B;
- Ability to deliver the items specified in Section B

### D. 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. 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 renewal.
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. The Quotation must be on official letterhead with an authorized signature and stamp
7. Warranty and information for the product can be included as an attachment to the quotation cover sheet
8. Respect of HI Institutional Policies: Disability, Gender and Age, Child protection, anti-fraud and corruption, (Remember to sign on each policy and send together with your offer).

Electronic submissions must be received at the address specified below by **May 11th, 2024, 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](mailto: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.

- 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.

#### **E. Evaluation Criteria**

HI will award a contract resulting from this solicitation to the responsible Service Provider whose quote will be the best value for HI, price, and other factors considered. The following factors shall be used to evaluate offers:

- Technical capability of the item offered to meet the HI 's requirements.
- Administrative evaluation
- Financial evaluation.

#### **F. 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 Service Provider 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 Service Provider. HI also reserves the right to contact other past performance information sources that the Service Provider did not list in the proposal.
- By submitting a proposal, the Service Provider confirms to understand the terms and conditions.
- Information pertaining to and obtained from the Service Provider as a result of participation in this solicitation is confidential. The Service Provider consents to the disclosure of the documents submitted by the Service Provider to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

Melanie GEISER  
Country manager

