

# **TENDER DOCUMENT TO PRINT BOOKS AND CERTIFICATES FOR PARTICIPANTS (IGIRE-JYAMBERE BENEFICIARIES PARENTS/CAREGIVERS) IN THE FAMILIES MATTER PROGRAM**

## **I. Brief on DUHAMIC-ADRI**

DUHAMIC-ADRI is a Non-Governmental Organization legally granted by Rwandan law. The idea of its establishment dates back to 1979 with the objective of helping rural low-income populations to organize themselves to fight against the constraints of the marginalization of rural areas. The action has overtime moved from local and regional to national level with the holding of the Constituent General Assembly of April 20, 1985 who devoted DUHAMIC-ADRI as an NGO working throughout Rwanda. DUHAMIC-ADRI was legally recognized by the Ministerial Order No. 943 of July 12, 1985. Its statutes were amended and accepted by the Ministerial Order No. 025/11 of 21<sup>th</sup> March 2005.

With the vision to have “A rural world responsible for its self-socio-economic development”, DUHAMIC-ADRI has a mission of “Supporting integrated development through the initiatives of the rural population in their struggle for self-development”.

## **II. Scope of Tender**

The objective of this tender is to look for qualified company to print **“Books and certificates for participants (Parents/caregivers of IGIRE-JYAMBERE beneficiaries) in the Families matter program (FMP) at DUHAMIC ADRI office located at KICUKIRO-NIBOYE”**.

## **III. General conditions for the proposals**

### **3.1 Criteria of eligibility for bidders**

Any bidder interested to apply for this tender has to fulfill the following conditions:

1. Being legally registered as Company or Society authorized to operate in Rwanda,
2. Having a strong experience to provide similar services proven by 3 recent certificates of good completion,
3. The bidder must prove that his/her company uses EBM (Electronic Billing Machine) for all invoices to be paid,
4. The bidder must provide recent certificates of no litigation with RRA,
5. The bidder must have a capacity to supply all specified books and certificates in a period not exceeding seven (7) days after receiving the purchase order.

### 3.2 Content for bid document

#### 3.2.1 Composition of administrative proposal

A motivation letter addressed to DUHAMIC-ADRI Executive Secretary, P.O BOX 1080 Kigali with the following attachment:

1. Certificate of company registration in Rwanda Development Board (RDB)
2. A proof to use Electronic Billing Machine (EBM): A copy of invoice submitted in the past.
3. Valid Tax clearance certificate provided by Rwanda Revenue Authority (RRA),
4. Valid Social Security Clearance issued by RSSB,
5. Original or copy of Certificate of registration for VAT,
6. Three (3) recent certificates of good completion from trustworthy institutions for similar services rendered.
7. A commitment letter to perform intended service within seven (7) days after receiving the purchase order

#### 3.2.2 Financial proposal

The financial proposal (quotations) shall be provided using the following tables:

##### I. Specifications and quantity of needed books and certificates

Items	Unity	Quantity	Unity price (Rwfs)	Total price (Rwfs)
Books for Parents/caregivers in the FMP <b>Sample available at DUHAMIC-ADRI head offices</b>	Piece	1440		
Certificates for parents/caregivers graduated in the FMP <b>Sample available at DUHAMIC-ADRI head offices</b>	Piece	1440		
<b>Total price (Rwf) all taxes inclusive</b>				

**Note:** All the prices should include taxes for Rwanda Revenue Authorities and Electronic Billing Machine will be required.

**Notices:** 1. Additionally to the above technical specifications provided, **the bidder must comply with the samples available at DUHAMIC ADRI.**

2. Delivery period must be provided in each offer submitted by the bidder.

## **II. Submission of proposals, opening and bid evaluations**

### **I.1 Submission of proposals**

The completed Financial and administrative documents (original and one copy) in a sealed envelope clearly marked **“Books and certificates for participants (Parents/caregivers of IGIRE-JYAMBERE beneficiaries) in the Families matter program (FMP)”** will be submitted to DUHAMIC-ADRI Head Office no later than Wednesday 8<sup>th</sup> February 2023 at 10:00 am (Kigali Time). The proposals submitted after the closing time will not be received.

### **I.2 Opening for administrative documents and financial proposals**

The well-sealed administrative documents and financial proposals received on time will be opened in the presence of the bidders/representatives on Wednesday 8<sup>th</sup> February 2023 at 10:30 am (Kigali Time) at the headquarters of DUHAMIC-ADRI located in Kicukiro District-Niboye sector.

### **I.3 Bid analysis and selection of bid winner**

Only the bidder to whom his or her administrative proposals were evaluated successfully and his or her financial proposal was evaluated to be the best (least cost) will be awarded this tender as the best bidder or bidder winner.

DUHAMIC-ADRI has the right of negotiation with the selected best bidder to bear its financial proposal with available budget for printing books and certificates for participants in the families matters program.

Before granting the best bidder, DUHAMIC-ADRI will carry out a site visit to verify and confirm if the bidder complies with all requirements as detailed in specifications.

The failure to succeed with negotiations shall be subject of republication of this tender.

## **II. Modes of payments**

The invoice preparation and payment arrangements will base on the purchase order issued.

The payment will be made through Bank transfer to the Account number provided by the Supplier after delivery of books and certificates needed and presentation of EBM invoices.

During the payments, all financial documents and transactions related to this tender should be in the names of the Company or Society which has competed and won the tender.

Done at Kigali on 27<sup>th</sup> January, 2023.

**BENINEZA Innocent**

**Executive Secretary**