

TENDER DOCUMENT FOR PRINTING IGIRE-JYAMBERE VOLUNTEERS REGISTERS

I. Description of 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 OrderNo.025/11of 21th 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 **“Registers for mentors and case managers volunteers of IGIRE JYAMBERE Program 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 registers 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, BP 1080 Kigali with the following attachment:

1. A notified copy of trading License,
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. Notified Social Security Clearance issued by RSSB,
5. Original or notified copy of Certificate of registration for VAT,
6. Three (3) recent certificates of good completion from trustworthy institutions.

3.2.2 Financial proposal

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

1. Specifications and quantity of needed registers

Items	Specifications	Unity	Quantity	Unity price (Rwfs)	Total price (Rwfs)
Registers for OVC	Size: 36X27 Paper type: Carbonless copy paper/ Autocopiant (Original in colour and copy) Pages for one register: 280 Households: 10 Cover: Duplex paper/Carton paille Separator: needed between households	Piece	622		
Registers for DREAMS	Size: 36X27 Paper type: Autocopiant (Original in colour and copy) Cover: Carton paille Separator: needed between groups Pages for one register: 120 Groups: 3 Cover: Duplex paper/Carton paille Separator: needed between groups	Piece	144		
Total					

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.

2. Tools to be included in register

The register will combine different reporting tools to be used for recording/capturing data related to services delivered to program beneficiaries through home visits by case managers (OVC) and in safe space by mentors (DREAMS). The following tools will be included in the registers.

2.1. OVC Tools per one household

#	Tool name in English	Tool name in Kinyarwanda	Original	Copy
1	Enrollment form	Ifishi ibarurirwaho umuryango/IGIRE-JYAMBERE	1	1
2	HRA Form: 6 month-11 years	Ifishi y' isuzuma ry' ibyago byo kwandura virus itera SIDA (abana bafite amezi 6 kugeza ku myaka 11)	2	2
3	HRA Form: 12-17 Years	Ifishi y' isuzuma ry' ibyago byo kwandura virus itera SIDA (abana bafite imyaka 12 kugeza ku myaka 17)	2	2
4	Care plan	Ifishi ya gahunda yihariye yo kwita ku bagenerwabikorwa ba IGIRE-JYAMBERE mu mwaka wa 2022/2023 (Care plan)	1	1
5	Service delivery tool	Ifishi yuzuzwa igihe umukorerabushake (imboni) yasuye umuryango	3	3
6	ART Adherence and VL monitoring tool	Ifishi ikurikirana uko gahunda yo gufata imiti n'iyoye gupima ingano ya virusi mu maraso zubahirizwa	3	3
7	School attendance monitoring tool	Ifishi y'ubwitabire bw'ishuri	2	2

Note 1: Each page (tool) has to be printed in two copies including the Original and Carbon copy

Note 2: One Register will cover all above tools for 10 households

Note 3: Interested bidders will have to visit and check the sample at DUHAMIC-ADRI office

2.2. DREAMS Tools

#	DREAMS Register Tools per 1 group	Original	Copy
1	Enrollment Register	1	1
2	HTS Register	2	2
3	SRHR Attendance Register	4	4
4	Life Skills Attendance Register	4	4
5	ELA Model Attendance Register	4	4
6	Gender, Gender Based Violence (GBV) and Disability Inclusion Training Module	1	1
7	School Attendance Register	4	4

Note 1: Each page (tool) has to be printed in two copies including the Original and Carbon copy

Note 2: One Register will cover all the above tools for 3 groups

Note 3: Interested bidders will have to visit and check the sample at the DUHAMIC-ADRI office

I. Submission of proposals, opening and bid evaluations

1.1 Submission of proposals

The completed Financial and administrative documents (original and one copy) in a sealed envelope clearly marked “**Tender document to print registers for mentors and case managers volunteers**” will be submitted to DUHAMIC-ADRI Head Office no later than Wednesday 14th December 2022 at 10:00 am (Kigali Time). The proposals submitted after the closing time will not be received.

1.2 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 14th December 2022 at 10:30 am (Kigali Time) at the headquarters of DUHAMIC-ADRI located in Kicukiro District-Niboye sector.

1.3 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 registers for mentors and case managers volunteers.

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 registers 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 8th December, 2022.

BENINEZA Innocent

Executive Secretary