

**TENDER DOCUMENT TO SUPPLY VEHICLE FOR IGIRE  
-JYAMBERE PROJECT\_ODA (THE THRIVE ORPHANS AND  
VULNERABLE CHILDREN\_OVC DETERMINED, RESILIENT,  
EMPOWERED, AIDS-FREE, MENTORED AND SAFE\_DREAMS  
ACTIVITY)**

**OCTOBER, 2022**

## **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 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 a qualified company or firm to supply “**Vehicle to be used by staff during implementation of ODA**”.

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

### **III.1 Criteria of eligibility for bidders**

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

1. Being a legally registered Company or Society authorized to operate in Rwanda,
2. Having a strong experience to supply required materials proven by 3 recent certificates of good completion,
3. The bidder must have capacity to supply all specified materials within a reasonable time` after receiving the purchase order,
4. The bidder must use EBM (Electronic Billing Machine) for all invoices to be paid,

### **III.2 Content for bid document**

#### **III.2.1 Composition of administrative proposal**

A motivation letter addressed to DUHAMIC-ADRI Executive Secretary, BP 1080 Kigali with the following attachment:

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

7. Authorized Dealer Certificate
8. A valid certificate of non-bankruptcy issued by RDB

### III.2.2 Financial proposal

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

#### Quotation for supplying vehicle

No	Item	Technical specifications/Description	Quantity	Unity price (RwF)	Total Cost (Taxes and delivery costs Inclusive)
1	Vehicle	TOYOTA HILUX DC, 4X4, 2.4L TURBO DIESEL, MT,55TR-2E	1		

**Notices :** Delivery period must be provided in each offer submitted by the bidder;  
The vehicle should be delivered only when it is ready to be used (with its plate).

## IV. Submission of proposals, opening and bid evaluations

### IV.1 Submission of proposals

The completed Financial and administrative documents (original and one copy) in a sealed envelope clearly marked “**Tender document to supply Vehicle**” will be submitted to DUHAMIC-ADRI Head Office no later than Thursday 20<sup>th</sup> October 2022 at 2:00 pm (Kigali Time). The proposals submitted after the closing time will not be received.

### IV.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 Thursday 20<sup>th</sup> October 2022 at 2:30 pm (Kigali Time) at the headquarters of DUHAMIC-ADRI located in Kicukiro District-Niboye sector.

### IV.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 bidder winner. Analysis will be done separately for vehicle.

DUHAMIC-ADRI has the right of negotiation with the selected best bidder to bear its financial proposal with available budget for supplying vehicle.

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.

**V. 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 Vehicle 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.

For any inquiry, please call at 0788304813

Done at Kigali on 12<sup>th</sup> October, 2022.

**BENINEZA Innocent**

**Executive Secretary**