

**TENDER DOCUMENT TO SUPPLY SANITARY PADS
FOR ADOLESCENT GIRLS AND YOUNG WOMEN-
IGIRE-JYAMBERE BENEFICIARIES**

November 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 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 a qualified company or firm to supply “**Sanitary pads for adolescent Girls and young Women (AGYW) supported by 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 supply required materials proven by 3 recent certificates of good completion,
3. The bidder must have a capacity to supply all specified materials in a period not exceeding five (5) days after receiving the purchase order,
4. Having a proof of available financial means for this tender or having a contract of Credit line of ten million Rwandan Francs (10,000,000 FRW),
5. The bidder must prove that his/her company uses EBM (Electronic Billing Machine) for all invoices to be paid,
6. The bidder must provide recent certificates of no litigation with RRA,
7. Bid security of 2,000,000 RWF legally recognized by a bank or insurance companies operating in Rwanda.

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,
7. A proof or contract of Credit line of ten million Rwandan Francs (10,000,000 FRW),
8. A valid certificate of non-bankruptcy issued by RDB,
9. A proof of Bid security of 2,000,000 RWF legally recognized by a bank or insurance company operating in Rwanda.

3.2.2 Financial proposal

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

No	Item	Technical specifications-Description of materials	Unity	Quantity	Unity price (Rwfs)	Total (Rwfs)
I	Sanitary pads	SUPA <ul style="list-style-type: none">❖ Female disposal or single use sanitary pads with wings,❖ Size and absorbent capacity must be suitable for medium to high flow❖ Primary packaging; unit is a pack containing a total of minimum ten (10) pads❖ Primary packaging shall be a plastic type with good seal integrating to protect the item from moisture and contamination during transportation and storage,❖ Shelf life shall be minimum 80% of total shelf life on delivery.	Pieces	47,308		
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.

IV. Submission of proposals, opening and bid evaluations

4.1 Submission of proposals

The completed Financial and administrative documents (original and one copy) in a sealed envelope clearly marked **“Tender document to supply Sanitary pads”** will be submitted to DUHAMIC-ADRI Head Office no later than Friday 2nd December 2022 at 9:00 am (Kigali Time). The proposals submitted after the closing time will not be received.

4.2 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 Friday 2nd December 2022 at 9:30 am (Kigali Time) at the headquarters of DUHAMIC-ADRI located in Kicukiro District-Niboye sector.

4.3 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 supplying sanitary pads.

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 Sanitary pads 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 23th November, 2022.

BENINEZA Innocent

Executive Secretary