

TENDER DOCUMENT TO SUPPLY HANDOUT LITERACY MATERIALS FOR ADULT LEARNERS AND LITERACY TEACHERS UNDER DEVELOPING ENTREPRENEURSHIP AND LITERACY (DEAL) PROJECT IMPLEMENTED BY DUHAMIC-ADRI IN PARTNERSHIP WITH CARE INTERNATIONAL

September, 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 “**Literacy handouts for learners and Adult literacy teachers supported by DEAL Project 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 ten (10) 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. Consent note to deliver within 10 working days after receiving the purchase order;
4. Valid Tax clearance certificate provided by Rwanda Revenue Authority (RRA),
5. Notified Social Security Clearance issued by RSSB,
6. Original or notified copy of Certificate of registration for VAT,
7. Three (3) recent certificates of good completion from trustworthy institutions,
8. A proof of cash or contract of Credit line of ten million Rwandan Francs (10,000,000 FRW),
9. A valid certificate of non-bankruptcy issued by RDB,
10. A poof 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:

Handouts for Literacy Learners

No	Item or Description	Technical specifications/Description of materials	Unity	Qty.	Unity price	Total
1	Textbooks for Students	Text books published by REB, Quadrichrome, on glossy and colored papers, Sample available at DUHAMIC-ADRI	Books	2750		
2	Textbooks for teachers,	Text books published by REB. Sample available at DUHAMIC-ADRI	Books	28		
3	Text books for Teachers	Teachers' guide for Kinyarwanda	Books	28		
TOTAL						

Note: The prices should include all taxes and Electronic Billing Machine will be required for payment.

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 literacy materials (handouts)**” will be submitted to DUHAMIC-ADRI Head Office no later than Monday 26th September 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 Monday 26th September 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 literacy materials. 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 literacy materials 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 21st September, 2022.

BENINEZA Innocent

Executive Secretary