

INVITATION FOR PREQUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES DOCUMENT

CATEGORIES:

- Printing and branding
- Office supplies and stationaries
- Car Hiring services
- Vehicle maintenance and service

DATE OF NOTICE: _17, 10, 2022

CLOSING DATE: November 02, 2022, at 4:30 PM local time

1 INTRODUCTION

Water For People is an international non-profit organization that aims to improve people’s quality of life by supporting the development of locally sustainable drinking water resources, sanitation facilities, and health and hygiene education programs. We envision a world where every person has access to reliable and safe water and sanitation services, and we work with community members, governments, and businesses to find out what they need to be healthy, safe, and empowered. Our approach – **The Everyone Forever** – seeks to ensure that reliable and lasting water and sanitation services are brought to every family, community, clinic, and school in a district.

Water For People was registered in Rwanda in 2008 and works with both central and local governments, communities, civil society, and private sector organizations to bring safe and reliable water and sanitation services to the population of Rulindo, Gicumbi, Kicukiro, and Karongi districts. Ten more districts are now being supported under the Isoko y’Ubuzima, a five-year project funded by USAID: Nyanza, Ngororero, Nyamagabe, Ruhango, Nyabihu, Rwamagana, Kayonza, Ngoma, Nyagatare and Kirehe

To accomplish its mission, Water For People is undertaking this supplier pre-qualification action for the selection of potential suppliers. The purpose of this solicitation is to promote supplier partnership and extensive customer services, the quality of products and services as well as time savings whilst achieving the most competitive prices.

The Pre-qualification document and the response thereof shall be the ONLY basis for pre-qualification as a supplier in the specified category.

Please read through this document carefully and provide the requested information together with ALL required supporting documents.

2 SCOPE FOR PRE-QUALIFICATION

Water For People intends to prequalify vendors for the supply of goods and provision of Services as described in Clause 3. The supply and delivery **will be requested** of goods/services on an “as-and-when” required basis during a period of **one-year renewable depending on performance and availability of funds.**

The prospective supplier is expected to provide items as per a “Committing Price Offer” based on the form that is available in Annex I-IV of this Call for Tenders.

3 INVITATION FOR PREQUALIFICATION

Water For People wishes to pre-qualify suppliers of the following items, services, and agents for the period of **one year.**

CATEGORIES	DESCRIPTIONS
Printing and branding	
PRINT-1	General Printing: booklets, registers, certificates, business cards, Flyers, Banners, etc.
PRINT-2	Promotional Materials: pull up, T-shirts, bags, umbrellas, etc.
Administration	
ADM-1	Supply of office stationeries

ADM-2	Supply of milk, mineral water, coffee, tea bags, sugar, general kitchen items, and related refreshment supplies
Transport	
TRANS-1	Ground transport company /Provision of Car Hire Services
TRANS-2	Vehicle maintenance & Repair Services/Garage
TRANS-3	Oil change& filter, Wheel alignment Balance

4 INSTRUCTIONS TO RESPONDENTS

4.1. Important note for suppliers

- a) This document aims to assist Water For People Rwanda in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified categories.
- b) All documents must be submitted in English Language.
- c) Provide **certified copies** of all supporting documents requested under the questionnaire (FORMS TO BE FILLED).
- d) Please answer ALL questions. You may also be asked to clarify your answers or provide more details. If the question does not apply to you, please write **N/A**.
- e) Where necessary and if insufficient space has been provided on the questionnaire for the answers, please provide the answers as supplementary on separate sheets.
- f) The original document will be submitted in PDF. Any such corrections must be initialed by the person or persons who sign(s) the Document.
- g) The completed document shall be signed off and initialed by the Director/Partner of the organization and rubber stamped on each page and signed on the last page in the space provided.
- h) Please note that by responding to this questionnaire, you accept that all answers provided **are legally binding** and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further Water For People Rwanda reserves the right without further recourse to verify at its own cost the accuracy of any answers and information provided herein.
- i) Suppliers will meet all costs associated with the preparation and submission of their applications.
- j) Participants to kindly note that this does not amount to any contractual obligation on the part of Water For People Rwanda, and that is not obliged to invite tenders/quotations from any or all who express interest by responding to this prequalification process.
- k) Water For People Rwanda will examine the documents to determine the completeness, general orderliness, and sufficiency of responses. Failure to complete this questionnaire and/or to provide written answers to any further questions or requested additional information for clarification will result in the supplier's elimination from further consideration.
- l) It is Water For People's policy to require that suppliers observe the highest standard of ethics

during the selection and execution of such pre-qualifications.

- m) The information provided in the prequalification document is strictly confidential and solely for use by Water For People Rwanda.

4.2. Submission of Application

- a) Interested bidders will submit their application through Water For People's email address RWProcurement@waterforpeople.org with the subject: " **Prequalified vendors** " **indicating the preferred category No and Category Name** not later than October 30, 2022, at 4:30 PM. Failure to meet the closing deadline will result in the rejection of your application
- b) Evaluation of applications will be held at Water For people office within 2 weeks after the submission deadline.
- c) Vendors may be invited to make a presentation to the Procurement Committee before the final selection.
- d) Failure to provide information that is essential for the effective evaluation of the applicant company or to provide timely clarification or substantiation of the information supplied, may result in the applicant's disqualification.

Water For People Rwanda reserves the right to accept or reject any application either in part or whole and is not bound to give reasons whatsoever for its decision.

Note: Rejection does not necessarily mean that a vendor cannot apply again in future requests for proposals.

4.3. Eligible Applicants

This invitation for prequalification is open to all interested vendors in the country who are eligible as indicated in the evaluation criteria enclosed.

N.B.: Water For People's *employees and their relatives, blacklisted vendors by USAID and RPPA are not eligible to participate.*

5 LETTER OF APPLICATION

5.1. Notes on Letter of Application

The letter of application will be prepared by the applicant and will follow the format presented herein provided.

The Letter of Application will be prepared on the letterhead paper of the applicant company or partner for a joint venture and will include the physical address, postal code, telephone number, and email address.

The Letter of Application will be signed by a duly authorized representative of the applicant.

Any clause which does not apply to the applicant in this letter should be crossed out by the applicant.

5.2. Sample letter of application

Date

To: Water For People – Rwanda Office,
P.O. Box 7022 Kigali- Rwanda

From: -----
Physical Address: -----
P.O Box -----
Telephone: -----
Email: -----

Dear Sir / Madam

1. Being duly authorized to represent and act on behalf of
----- (name of firm) (hereinafter referred to as “the Applicant”), and have reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by Water For People Rwanda as a bidder for the following contract(s) under **Prequalification of Suppliers: 2022-2023** and the following category:

NO.	CATEGORY	ITEM DESCRIPTION
1.		
2.		
3.		
4.		

- 2. Attached to this letter are copies of original documents defining, the Applicant’s legal status, the principal place of business, place of incorporation/registration, and duly filled forms **1-4**.
- 3. This application is made with the full understanding that Water For People reserves the right to accept or reject any application, to cancel the prequalification process, and shall be under no obligation to inform the Applicant of the grounds for them.
- 4. The undersigned declares that the statement made, and the information provided in the duly completed application are complete, true, and correct in every detail.

Signature: -----
Name: -----
Position in company: -----

OFFICIAL RUBBER STAMP OF THE VENDOR

6 STANDARD REQUIREMENTS

6.1.Prequalification Criteria

6.1.1. Mandatory Requirements

You shall be required to attach the following mandatory documents where applicable

- a) Trading license
- b) Valid Tax Compliance certificate.
- c) Details of Relevant supply experience and reference list of major clients
- d) CVs of two Key Personnel
- e) List of items for which you wish to be considered (attach separate sheet)

6.1.2. General Requirements

- a) Attach catalogs and brochures for the items you wish to supply.
- b) The documents that do not meet the above Mandatory Requirements will not be evaluated.
- c) Pre-qualification will be based on meeting the following minimum criteria regarding the Applicant's legal status, general experience, personnel, and financial position as demonstrated by the responses in the attached forms.
- d) The applicants should have registered offices and Water For People reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm the existence and capability to deliver the said goods/services.
- e) Vendors qualified according to the selection criteria will be invited to submit their quotations for the supply of goods/services as and when required depending on continuous performance.

7 EVALUATION CRITERIA AND APPLICATION FORMS

7.1.Notes on the Standard Forms & Evaluation Criteria

The following criteria outlined in the table below will be used in the evaluation of all the potential suppliers for prequalification.

The documents submitted **by completing Evaluation Criteria 1 to 4** shall be evaluated for suitability by a committee and make recommendations accordingly. This may include phone and e-mail communications, as well as site visits to assess and seek clarification of all requirements described in the Evaluation Criteria.

7.2.Evaluation Criteria

NO	DESCRIPTION OF CRITERIA	REFERENCE APPLICATION FORM	MAXIMUM SCORE	MINIMUM SCORE TO AVOID DISQUALIFICATION (60%)
1	The <i>company details</i> and General information provided	Form 1	30	
2	Responsiveness of the candidate on <i>financial information</i> and financial ability	Form 2	20	
3	<i>Technical capability</i> of the candidate and information on goods/services to be offered	Form 3	30	
4	Experience and other related information	Form 4	20	
	TOTAL SCORE		100 (100%)	%

Water For People will examine the document to determine completeness, general orderliness, and sufficiency in responsiveness

7.3.Application Form 1: Company details & General Information

No.	PARTICULARS		RESPONSE
F1.1	Full name of the Firm/Company:		
F1.2	Is your organization (Please tick one)	i) A limited company? / A partnership or A sole trader	If the company has changed its name, include an official document /article
		ii) Other (please specify)	
F1.3	Is the Firm registered with the Government of Rwanda? Date of Registration:		
F1.4	The full physical address of the principal place of business:		
F1.5	Registered address if different from the above and Post Code		
F1.6	Telephone number:		
F1.7	E-mail address:		
F1.8	Website address (if any):		
F1.9	Company TIN: (Kindly provide a copy of the TIN Certificate)		
F1.10	The period in which you have been in the specific business for which you wish to be pre-qualified		
F1.11	Names of the <ul style="list-style-type: none"> · Shareholders/Owner, · Directors · and Partners. Kindly provide a certified copy by the Registrar's institution		
F1.12	Contact person within the company to whom inquiries about this bid should be directed:		NAME:
			TITLE
			TEL:
		EMAIL:	

7.4.Application Form 2: Financial Information

1. Annual Value of Total Sales for the last 2 Years:
 The year 2020: RWF. ----- the Year 2021: RWF.

2. Bank Name: -----
 Address and Branch:

 Bank Account Number: -----
 Account Name: -----

3. Clearly demonstrate that your company’s financial position is healthy enough to enable you to transact business with Water For People.
 Or
 Provide a copy of the company’s Annual or Audited Financial Report for the last year.

7.5.Application Form 3: Technical Capability and Information on Goods/Services offered

1. Quality Assurance Certification if available: Please provide a Copy of your latest Certificate or awards if applicable - e.g. ISO 9000 or Equivalent

2. Have you the ability or commitment to provide supplements or alternatives to items not covered by the initial catalog?
 Yes No Example: -----

 -

3. *For Goods providers only:* Do the Goods offered for supply conform to National/International Quality Standards?
 Yes No

4. List below five (5) of your Core Goods/Services offered in order of importance to your business enterprise:

	Item description
1	
2	
3	
4	

5	
---	--

7.6.Application Form 4: Experience and References

Please provide in the table below details of at least five (5) organizations you have provided the service in relation to the work you are applying for and performed over the last three (3) years, or that are relevant to this prequalification document. (Use separate sheet).

No	Customer Organization (name)	Customer contact name and phone number	Contract reference and a brief description:	Date contract awarded	Value of businesses transacted: (RWF)
1					
2					
3					
4					
5					

7.7.Application Form 5: Business Probity and Litigation Management

Please confirm whether any of the following criteria apply to your organization. Note that failure to disclose information relevant to this section may result in your exclusion as a potential Water For People Rwanda supplier

NO.	PARTICULARS	RESPONSE
12.1	Is the Company bankrupt, dissolved, liquidated or being wound up, having its affairs administered by the court, or have you entered into an arrangement with creditors, suspended business activities, or any analogous situation arising from similar proceedings in Rwanda or the country in which it is established during the last five years?	
12.2	Please provide a statement of any material pending or threatened litigation or other legal proceedings where the claim is of a value more than RWF 1,048,000 /1000USD (as of 21/02/2022)	
12.3	Has any partner, director, shareholder/owner been the subject of corruption or fraud investigations by the police, Ethics & Anti-Corruption Commission, or similar authority in the country in which your organization is established?	
12.4	Has the Company not fulfilled obligations relating to the payment of any statutory deductions or contributions including income tax as required under Rwandan law?	
12.5	Please state if any Director shareholder/ Partner and/or Company Secretary of the Organization is currently employed or <u>has been employed</u> in the past three years by Water For People Rwanda.	
12.6	Please state if any Director / Partner and/or Company Secretary of the Organization <u>has a close relative</u> who is employed by Water For People and who is in a position to influence the award of any supply. For purpose of the pre-qualification process close relative refers to parents, siblings, spouses, or children	

8 DECLARATION

I declare that to the best of my knowledge the answers submitted to this prequalification question = (and any supporting documentation) are correct. I understand that any misrepresentation will render my company ineligible to participate in any future business activities with Water For People Rwanda.

FORM COMPLETED BY	
Name:	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	

FORM WITNESSED BY	
Name:	
Position (Job Title):	
Date:	
Telephone number:	
Email:	
Signature:	
Stamp/Seal	

ANNEXES

ANNEX 1: LIST OF ITEMS MOSTLY REQUESTED AS OFFICE CONSUMABLES

1.1. Office stationary

Office stationeries			
#	Items	Packaging	The projection for 6 months
1	Archive Box	Piece	50
2	Binder Clips 19mm,	Box of 12pcs	20
3	Binder clips 2"	Box of 12	20
4	Binder Clips 32 mm,	Box of 12	20
5	Binder Clips 51mm,	Box of 12 pcs	20
6	Box files (Classeurs)	Piece	30
7	Business cards holders,	Piece	1
8	Calculator for Office	Piece	5
9	Calculator Printer Paper	Piece	2
10	Correction fluid (Blanco)	Piece	10
11	Desk organizer - Pen Holder	Piece	5
12	Desk organizer -Tray	Piece	5
13	Dustbin	Piece	10
14	Envelopes, Kaki A3	Pks	1
15	Envelopes, Kaki A4	Pks	5
16	Envelopes, Kaki A5	Pks	2
17	Envelopes, White A6	Pks	3
18	File Action folders (plastic)	Pks	50
19	File folders Manila - A3	Piece	20
20	File rail for hanging / Farde à tringle	Piece	25
21	File separators - pk of 31 pcs	PKT	5
22	Flip chart markers	Pack of 12	60
23	Flip charts	Piece	30
24	Glue stick (UHU)	Box of 10	1
25	Highlighter markers	Box of 10	5
26	Note Book A5	Piece	200
27	Office notebook (A5)	Piece	60
28	Paper Clips #50	Box of 10 pcs	5

29	Paper Clips # 32 & # 33	Box of 10 pcs	5
30	Paper document file folder (plastic)	Piece	36
31	Papers (Ream, A4)	Ream	90
32	Pencils with eraser	Piece	0
33	Pens (blue)	box of 50	60
34	Perforated plastic sheets	Pks of 100	1
35	Post it (7.6*12.7mm)	pks of 12	10
36	Post it (76*76mm)	pks of 12	10
37	Power extension 6 ports	Piece	6
38	Printing Calculator	Piece	2
39	Punching machine 508/FIS	Piece	10
40	Register books	Piece	30
41	Rubber band	Pks	2
42	Rulers	Piece	10
43	Scissors	Piece	10
44	Scotch (Transparent)	Piece	5
45	Scotch Tape	Piece	36
46	Sharpeners (Plastic)	Set (72 pieces)	0
47	Sign here (12*45mm) set	Pks of 24	10
48	Signature books	Piece	10
49	Stamp ink	Piece	2
50	Staplers Rapid E14	Piece	10
51	staplers, FIS 508	Piece	10
52	Staples 24/6	Box OF 10	4
53	Staples remover	Piece	10
54	Whiteboard markers	box of 12	1

1.2.Cartridges

#	Items Description	Quantity for 6 months
1	Cartridge 59 A	6
2	Cartridge 312 A	6
3	HP Cartridge 83A/127	6
4	Canon C-EVX 60 BLACK TONER	3
5	Cartridge 117 A	3

1.3.Office Refreshment

# Items	Items Description	packaging	Qty for 6 months
1	Coffee 500g	Pks	36
2	Coffee filters	Boxes	6
3	Facial tissues	Boxes	90
4	Green tea	pks	6
5	Kitchen Towels	Rolls	48
6	Mineral Water(Inyange 0.5ml)	Carton of 24	24
7	Nescafe	tins	36
8	Powder Milk	Tins	90
9	Serviette	pks	72
10	Sugar	Kg	180
11	Tea Bags (Gold blend)	boxes	42
12	Tea Masala	Tins	42
13	Washing liquid soap	List	12
14	Washing Sponges	Pks	12
15	Washing stroiyer	Pks	18
16	Water gallons/Inyange	gallons 18l	120

ANNEX 2:

SERVICES REQUESTED IN VEHICLE MAINTENANCE

And

TYPES OF VEHICLES

Service "A"	Service "B"	Service "C" or General service
<ul style="list-style-type: none"> - Changing Engine oil - Checking brake fluid - Checking all lights and indicators, - Checking brake pad - Checking brake band - Cleaning air filter - Checking all belts - Tires pressure - Checking hydraulic fluid and top up - Checking coolant levels and top up 	<ul style="list-style-type: none"> - Changing Engine oil - Checking brake fluid - Checking all lights and indicators, - Checking brake pad - Checking brake band - Cleaning air filter - Checking all belts - Tires pressure - Checking hydraulic fluid and top up - Checking coolant levels and top up 	<ul style="list-style-type: none"> - Changing Engine oil - Changing Engine oil Filter - Changing the Air filter - Changing the Fuel filter - Changing Brake pad - Changing brake band - Changing belts except for timing belt - Tires pressure - Checking hydraulic fluid and top up - Checking coolant levels and top up
<p>Type of Vehicles: 3 Toyota L/C TXL, 3 Toyota L/C HARD TOP, and 2 Pick-ups (8 VEHICLES)</p>		

ANNEX 3:

TYPE OF VEHICLE HIRED FOR WATER FOR PEOPLE ACTIVITIES

	Type of vehicle	Specification	In Kigali, the daily rate (FRW) tax inclusive	Upcountry daily rate (FRW) tax inclusive
1	Jeep 4x4	<u>1st category:</u> V8, Model 2014 and above		
		<u>2nd category:</u> TXL PRADO, VIGO, Nissan, Land Cruiser Model 2010 and above		
2	Pick up	<u>3rd category:</u> Toyota Pick-up, Toyota double cabin, Nissan, Toyota Land Cruiser, Benz, and any other vehicle manufactured between 2008-2010		
3	Coaster	For 30 people		
4	Minibus	For 18 people		
7	Normal cars	One point to another, in one city		