



SUSTAINABLE GROWERS RWANDA
P.O BOX 864 Kigali, Rwanda
recruitment@sustainablegrowers.org

REQUEST FOR QUOTATION NOTICE

Sustainable Growers Rwanda (SGR) is a local NGO having a goal of improving the livelihoods of low-income women farmers and their families through collective trainings that create the basis for more transparent trade, improved quality and higher prices in the coffee sector aligned with NST1 goals.

Therefore, Sustainable Growers Rwanda is looking for potential companies for the below service:

To design, manufacture, transport and fix the Farmer Field School (FFS) Signposts for Sustainable Growers Rwanda beneficiaries in 6 Districts of Rwanda.

Interested companies must provide the following documents before being given the detailed information on this Request for Quotation:

1. Have 5 years' experience of similar related services
2. Provide 3 recommendation letters of similar related services
3. Photos of similar works done by the firm previously
4. Copy of Certificate of incorporation
5. Original or notarized copy of the Rwanda Social Security Board certificate
6. Tax clearance certificate issued by RRA
7. A confirmation that the bidder has Electronic Billing Machine [EBM]
8. Original or notarized copy of the Non-bankruptcy certificate from RDB
9. Produce final sample to be delivered

2. Quotations

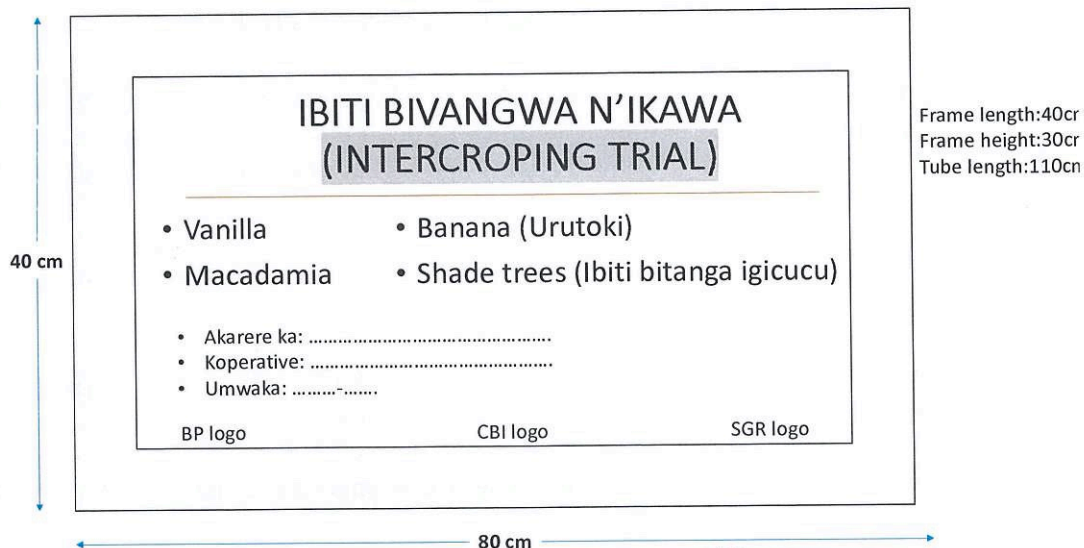
Quotations in response to this RFQ must include transport cost of the materials to the six mentioned sites and should be all taxes inclusive and presented in-Rwanda currency. They must remain valid for not less than sixty (60) calendar days after the offer deadline. Bidders are requested to provide quotations on official letterhead.

3. Confidentiality and Information Governance

All documents related to this RFQ shall remain the property of Sustainable Growers Rwanda and must be returned on demand. Unless requested otherwise, Sustainable Growers Rwanda reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with Sustainable Growers Rwanda

4. Technical Specifications

The main objective of this tender is to design, supply and install signposts at all FFS installed in 6 Districts (Nyaruguru, Kayonza, Nyamasheke, Rusizi, Gicumbi and Gakenke), within the period of 3 weeks after the notification of the contract award.



The table below illustrates the technical specifications of the required items

DISTRICT	ITEM	QTY	TECHNICAL SPECIFICATIONS
Kayonza, Rukara	FFS Signposts	1	<ul style="list-style-type: none"> o Frame: Length: 40cm, Height: 30c, 110cm long o Tube of 30X20mm diameter o Double sided o Metal sheet (thickness 1.20mm) o Painting: quality synthetic white paint o Signs to be delivered at fixed at each FFS plot o Fixed using reinforced concrete and hard stones
Nyamasheke Ruharambuga	FFS Signposts	1	
Rusizi Gashonga	FFS Signposts	1	
Nyaruguru Rusenge	FFS Signposts	2	
Gicumbi Muko	FFS Signposts	1	
Gakenke Rushashi	FFS Signposts	1	

5. Evaluation Criteria and award

The award will be made to the offer or whose offer follows the RFQ instructions, meets eligibility requirements, and receives the highest score out of a determined set of weighted technical and financial criteria

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. It is anticipated that the award will be made solely on the basis of these original quotations. However, Sustainable Growers Rwanda reserves the right to conduct any of the following:

- Sustainable Growers Rwanda may conduct negotiations with and/or request clarifications from any offer prior to award.
- While preference will be given to offer who can address the full technical requirements of this RFQ, Sustainable Growers Rwanda may issue a partial award or split the award among various suppliers

Interested companies must provide well printed quotes properly bound to sustainable Growers Rwanda Head office located at Nyarutarama KG 9 House 91 not later than 20th October 2022 at 5:00PM local time. **Electronic bidding shall not be allowed (late bids are automatically rejected).**

The best bidder will be chosen through a quality and cost-based selection method in accordance with SGR procedures. **For more inquiries, please send your email at recruitment@sustainablegrowers.org**

Done at Kigali, on 10th October 2022


Christine CONDO
Executive Director



