



SUSTAINABLE GROWERS RWANDA
P.O BOX 864 Kigali, Rwanda

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 the NSTI goals.

Therefore, Sustainable Growers Rwanda is looking for potential companies to **Supply Team saving and lending (TSL) toolkits to SGR sites located in 6 Districts of Rwanda.**

1. General qualifications and required documents

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

1. Have experience of 5 years in performing similar services
2. Provide 3 recommendation letters of similar related services
3. Copy of Certificate of incorporation
4. Original or notarized copy of the Rwanda Social Security Board certificate
5. Tax clearance certificate issued by RRA
6. A confirmation that the bidder has Electronic Billing Machine [EBM]
7. Original or notarized copy of the non-bankruptcy certificate from RDB
8. Technical specification of the proposed asset to be supplied and guarantee period
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

Supply of Team saving and lending toolkits to SGR 6 sites located at Gakenke, Gicumbi, Nyamasheke, Rusizi, Kayonza and Nyaruguru;

A. Team lending and saving toolkits:

S/N	Item & Specifications	Qty	Details
1	Cash box: Metal Cashbox with 3 Padlocks - Dimension: 20x30x15cm; Aluminium colour	317Pieces	<ul style="list-style-type: none"> - 28pcs for East - 130pcs for North - 68Pcs for south - 91pcs for west
2	Calculators: Type:"CASIO"	317Pieces	<ul style="list-style-type: none"> - 28 pcs East - 130Pcs for North - 68Pcs for south - 81Pcs for west
3	Rulers: Plastic - Straight rulers -Size: 30cm	317Pieces	<ul style="list-style-type: none"> - 28 pcs East - 130Pcs for North - 68Pcs for south - 81Pcs for west
4	Registers: Big registers	317Pieces	<ul style="list-style-type: none"> - 28 pcs East - 130Pcs for North - 68Pcs for south - 81Pcs for west
5	Passbooks: (Sample to be availed)	4996Pieces	<ul style="list-style-type: none"> - 475 pcs East - 2,022Pcs for North - 1,161Pcs for south - 1,338Pcs for west
2	Stamp kit: Small stamp, 1 blue ink pad and 2 inks/kit	477kits	<ul style="list-style-type: none"> - 28 Kits East - 130kits for North - 68kits for south - 91kits for west
3	Fabric Money Bags: (1 bag for Social Fund in Yellow colour, 1 bag	951Pieces	<ul style="list-style-type: none"> - 84 pieces East - 390 pieces for North - 1204 pieces for south

<p>for Loan Fund in Kaki colour, 1 bag for Agri-Fund in Green colour); 951pcs in Rwanda and 480pcs in DRC/Idjwi (Sample to be availed)</p>		<p>- 273 pieces for west</p>
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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



