



**YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF RWANDA (YWCA)**

*"Transforming community, empowering women"*

## **Bidding Document**

Title of the Tender:

**Provision of SCHOOL  
MATERIALS Under USAID  
IGIRE WIYUBAKE PROJECT**

Tender Reference Number:

**YWCA-KIG/051/2024**

Procurement method

**NATIONAL OPEN TENDERING**

Date of Issue:

**November 20<sup>th</sup>, 2024**

## Terms of Reference

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## Introduction

The Young Women's Christian Association (YWCA) Rwanda is a Rwandan non-governmental organization established in 1995 and legally recognized by the government in 2005. YWCA strives for community transformation through the empowerment of women, girls, orphans, and vulnerable children by promoting access to quality education, healthcare, and socio-economic opportunities. For more information, please visit: <https://ywcaofrwanda.org/>

Since 2022, with the support from USAID, YWCA Rwanda is implementing the USAID-IGIRE WIYUBAKE Activity, a 5-year project funded by USAID in Kicukiro District. The project aims to reduce vulnerability and HIV incidence among OVC and adolescent girls and young women (AGYW), contributing to HIV epidemic control. The project provides support to improve the health and well-being of OVC and their families as related to the risk of HIV and violence. It also supports DREAMS (Determined, Resilient, Empowered, AIDS-free, mentored and Safe) programming to empower AGYW to reduce the risk of exposure to HIV, sexual violence, and to become more economically independent and resilient.

As part of School re-integration support provided to Igire-Wiyubake program participants, the activity identified and supports 4794 OVC and Adolescent Girls and Young Women (AGYW) with scholastic materials and school fees through general education.

It is against the above background, YWCA intends to procure and distribute school materials to the YWCA sites listed in the specified Lots.

## 1. Scope Of Work

Supply and delivery of **SCHOOL MATERIALS** Under IGIRE WIYUBAKE activity will be delivered as per the specification on section # 5. Suppliers must carefully review the individual lot descriptions and select the lot they wish to bid for, ensuring they meet the specific criteria for that lot.

## 2. Conditions

### 2.1 Eligible Bidders

Bidders must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive or obstructive practices as issued by the Government of Rwanda or being subject to U.S. or U.N. sanctions.



## **2.2 Eligible Goods and Services**

All goods and related services to be supplied under the bid shall have their origin from any country except prohibited source countries as defined in the USAID policies.

For purposes of this clause, "origin" means the place where the goods are produced, or the place from which the related services are supplied. The origin of goods and services is distinct from the nationality of the bidder.

## **2.3 Other conditions**

- (1) RWANDA Tax Laws shall be applicable.
- (2) The financial proposal shall indicate unit prices and total tender prices of the goods it proposes to supply for this bid, clearly state the total bid price in RWANDA FRANCS. Prices shall include VAT.
- (3) Tenderers are requested to provide the shortest possible delivery period of the products. Not more than 5 days after receiving the purchase order.
- (4) It is the supplier's responsibility to provide samples before delivery.
- (5) Each supplier may only compete for **one lot** in this tender process, and submitting bids for more than one lot will result in disqualification from consideration.
- (6) Bank account number should be in the name of supplying company.

## **2.4 YWCA Rwanda's rights**

- (1) This invitation to tender does not commit the YWCA to pay for any expenses incurred by the bidder in preparation of responses to this invitation.
- (2) YWCA reserves the right to accept or reject any response to this invitation to tender.
- (3) YWCA reserves the right to cancel or withdraw this request for proposals as a whole or in part without furnishing any reasons and without attracting any liability.
- (4) YWCA shall not be bound to accept the lowest bidder.

## **3. Documents Constituting The Bid**

The bid prepared by the Bidder shall comprise the following components:

1. The letter of submission, signed that addressed to the Executive Director of YWCA.
2. Brief Overview of company (Company profile) including physical business address, email, Telephone and postal address.
3. Acceptance of conformity to all requirement as listed in the Tender document.
4. All detailed specifications of the SCHOOL MATERIALS to be supplied.

5. Financial proposal (Proforma invoice).
6. Valid RRA Tax clearance certificate.
7. Valid RSSB clearance certificate.
8. RDB registration certificate.
9. The bidder should have valid VAT/TIN registration certificate. A copy of which should be enclosed.
10. Good standing certificate.
11. Bidder should have previous experience in supplying SCHOOL MATERIALS. 3-Proof should be attached to the bid submission document.

#### **4. Submission of Bids**

The deadline for submitting the tender document is **5:00 PM** Kigali local time on Thursday, **05<sup>th</sup> December 2024**. Submissions should be sent via email to [procurement@ywca.rw](mailto:procurement@ywca.rw). The supplier must include the tender name and lot number in the subject line of the email. The quoted price must include the costs for transportation and packaging

The bids documents that are received by YWCA after the deadline, for whatever reason, shall not be considered for evaluation. Only qualified companies will be contacted.

#### **5. Technical Specifications**

The specifications describe the requirements of goods. All the dimensions and capacities of the goods to be supplied shall not be less than those required in these specifications. YWCA reserves the right to reject the bids in case of deviations.

The tables below give the minimum requirements. Following are the technical specifications for the materials:



**LOT I: (KICUKIRO, KAGARAMA, GAHANGA, GATENGA, GIKONDO& KIGARAMA)**

<b>S/N</b>	<b>Description</b>	<b>Quantity</b>
1	NOTE BOOKS (120)	13,694
2	NOTE BOOKS (96)	13,414
3	REGISTER BOOK	1,444
4	SCHOOL BAG	2,050
5	BLUE PEN	11,462
6	PENCIL	2,984
7	RUBBER	2,330
8	MATHEMATICAL SET	1,116
9	RULER	2,050

**LOT II: (NIBOYE, KANOMBE, MASAKA & NYARUGUNGA)**

<b>S/N</b>	<b>Description</b>	<b>Quantity</b>
1	NOTE BOOKS (120)	14,317
2	NOTE BOOKS (96)	13,944
3	REGISTER BOOK	1,450
4	SCHOOL BAG	2,218
5	BLUE PEN	12,171
6	PENCIL	3,363
7	RUBBER	2,591
8	MATHEMATICAL SET	1,073
9	RULER	2,218

**6. WARRANTY**

The supplier must confirm that the items provided to YWCA are new and branded, as specified in the tender document.

During the delivery period, the supplier will be responsible for servicing or replacing any materials to ensure all items remain in working condition.

## 7. BID EVALUATION

Bidders will be evaluated on terms of the requirements, those who do not fulfil all the requirements or do not submit the required administrative documents will be disqualified.

YWCA reserves the right to accept or reject any application based on the evaluation criteria.

## 8. DELIVERY AND INSTALLATION

- The successful bidder (Supplier) **will be responsible for delivering SCHOOL MATERIALS** at different locations as per they identified in Lots and has to insure supply in maximum 5 days from the date of the issuance and receipt of the purchase order.
- The supplier will bear all costs associated with the preparation, delivery and installation of the Items and the Purchaser will in no case be responsible or liable for those costs. The supplier will make such arrangements to ensure safe delivery of goods. Any damage sustained during transportation / delivery will be rectified by the supplier at his/her cost.
- Failure to meet the delivery period by the successful bidder shall lead to cancel the bid and the next ranked bidder shall be considered. Inspection shall be made on delivery by YWCA before signing of the delivery note to confirm receipt/acceptance of the conformity of the goods delivered based on the technical specifications as mentioned in the tender document.

## 9. PAYMENT

No advance will be provided, hundred percent payment will be made by YWCA to the Successful Bidder after delivery and installation of all materials. The payment will be based on the presentation of the original EBM invoice, the purchase order and the delivery note.

Done at Kigali, on 20/11/2024



**UZAMUKUNDA Pudrentienne**

**Executive Director**

**YWCA RWANDA**