

Bidding Document

Title of the Tender:

**Provision of TVET KITS for
(Hairdressing, Tailoring, Mechanic,
Welding) Under USAID IGIRE
WIYUBAKE PROJECT**

Tender Reference Number:

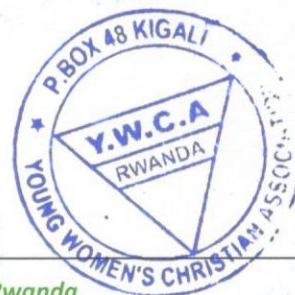
YWCA-KIG/052/2024

Procurement Method:

NATIONAL OPEN TENDERING

Date of Issue:

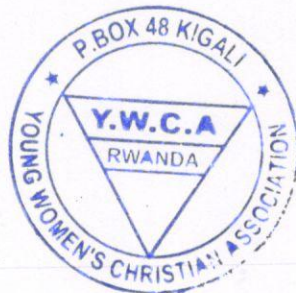
November 28th 2024



Terms of Reference

TABLE OF CONTENTS

1. INTRODUCTION	2
2. SCOPE OF WORK	2
3. CONDITIONS	3
4. DOCUMENTS CONSTITUTING THE BID	4
5. SUBMISSION OF BIDS	4
6. TECHNICAL SPECIFICATIONS	5
7. WARRANTY	6
8. BID EVALUATION	6
9. DELIVERY AND INSTALLATION	7
10. PAYMENT	7



I. INTRODUCTION

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/>

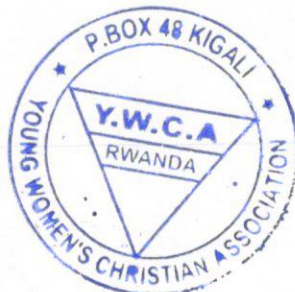
Since 2022, with the support from USAID, YWCA Rwanda is implementing the USAID-IGIRE WIYUBAKE Activity, a 5-year project funded by USAID in Kicukiro District. The project aims to reduce vulnerability and HIV incidence among OVC and adolescent girls and young women (AGYW), contributing to HIV epidemic 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 the economic strengthening support provided to Igire-Wiyubake program participants, the activity had identified and enrolled 860 OVC and Adolescent Girls and Young Women (AGYW) in different trades of Technical and Vocational Education Training (TVET) in FY24; over the last 6 months, 860 OVC and AGYW as they were enrolled, and supported to complete their trainings in TVET. The graduates were supported by the program to form working groups through which they will be supported to start the TVET-Based Income generating activities.

It is against the above background that YWCA would like to procure and distribute TVET Startup Kits to 860 graduates.

2. Scope of Work

Supply and delivery of **TVET KITS for (Hairdressing, Tailoring, Mechanic, Welding)** Under USAID IGIRE WIYUBAKE PROJECT activity will be delivered as per the specification on section # 6. Supplier 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.



3. Conditions

3.1 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.

3.2 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.

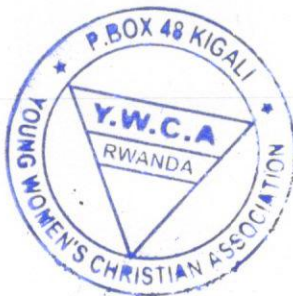
For purposes of this clause, "origin" means the place where the goods are produced, or the place from which the related services are supplied. The origin of goods and services is distinct from the nationality of the bidder.

3.3 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.

3.4 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.



4. Documents constituting the Bid

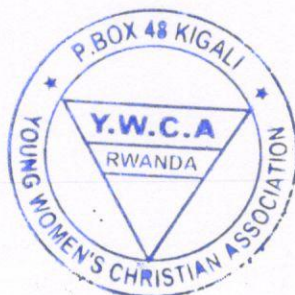
The bid prepared by the Bidder shall comprise the following components:

- (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 TVET KITS (Hairdressing, Tailoring, Mechanic, Welding) 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 TVET KITS (Hairdressing, Tailoring, Mechanic, Welding). 3-Proof should be attached to the bid submission document.

5. Submission of Bids

Deadline for submitting the tender document is **5:00pm** Kigali local time on **Thursday, 19th December 2024** through procurement email : procurement@ywca.rw and the price quoted will include the transportation and packing costs.

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.



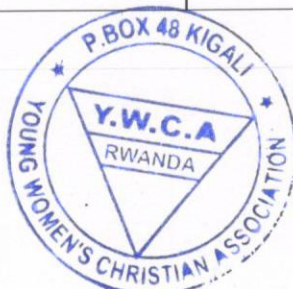
6. Technical Specifications

LOT I: Hairdressing Kits Specifications

Material / Kits	Description	Total Item needed
Hood dryers (casques yumutsa)	Hood dryers (CASQUE) WITH STAND	26
Flat (irambura umusatsi)	FLAT (IRAMBURA UMUSATSI) Rating : 220V-240V,50-60HZ,43W	26
Seche (y'umutsa umusatsi).	SECHE(Y'UMUTSA UMUSATSI)MHD-108 VOLTAGE:220-240V, FREQUENCY:50/60HZ POWER:1200W	26
Tonxi (imashini isokoza umusatsi) Full package	Tonxi (IMASHINI ISOKOZA UMUSATSI) Full package (8 PIECES)	26
Salon trolleys (stand yibigudi)	Salon trolleys(STAND YIBIGUDI)	26
Ibigudi bito (set)	IBIGUDI BITO(SET) /PLASTIC	26
Ibigudi binini (set)	IBIGUDI BININI(SET)/PLASTIC	26
Towels (utu essui-main)	TOWELS (UTU ESUIMAIN)/COTTON	104
Miroir 60-90	MIROIR 60Cm-90Cm	52
Hairdressing basins (aho bamesera mumutwe) Lave tete.	Hairdressing basins (AHO BAMESERA MUMUTWE) WITH CHAIR PLASTIC ON HEAD ONLY)	26
Hair cliper (imashini yogosha)	HAIR CLIPER (IMASHINI YOGOSHA) 08467-100, MODEL/TYPE 8467,220-230 V-50HZ	26
Salon chairs (intebe ya saloon)	Salon chairs(INTEBE YA SALOON)	52
Waiting chairs (intebe zabacient y'urubaho begamaho)	WAITING CHAIRS (INTEBE ZABACIENT Y'URUBAHO BEGAMAHO) WOOD WITH (2.5mX1.5m)	26

LOT II: Welding Specifications

Material / Kits	Description	Total Item Needed
Welding machine (Imashini isudira)	MMA-350D (Compatible with all welding sizes	22
Anger grinder (Imashini ikata ibyuma / pousseuse)	MO921-230mm	22
Overall (isarubeti)	Bleu color (COTTON)	22



LOT III: MECANIC Specifications

Material / Kits	Description	Total Item Needed
Automobile Repair and Maintenance (Tool box)	85PC Tool set with metal box. 1/4" & 1/2" Material: Heavy duty metal box for home and industrial use	79

LOT IV: Tailoring Specifications

Material / Kits	Description	Total Item Needed
Sewing machine	Tailoring Machine with pedal (MPI 33021/386)	335

7. Warranty

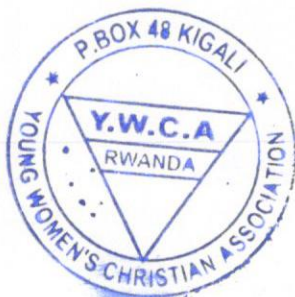
The materials provided will be covered by a one-year warranty. The Supplier must confirm that the items supplied to YWCA are brand new (branded), unused, and meet the specifications outlined in the tender document. The Supplier is responsible for providing services or replacing any parts to keep the items in good working condition during the warranty period.

If YWCA identifies any issues with the items during the warranty period, they will notify the Supplier in writing. Upon receiving the written notice, the Supplier must repair or replace the defective items or parts within ten (10) days. The Supplier is also responsible for covering any related costs, if applicable.

8. 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.



9. Delivery and Installation

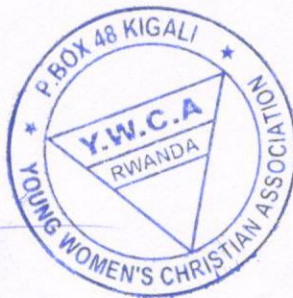
- The Supplier must have all materials stocked 3 days prior to the delivery date, and thereafter, they must ensure the delivery of the TVET kits to the 10 sectors in Kicukiro District as outlined in the YWCA plan.
- The Supplier must ensure that the kits are delivered within 5 days from the issuance and receipt of the purchase order. This means the clock starts ticking as soon as the purchase order is officially issued and received by the Supplier.
- The Supplier should be prepared to deliver to multiple, potentially different, locations as specified by YWCA, ensuring timely delivery to each site.
- 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.

10. Payment

No advance will be provided, hundred percent payment will be made by YWCA RWANDA 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 **28/11/2024**

P.O. *Pudentienne Uzamukunda*



UZAMUKUNDA Pudentienne
Executive Director
YWCA RWANDA