



Bidding Document

**SUPPLY OF SANITARY PADS
Under USAID IGIRE WIYUBAKE
PROJECT**

Title of the Tender:

Tender Reference Number:

YWCA-KIG/001/2025

Procurement method

NATIONAL OPEN TENDERING

Date of Issue:

January 3rd, 2025

Terms of Reference

TABLE OF CONTENTS

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

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 some materials and school fees through general education.

It is against the above background, YWCA intends to procure and distribute Sanitary Pads to the YWCA office.

1. Scope Of Work

Supply and delivery of **Sanitary Pads** Under IGIRE WIYUBAKE activity will be delivered as per the specification on section # 5. Suppliers must carefully review the individual lot descriptions, and be ensure that all the specific criteria met 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

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) 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 with clear tender name, signed, and addressed to the YWCA Executive Director.
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 SANITARY PADS 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 SANITARY PADS. 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 **Monday, 13th January 2025**. Submissions should be sent via email to 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

Suppliers must submit samples of sanitary pads for evaluation upon receiving notification of their selection. The YWCA will assess these samples and select only those that meet the highest quality standards. The YWCA reserves the right to reject any bids that fail to meet the specified quality criteria or that do not comply with the outlined requirements.

LOT 1: Supply of Sanitary Pads.

Item Description	Quantity
Sanitary Pads	28,060

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 items to ensure that all supplies remain in good working condition and meet the required quality standards.

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 SANITARY PADS** at YWCA office 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 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 replaced by the supplier at his/her own 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 staff before signing of the delivery note to confirm receipt/acceptance of the conformity of the goods delivered based on the selected high quality of product.

9. PAYMENT

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

Done at Kigali, on 03/01/2025



UZAMUKUNDA Pudentielle
Executive Director
YWCA RWANDA

