



Bidding Document

Title of the Tender:

**Provision of SCHOOL MATERIALS
Under LIFT PROGRAM**

Tender Reference Number:

YWCA-KIG/001/2025

Procurement method

NATIONAL OPEN TENDERING

Date of Issue:

May 13th, 2025

Terms of Reference

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Introduction

Since 2024, YWCA Rwanda has been implementing a six-year education-focused program in partnership with UNICEF, FCDO, and MINEDUC. The program aims to create safe, inclusive, and empowering learning environments for learners across Rwanda, with a particular focus on adolescent girls in upper primary school. Operating in all 30 districts and targeting over 80,000 learners, the program integrates life skills education, SRHR, HIV prevention, GBV awareness, and mental health support, as part of a comprehensive response to the challenges that continue to undermine girls' access to and success in education.

YWCA Rwanda leads the implementation in Karongi and Gisagara districts, directly reaching 280,312 students and indirectly engaging over 1,000,000 beneficiaries, including parents, teachers, and community members. A central pillar of the program is the establishment of school clubs, capacity-building for facilitators, and community engagement, all aimed at empowering adolescent girls as leaders and change agents.

Despite these efforts, many students especially girls continue to face economic and social barriers that hinder their school attendance and academic progress. These include lack of basic school materials, which often leads to absenteeism, low participation, poor performance, and in some cases, permanent dropout. Girls are disproportionately affected, particularly those from vulnerable households or those experiencing the effects of teenage pregnancy, gender-based violence, or psychosocial distress.

To address these challenges, the program includes a targeted support component under which 2,950 vulnerable students from 59 schools will receive essential school materials. This intervention is part of a broader effort to ensure that no child is left behind due to a lack of basic learning resources, and that all students have a fair opportunity to succeed and complete their education.

It is against the above background, YWCA intends to procure and distribute school materials to program participants in Karongi and Gisagara.

1. Scope Of Work

Supply and delivery of **SCHOOL MATERIALS** Under LIFT Program will be delivered as per specification given #6. 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 UNICEF 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 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, **26th May 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

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:

6. LOT I: Karongi and Gisagara

S/N	Description	Quantity
1	96 Pages Note Books	15,000
2	3 Blue and 2 Black Pens	15,000
3	5 Grease Pencils with Rubber on them	15,000

7. 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.

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 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 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 **13/05/2025**



UZAMUKUNDA Pudentielle
Executive Director
YWCA RWANDA

