



CAISSE SOCIALE DU RWANDA

BP : 250 KIGALI-RWANDA

NATIONAL TENDER NOTICE REF. 13/F/CSR/2009 (Re-advertised)

SUBJECT: SUPPLY OF TWO PROFESSIONAL VIDEO CAMERAS AND FOUR (4) DIGITAL PHOTO CAMERAS.

FUNDING: SOCIAL SECURITY FUND OF RWANDA

The Social Security Fund of Rwanda invites all companies specialized in the field to submit their bids for supply of the aforesaid cameras.

The Tender Document may be obtained from the Human Resources and Administration Department at the Social Security Fund of Rwanda headquarters at Kacyiru/Kigali on working days between 7:00am and 4:00pm on presentation of a pay-in-slip of a non refundable fee of 10,000 Rwf deposited on account N° 040-0281146-73, for CSR entitled "Revenus d'investissement " opened at Banque de Kigali (BK).

Well typed bids, properly bound and presented in 4 copies, one of which is the original and 3 copies, must be submitted in sealed envelopes and should reach the Social Security Fund of Rwanda headquarters at Kacyiru in Human Resources and Administration Department (1st floor), Tel. 0252598400, PO BOX 250 KIGALI, not later than **11th May 2010 at 10:00 am**.

The bids should be marked as follow:

**THE DIRECTOR GENERAL
TENDER NOTICE REF. 13/F/CSR/2009
SUPPLY OF TWO PROFESSIONAL VIDEO CAMERAS AND FOUR DIGITAL PHOTO CAMERAS.**

“TO OPEN IN PUBLIC SESSION”

The opening of the bids will take place **the same day at 10:30 am** in a public session at the Social Security Fund of Rwanda board room.

Done at Kigali on 22 March 2010

Henry K. GAPERI

DIRECTOR GENERAL

II. GENERAL ADMINISTRATIVE CLAUSES

1. SUBJECT AND NATURE OF THE TENDER

The Social Security Fund of Rwanda hereby invites all companies specialised in the field to submit their bids for supply of professional video and photo cameras.

2. PLACE OF EXECUTION

The place of delivery of this supplies is Kigali at CSR Headquarter at "Boulevard de l' Umuganda".

3. THE DELIVERY PERIOD

The time delivery of communication tools and installation will be fixed by the bidder; however the maximum period cannot exceed 45 calendar days starting from the signature of contract. **The shortest period of supply and installation will be an added advantage.**

4. FORM OF THE TENDER AND VALIDITY OF THE BIDS

The bidder will indicate on the appropriate Schedule of prices, joined to this document, the unit prices and the total amount tax inclusive of the supply and installation of the goods which it proposes to deliver pursuant to this contract.

The bid prices offered by the bidders will be fixed throughout the tender period and shall not be varied at any one point. An offer presented with a clause of price adjustment will be rejected.

5. BIDS

The bidding companies shall prepare their bids in French or English language in 4 specimens of which an original and 3 copies conforming to the original and marked "ORIGINAL" or "COPY" as the case may be.

The specimens will be slipped into an interior envelope mentioning "interior envelope" carrying the name and the address of the company. This envelope will be slipped into another envelope mentioning "external envelope" carrying in addition to the reference number of the Invitation to tender, the following wording:

**THE DIRECTOR GENERAL OF SOCIAL SECURITY FUND OF RWANDA
P.O Box 250 KIGALI**

TENDER N° RE 13/F/CSR/2009

SUPPLY OF TWO PROFESSIONAL VIDEO CAMERAS AND FOUR DIGITAL PHOTO CAMERAS.

«TO BE OPENED IN PUBLIC SESSION»

Well typed bids and suitably bound under seal, bound to be rejected will be addressed to the Director General of Social Security Fund of Rwanda, P.O Box 250 Kigali, before the time indicated in the Invitation to tender.

6. FURTHER INFORMATION

Further information concerning this Invitation to tender will be obtained from the SSFR, Department of Human Resources and Administration, Tel: 55109933, Fax: 584445, at the latest 5 calendar days before the deadline fixed for the submission of the offers.

7. ENGAGEMENT PERIOD

The bidders remain committed by their offers during 90 calendar days period starting from the deadline fixed for the offers.

8. PERFORMANCE GUARANTEE

In the 7 days following the date of reception of the final notification letter by the supplier of the award of the tender, the assignee will provide to the client the performance guarantee of 10% of the total amount of the tender, by using the model of performance guarantee included in the Tender Documents.

9. TENDER DOCUMENTS

The Tender Documents are composed of the following documents:

1. The tender Notice,
2. Administrative Clauses,
3. Technical specifications,
4. Documents to be submitted by the bidders (see Clause 11)
5. Models

10. CURRENCY OF TENDER AND PAYMENT

The currency of tender and payment is the national currency which is the Rwandan Francs.

11. DOCUMENTS TO BE SUBMITTED BY THE BIDDER

The bidder must obligatorily fill out and provide the following documents:

1. Bid form duly signed, dated and sealed ;
2. Description of the company profile (field, experience, location and address)
3. A photocopy of the trade license;
4. A valid debt or non debt certificate towards the RRA;
5. A valid debt or non debt certificate towards the Social Security Fund of Rwanda;
6. At least two certificates of successful supply of goods.
7. A bid guarantee of Five hundred thousand Rwandan Francs (500,000 Rwf) only.

N.B: the successful bidder must submit a certificate of material's origin accompanying the delivered supplies.

12. EVALUATION OF THE BIDS

12.1 Explanations concerning the offer

To help examine, evaluate and compare the bids, the Administration has all the latitude to demand the bidder to give explanations as regards his bid.

The request for explanations will be made in writing and the answer will be given also in writing. No change of price will be required, offered or authorized.

12.2 Preliminary examination

The Administration will examine the offers to determine if they are complete, if the guarantees required were provided, if the documents were correctly signed, if the offers are essentially in conformity with the Tender Documents and admissible.

The absence of the document or information having to appear in it or the non-validity of the documents required in article 11 here before, involves the elimination of the bid

12.3 Evaluation and comparison of the bids

12.3.1 The criteria of admissibility of the offers are those given in article 11.

12.3.2 The technical conditions are:

1. compliance with the specifications of this schedule of conditions ;
2. A compliance of delivery period (45 days maximum) ;
3. Guaranty period of the manufacturer (at least 12 months); ;
4. One year of maintenance for delivered materials.

13. AWARDING THE TENDER

The contract will be awarded to the bidder whose offer will have been considered to be in conformity with the Tender Documents after examination of all the documents required and who will have met all the conditions of technical criteria of conformity of the Tender Documents, as well as all the conditions relating to the comparative advantage "**quality/cost relation**".

14. GUARANTEE OF THE QUALITY

The supplier guarantees that the supplies to deliver are the most recent model and comprise all the last improvements in terms of the design and the technical materials used in terms of quality and finishing style.

The supplier guarantees, moreover, that the supplies will not have any hidden design defect, of manufacture or inherent to the materials used.

This guarantee will remain valid for specified period in technical specifications after delivery (or placed at the disposal) of the supplies or any of their components, to their final destination, as specified in the tender.

The Purchaser will quickly notify in writing to the Supplier any complaint subjected under the terms of this guarantee.

With the reception of such a notification, the Supplier will repair or replace the defective supplies or parts, without expenses to the purchaser.

15. PRICE ADJUSTMENT

The prices invoiced by a supplier do not have to vary during the execution of the tender compared to the prices indicated in its offer. They are firm and non-revisable during all the duration of the contract.

16. INCREASE OR REDUCTION IN THE QUANTITIES

The administration reserves the right to increase or to decrease the quantity of the supplies according to its needs by recommended post addressed to the assignee to announce this modification to him, just like it reserves the right not to take action on the present invitation to tender.

17. DELAY PENALITES

Any delay in the execution due to the fault of the supplier will be sanctioned by a penalty of delay of 1/1000th per calendar day of delay of the total cost of the supplies

to deliver. The total amount of the penalties cannot however exceed 10% of the value of the tender.

18. HIERARCHY OF THE CONTRACTUAL DOCUMENTS

The contractual parts which constitute the tender prevail over one another in the following order, in the event of contradiction between them:

1. The contract of the Supplier;
2. The tender and its appendices;
3. The notification of the tender;
4. This specification;
5. General specifications in use in the Republic of Rwanda.

The contract between the supplier and the client constitutes the major document of the present tender.

19. TERMINATION OF THE CONTRACT DUE TO NON PERFORMANCE

19.1 The Administration can, without prejudice to the other reviews to the tender notify in writing the Supplier the cancellation of the contract in the following conditions:

- (a) If the Supplier fails to deliver part of or all the supplies within the deadline specified in the tender or any variation authorized by the Administration;
- (b) If the Supplier fails to carry out his obligations in the context of the Tender.

19.2 If the Administration cancels the tender entirely, the Administration can acquire on condition and to his suitability, the supplies similar to those which were not delivered. In this case, the Supplier will be responsible with respect to the Administration for any additional cost which this acquisition will have involved.

20. DISPUTE HANDLING

20.1 The Administration and the Supplier will make all the necessary efforts to resolve their differences and disputes which could occur between them during the execution of the tender amicably.

20.2 If two (2) weeks after the beginning of the amicable negotiations, the Administration and the Supplier were unable to settle the dispute born of the tender, the litigation will be submitted to competent authorities in the City of Kigali.

21. PAYMENT MODALITES

The Supplier has the latitude to propose payment methods that fit him. However, final payment will be effective after final supply. The client may facilitate the supplier upon request to purchase the materials right away from the supplier on behalf of the supplier, to quicken delivery period. The supplier shall then bring a bank guarantee equivalent to the advance payment. Advance payment shall not in any case exceed 20% of the contract amount.

SECTION III

TECHNICAL SPECIFICATIONS

III. TECHNICAL SPECIFICATIONS

The cameras to be supplied are packaged in one indivisible lot and should have the following specifications:

1.1. VIDEO CAMERAS SPECIFICATIONS (TWO VIDEO CAMERAS):

1. Camera type: Professional HDV Mini DV camcorder
2. Manual Focus with auto option
3. Lenses: 12x (Optical) – at 16:9 mode and at 4:3 mode
4. 3CCDs imaging device
5. Built-in filter & Filter Ring
6. Manual Iris
7. Manual White Balance with auto option
8. Headphone Jack
9. Manual Sound Control with auto option
10. Audio signal :327mV (at load impedance 47 kΩ) with input more than 47 kΩ and output less than 2.2 kΩ)
11. Video signal: 1 vp-p, 75 unbalanced, sync negative
12. Lens Adapters
13. S-video input/output: Mini-Din 4-pin x 1
14. Component video output jack
15. Recording format: PAL, NTSC
16. XLR audio input: 3-pin female X 2,327 Mv, with power supply:40V
17. Headphone stereo minijack: ø 3.5 mm
18. LANC: Stereo minijack: ø 2.5 mm
19. LCD Viewfind:0.44 inches and LCD monitor: 3.5 inches
20. Mass: Approx. 2.1 Kg
21. Power requirements; DC 7.2 V

Each video camera must be delivered accompanied by the following accessories:

Compatible adaptor, power cord, connecting cord, lens hood, large eye-cup, A/V connecting cable, component video cable, rechargeable battery pack, batteries(2), cleaning cassette, shoulder strap, catalogue, Wide conversion lens, Compatible Headphones, PL filter kit, Battery video light, Shoulder brace, Video tripod with remote control, Soft carrying case/bag, Rain jacket, Electret condenser microphone, External microphone for the camera and UHF synthesized wireless microphone package.

1.2. Four (4) digital photo cameras and their accessories

These photos cameras include two professionals digital cameras and two non professional digital photo cameras:

1.2.1 Specifications for professional digital photo cameras:

General specifications

- **Product Type:** Digital camera – SLR/professional
- **Dimensions (W x H x D):** 5.8x4.5x2.9 in (147x114x74 mm)

- **Quantity:** 2 professional digital cameras

Main Features

- **Resolution:** 12.3 megapixels
- **File Format:** JPEG, TIFF, NEF, (RAW)
- **2 compatible & interchangeable zoom lenses of 14-24mm f/2.8 and 24-70mm f/2.8**
- **Sensor unit:** Self-cleaning
- **Auto & manual settings**
- **Built-in pop up flash**
- **Optical viewfinder LCD 3inch display**
- **Tripod mountable**
- **Autofocus & Manual focus**
- **HDMI video out**

Miscellaneous

- **Leather Carrying Case**
- **Windows Vista Readiness:** Certified for Windows Vista
- **Cables Included:** Video cable, USB cable
- **Included Accessories:** Body cap, Eyepiece cover, Shoulder strap, LCD display cover, Large capacity CF memory card of minimum 4GB
- **1 extra high capacity external flash**
- camera tripod
- Supplier must be ready to conduct how-to-use training for five CSR employees;
- One year maintenance service for delivered materials must be included
- One year manufacturer's guarantee

Power

- **Power Device:** Battery charger - External

Batteries

- **Supported Batteries:** Li-ion rechargeable battery + extra battery

1.2.2 Specifications for non professional digital photo cameras:

Quantity: Two digital photo cameras

Basic Features

- 7.2 megapixel HAD CCD
- Carl Zeiss 35-105mm equivalent 3x optical zoom lens
- 14x Smart Zoom (VGA quality), 2x normal zoom
- f/2.8 to f/8.0 at wide angle and f/5.2 to f/14.8 at telephoto
- 2.5-inch LCD with 115,000 pixels

- Nine-point autofocus
- 340 shots on one charge of the lithium-ion battery
- Broadcast quality Movie mode with sound and slow zoom
- Shutter speed from 1/4 to 1/1,000 second in Auto and as long as one minute in Program Auto
- Self-timer with 2- and 10-second options
- Exposure bracketing
- White balance: Automatic, Cloudy, Daylight, Fluorescent 1, Fluorescent 2, Fluorescent 3, Incandescent, Flash
- Scene modes: Beach, High Sensitivity, Landscape, Snow, Soft Snap, Twilight, Twilight Portrait
- Flash range: 0.6' to 10.8' (W); 1.3' to 5.9' (T)
- PictBridge compatible

Special Features

- Available in four colors: black, silver, white, or pink
- Optical viewfinder
- Face Detection
- SteadyShot Image Stabilization
- High ISO sensitivity (to ISO 3,200) with Sony Clear RAW Noise Reduction
- HD output (1080i) for stills, with music
- D-Range Optimization
- In-camera Red-eye Reduction
- Live histogram in recording modes
- Burst mode of 10+ shots at 2.8 fps
- 31MB internal memory
- Support for 8GB Memory Stick PRO Duo media

Accompanying accessories

- Carrying case
- NP-BG1 rechargeable battery
- BC-CSG battery charger
- A/V and USB multi-connector cables
- Wrist strap
- Software CD-ROM with PDF manual

Notice:

- **Supplier should be ready to conduct in-depth handling and usage training;**
- **The proposed materials shall be well described in catalogues/leaflets or pictures brought in the bid (this is mandatory and it makes a part of specifications).**

IV. DOCUMENTS TO BE SUBMITTED BY THE BIDDER

1. BIDDING LETTER

THE DIRECTOR GENERAL OF SOCIAL SECURITY FUND OF RWANDA
P.O Box 250 KIGALI
Tel: 598400, Fax: 584445

I undersigned, Director of the company/Trader,... having his registered office, located atP.O Boxand registered at the Register of Commerce N° R.C....., commits myself to tender, for a total amount ofRWF tax inclusive, as follows:

N°	Designation	Technical Specifications Of the product	Origin of the product	Quantity	Unit Price Taxes inclusives	Total Price Taxes inclusives

N.B: - The bidder must fill his prices in the table without however changing neither the quantities nor the items constituting the lot.
- The maintenance cost should be presented separately

He must avoid any erasure.

Done at, the.....

Name, signature and stamp of the bidder.

**2. MODEL FOR PERFORMANCE BANK GUARANTEE
SOCIAL SECURITY FUND OF RWANDA**

*P.O. Box 250 KIGALI
Tél. (250) 59 8400
Fax. (250) 58 4445*

GIVEN THAT(*name and address of the Supplier*)
hereafter called « Supplier » has committed himself, in execution of the Tender N°
.....on the date of2009, hereafter indicated as (the Tender) to supply
(*description of the supplies and services*).

AND GIVEN THAT you have stipulated in the above mentioned tender that the
Supplier shall present to you a Bank Guarantee of 10% of a recognised Bank, for the
amount specified hereafter as a performance security for the execution of his
obligations pursuant to the tender ;

GIVEN THAT we have agreed to give that Guarantee to the contractor;

CONSEQUENTLY, we affirm by the present that we guarantee and are responsible
to you, in the name of the contractor to a maximum amount of (*amount of guarantee in
words and figures*). The aforementioned amount is payable, and we commit ourselves
paying it, at the reception of your first written request, declaring that the supplier
does not conform to the stipulations of the tender, and without quibble nor
discussions, all sums within the limits of (*amount of guarantee*), stipulated above
without proving nor giving the reasons for your request.

The present guarantee is valid until..... (15 days after the end of the period of the
guarantee of manufacture of 12 months calculated starting from the reception of the
supplies.

Signature and stamp of the Guarantor.

Date

Address.....

4. CONTRACT MODEL

<p style="text-align: center;">SOCIAL SECURITY FUND OF RWANDA <i>P.O. Box 250 KIGALI</i> <i>Tél. (250) 59 8400</i> <i>Fax. (250) 58 4445</i> Tender Document N°</p>

CONTRACT FOR SUPPLY OF COMMUNICATIONS TOOLS AT THE NEW RENOVATED CSR HEADQUARTERS AND CSR BRANCHES LOCATED IN KIGALI CITY.

Between the Social Security Fund of Rwanda represented by the Director General, hereafter called «Purchaser» or «buyer» on one hand,

And

The Company....., represented by the Director, hereafter called «Supplier»
On the other hand, in view of communication tools at CSR headquarters and CSR branches located in Kigali City hereafter indicated « Supplier » on the other hand.

It was agreed and decreed what follows:

ARTICLE 1: OBJECT OF THE TENDER

This present contract is aimed at supplying as specified in Tender Document No.....

ARTICLE 2: COST OF THE CONTRACT

The unit price is (.....) Rwandan Francs that is to say a total Amount of..... (.....) Rwandan Francs tax inclusive.

ARTICLES 3: PRICE ADJUSTMENTS

The prices invoiced by the supplier should not vary compared to the prices indicated in its offer. They are firm and non-revisable during all the execution time of the contract.

ARTICLE 4 : VARIATION OF QUANTITIES

The client have right to change the quantity not more than 20% of the total sum, without any compensation.

The case of variation of quantities may only be made by written agreement between the supplier and the client; then the variation should be calculated considering the initial prices of his offer.

ARTICLE 5: CONTRACTUAL DOCUMENTS

The contractual parts which constitute the tender prevail over each other in the following order:

1. The present contract ;
2. The notification of the tender ;
3. The bid and its appendices ;
4. The tender document.

ARTICLE 6: OBLIGATIONS OF THE SUPPLIER

The supplier commits himself in delivering the above mentioned supplies in their entirety in accordance with the technical specifications and his offer.

a. Guarantee of manufacture of the supplies

The supplier guarantees that the supplies to deliver are of the most recent model and comprise all the latest improvements in terms of the design and the technical materials used (durability).The supplier guarantees, moreover, that the supplies will not have any hidden design defect, of manufacture or inherent to the materials used.

The supplier guarantee still holds until 6 months after supplies delivery.

The Purchaser will quickly notify in writing to the Supplier any complaint subjected under the terms of this guarantee.

With the reception of such a notification, the Supplier will replace the defective supplies or parts, without expenses to the purchaser including the cost of delivery by inland transport from the port or the final place of entry instead of destination, of the supplies or the repaired or replaced parts.

b. Forwarding and documents accompanying the supplies:

The delivered supplies must be accompanied by the commercial documents of use hereafter:

- Forwarding Forms ;
- The notice of arrival to the customs ;
- The certificate of the manufacturer ;
- Catalogues and leaflets ;
- Invoices.

c. Insurance

The supplies delivered pursuant to this contract will be entirely covered against any loss or damage rising from their acquisition, transport and their delivery. This insurance must be valid until the reception of the supplies.

d. Delivery of the supplies

Delivery of the supplies shall be done at the CSR Headquarters and CSR branches in Kigali City.

ARTICLE 7: DELIVERY PERIOD

The supplier commits himself to deliver the supplies to the Purchaser within a time not exceeding 45 days starting from the signature of the contract.

The supplier is obliged to warn the purchaser of the delivery date of the supplies so that this one can organize their reception.

ARTICLE 8: PERFORMANCE BOND

Before the signing of the contract by the parties, the supplier shall provide one surety who must be an established bank or insurance company to the approval of the Employer and who will be bound to the Employer in the sum equivalent to ten percent (10%) of the contract price for the due performance of the contract until the certified date of practical completion. The bank or insurance company must be licensed and be in operation in Rwanda.

That performance will be returned to the supplier without any interest as follow:

- a) 5% of the performance bond after articles reception
- b) 5% after the period of manufacturer' guarantee.

ARTICLE 9: DELAY PENALTIES

In case of delay in the supply, the delay penalty of 1/1000th per calendar day of delay of the total cost of the supplies to deliver will be applied without any prior warning. However, the total amount of the penalties cannot exceed 10% of the value of the tender.

ARTICLE 10 : OBLIGATIONS OF THE PURCHASER

The Purchaser commits himself to allow the supplier to discharge his responsibilities under the best conditions.

ARTICLE 11: PAYMENT MODALITIES

The payment will be done by transfer to the account of the supplier n°..... opened at the Bank-----, as follows:

- 20% advance payment upon request and on presentation of a bank guarantee for the same request.
- 80% after approval of delivery.

ARTICLE 12: INTEREST ON ARREARS FOR DELAY OF PAYMENT

The payment must be done within a time not exceeding 30 days starting from the reception of the invoice. In the event of delay of payment within the above-mentioned period, the supplier will have the right to the allowances of delay of payment of 1/1000th per calendar day of delay of payment of the total amount to pay.

ARTICLE 13: FORCE MAJEUR

The supplier will not be exposed to the seizure of his performance guarantee, or to penalties, or with the cancellation for non-execution, if, and insofar as, its delay in the execution of its services or any other defect to fulfill the obligations which fall on to him, pursuant to the tender is due to a cause beyond control (force majeure).

For purposes of this clause "force majeure" indicates an event escaping from the control of the supplier non-ascribable neither to his fault nor to his negligence and unforeseeable.

In the event of force majeure, the supplier will notify, within 14 days after the end of the force majeure, in writing to the purchaser the existence of the force majeure, his reasons and the will for the supplier to continue the contract.

ARTICLE 14: TERMINATION OF THE CONTRACT

The Administration can, without prejudice to the other reviews to the tender which it holds, notify in writing the Supplier the cancellation of the totality or a part of the tender.

- If the penalties of delay reach the ceiling fixed at article 9 here before;
- If the supplier fails to deliver any, all the supplies or any other of his obligations to the title of the tender in accordance with the technical specifications of the supplies;
- If the supplier is declared bankrupt or insolvent;
- If the two parties are agree to end the contract.

ARTICLE 15 : DISPUTE SETTLEMENT AND THE APPLICABLE LAW

The purchaser and the supplier will make all the efforts to settle amicably, the disagreements or litigations occurring between them in regard to the tender. In the event of failure of the amicable settlement of the conflict, the parties to the contract will appeal to the competent courts of jurisdiction in the City of Kigali.

ARTICLE 16 : MODIFICATION OF THE CONTRACT

No modification or change of the terms of this contract can be carried out otherwise without the agreement of the two parties to the signatory

ARTICLE 17: RESIDENCE OF THE CONTRACTORS

The notifications relative to each party will be validly made to the following addresses:

Purchaser:

*SOCIAL SECURITY FUND OF RWANDA
P.O. Box 250 KIGALI
Tél. (250) 59 8400
Fax. (250) 58 4445*

Supplier :

.....
P.O Box....., TEL:FAX:

ARTICLE 18: ENFORCEMENT OF THE CONTRACT

This present contract enters into force starting from the date of its signature by the two contracting parties. It is established in four original specimens, each party admitting having received his and not being able thereafter, to declare its loss or its destruction.

Done at Kigali, on

For the SSFR

.....

For the Supplier

.....