



CAISSE SOCIALE DU RWANDA

BP : 250 KIGALI-RWANDA

TENDER DOCUMENT N° 38/S/CSR/2010

**TITLE OF TENDER: CONCEPTION, SUPPLY AND INSTALLATION OF A RECEPTION
BRANDING BACK WALL AND SUPPLY OF CSR
PROMOTIONAL MATERIALS.**

PACKAGING:

LOT 1: CONCEPTION, SUPPLY AND INSTALLATION OF A RECEPTION BRANDING BACK
WALL

LOT 2: SUPPLY OF 500 UMBRELLA, 700 SHIRTS, 1500 T-SHIRTS AND 1000 CAPS

LOT 3: SUPPLY OF 1000 BROCHURES, 1000 NOTEPADS, 1000 FOLDERS, 1000 PENS AND
1000 KEY HOLDERS

LOT 4: SUPPLY OF ONE CONICAL SHAPED TENT FOR 100 PEOPLE

FUNDING: SOCIAL SECURITY FUND OF RWANDA

May 2010

SECTION I

INVITATION LETTER



CAISSE SOCIALE DU RWANDA

BP : 250 KIGALI-RWANDA

NATIONAL OPEN TENDER N° REF 38/S/CSR/2010

The Social Security Fund of Rwanda invites national eligible bidders to submit their bids for conception, supply and installation of a reception branding back wall at CSR Head Office and promotional materials. The tender is divided in four lots as follows:

- Lot 1: Conception, supply and installation of a reception branding back wall.
- Lot 2: Supply of 500 umbrella, 700 Shirts, 1500 T-shirts and 1000 caps
- Lot 3: Supply of 1000 brochures, 1000 notepads, 1000 folders, 1000 pens and 1000 key holders
- Lot 4: Supply of one conical shaped tent for 100 people.

The competition is open to all local companies specialised in the field.

The complete Tender Document is available from the procurement office at the Social Security Fund of Rwanda headquarters at Kacyiru/Kigali, on working days on production of a pay-in-slip of a non refundable fee of 10,000 frw deposited on account N° 040-0281146-73, for CSR entitled "Revenus d'investissement " opened at Bank de Kigali.

For more information on the scope of the works for lot 1, the compulsory site visit is scheduled from **18th – 20th May 2010 between 2:00 pm and 5: 00 pm** at the CSR Head Office reception at Kacyiru.

Well typed bids, properly bound and presented in 3 copies, one of which is the original and 2 copies, must be submitted in sealed envelopes and should reach Social Security Fund of Rwanda headquarters at Kacyiru not later than **10th June 2010 at 9:30 am**. The envelope should be addressed as follows:

THE DIRECTOR GENERAL
SOCIAL SECURITY FUND OF RWANDA
BP 250 Kigali
TENDER NOTICE N° 38/S/CSR/200

**CONCEPTION, SUPPLY AND INSTALLATION OF A RECEPTION BRANDING BACK WALL AT CSR HEAD OFFICE AND SUPPLY OF PROMOTIONAL MATERIALS
“TO OPEN IN PUBLIC ONLY”**

The opening of the bids will take place the same day at **10:00 am** in a public session at the Social Security Fund of Rwanda board room

Done at Kigali on 30/04/2010

RAMBA Afrique

ACTING DIRECTOR GENERAL

SECTION II

ADMINISTRATIVE CLAUSES

II. ADMINISTRATIVE CLAUSES

CLAUSE 1: BACKGROUND

The Social Security Fund of Rwanda hereby invites eligible bidders to submit their best bids for conception, supply and installation of a reception branding back wall at CSR Head Office and supply of promotional materials.

The tender is divided in the following 4 lots:

Lot 1: Conception, supply and installation of a reception branding back wall.

Lot 2: Supply of 500 umbrella, 700 Shirts, 1500 T-shirts and 1000 caps

Lot 3: Supply of 1000 brochures, 1000 notepads, 1000 folders, 1000 pens and 1000 key holders

Lot 4: Supply of conical shaped tent for 100 people.

CLAUSE 2: PRICE AND CURRENCY OF THE BID

The bids shall be in Rwandan francs or in any convertible currency for the unit price as well as for the total bid price. The tender shall be awarded on basis of total price tax included. The exchange rate will be given by the National Bank of Rwanda on the opening date.

The bidder shall indicate the breakdown of prices and the total bid price of the service to be executed in the present tender.

CLAUSE 3: SUBMISSION OF BIDS

The bidders' firm shall send their bidding documents in French or English in 3 copies of which one is the original and 2 are exact copies to the original and shall be marked "ORIGINAL" or "COPY" as appropriate.

The original and all copies shall be placed in an inner envelope which shall bear the name and address of the firm. This envelope shall be placed in an outer envelope which shall bear in addition to the reference number of the bid submission the following:

THE DIRECTOR GENERAL OF SOCIAL SECURITY FUND OF RWANDA

P.O BOX 250 Kigali, Tel : 0252 598400, Fax : 584445

Kigali Rwanda

Tender Notice N° 38/S/CSR/2010

CONCEPTION, SUPPLY AND INSTALLATION OF A RECEPTION BRANDING BACK AT CSR HEAD OFFICE WALL AND SUPPLY OF CSR PROMOTIONAL MATERIALS

«TO BE OPENED ONLY IN PUBLIC»

The bids typed and well bound shall be addressed to the Director General of the Social Security Fund of Rwanda before the time indicated in the tender Notice.

CLAUSE 4: PURCHASING OF THE TENDER DOCUMENT

The Bidding Documents of the Tender are available at the *Social Security Fund of Rwanda main building*, P.O Box. 250 KIGALI, Tel: 0252 598400 – Fax: (250) 584445. After a payment of a non refundable amount indicated in the invitation to tender.

CLAUSE 5: COMPLEMENTARY INFORMATION

Any information regarding this Tender is available at the Social Security Fund of Rwanda, on the above address.

CLAUSE 6: MODIFICATION OF BIDDING DOCUMENT

At any time but prior to the deadline prescribed for submission of bids, the contracting authority can modify, for any possible reason, on its own initiative or after a request for a clarification by a potential bidder, modify the Tender Document if he publishes an addendum.

The addendum shall be sent by letter or fax to all the bidders who will have purchased the Tender Document and which shall be compulsory in its opposition.

The aforementioned bidders will acknowledge the addendum to the client by letter or by fax as soon as possible.

To allow the potential bidders sufficient time to take the addendum into consideration during the bids' preparation, the client is free to postpone the deadline for the submission of the bids.

CLAUSE 7: VALIDITY OF BIDS

Bids shall remain valid for a period of 90 days after the date of bids opening.

CLAUSE 8: AWARD DOCUMENTS

The award documents include following documents:

1. Tender Notice;
2. Administration conditions;
3. Technical Conditions;
4. Documents to be delivered by the bidder (See Clause 9).

CLAUSE 9: DOCUMENTS TO BE DELIVERED BY THE BIDDER

1. Inventory of the deposited documents of submission
2. Submission duly signed, dated and sealed;
3. The photocopy of the trade license/ constitute papers for cooperatives;
4. A clearance certificate of accounts to the tax department that is still valid;
5. A clearance certificate from Social Security Fund of Rwanda that is still valid;
6. A bid guaranty of Frw 200,000 for lot1 and lot 4 and Frw 500, 000 for remaining lots/ each.
7. At least one reference of the completed similar work (same nature) related to the concerned lot.
8. Samples for lot 2 and 3 are mandatory for each item.

CLAUSE 10: CONFIDENTIAL FEATURE OF THE PROCEDURE

Any information related to the examination, evaluation, comparison to the bid and recommendation related to the attribution of the contract should not be revealed to the bidders or to any person not involved into the procedure of examination and evaluation from the opening of the bids until the announcement of the contract attribution.

Any effort by the Bidders to influence the client in the examination, evaluation, ranking of proposals, and recommendation for award of Contract may result in the rejection of the bidder's proposal.

CLAUSE 11: BIDS OPENING

The opening of bids shall be in the presence of bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the invitation to the tender.

The bidders' names, bid prices, discounts, bid modifications or withdrawals before the deadline of the bid submission will be announced at the opening.

In addition the SSFR will announce and record any information that it seems necessary to be known.

No bid shall be rejected at bid opening, except for late bids and electronics bids, which shall be returned unopened to the bidder.

CLAUSE 12: EVALUATION OF BIDS

12.1 Clarification of bids

The administration has all the scope to ask the bidders for clarification for their bids' examination, evaluation and comparison.

The request for clarification and the response shall be in writing.

12.2 Preliminary Examination

The administration will examine the bids to determine whether they are complete, whether required sureties have been furnished, whether documents have been properly signed and whether the bids are generally in accordance with the bidding documents.

The absence or the non-validity of the document as mentioned in the article 9 leads to the elimination of the bid.

12.3 Evaluation and comparison of the bids

12.3.1 Administrative analysis:

The criteria of acceptance of bids are given in the article 9.

12.3.2 Technical analysis:

The Technical Proposal shall be evaluated according to the technical evaluation criteria as mentioned in technical specifications and conditions given below in this tender document. The

proposed method and services should be of the most recent model and up to date materials to be used.

12.3.3 Financial analysis:

The bidder whose Technical Proposal is accepted and whose Financial Proposal is the most profitable is accepted to be awarded the tender.

CLAUSE 13: CHOICE OF THE BIDDER

The contract will be awarded to the successful Bidder whose bid had been determined to be substantially responsive to the Bidding Document after the examination of all required documents and which is responsive to the technical conditions of the Bidding Document and to all the relative conditions to comparative advantage “**quality-price ratio**”.

CLAUSE 14: NOTIFICATION OF AWARD

Prior to the expiration of the period of bid validity the contracting authority will notify the successful bidder in writing that its bid has been accepted.

This letter entitled ‘Notification award’ shall indicate the amount that SSFR owes to the supplier according to the prescription of the contract.

SSFR will promptly notify each unsuccessful bidder and will discharge its bid security.

CLAUSE 15: REVISION OF THE PRICES

Prices quoted by the bidders shall be fixed during the bidders’ performance of the contract and not be subject to variation on any account. They are firm and not reviewable during the entire period of the contract.

CLAUSE 16: PROCURING ENTITY’S RIGHT TO ACCEPT ANY BID, AND TO REJECT ANY OR ALL BIDS

The Procuring Entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

CLAUSE 17: REGULATION OF LITIGATIONS

For all non predictable cases in these specifications and in case of litigations, the contracting parties can refer to regular clauses applicable in signing the contracts concerning delivery of goods and services in the Republic of Rwanda.

In case of failure of direct negotiations any controversy or claiming that may appear in the contract or any breach of the contract will be decided according to the law of Rwanda in force.

SECTION III

**TECHNICAL SPECIFICATIONS AND OTHER
REQUIREMENTS**

			with hidden button,1x1 rib knit collar piping at shoulder, neck tape in contrast colour. Size: all categories, print option; embroidered with CSR logo	
	Round T-shirts		Single jersey knit of 100% cotton weight 150gm tubular knit contrast coloured band on collar and sleeves. Color: Cyan blue,/white Quantity: 500 pces	Concept and design to be made by the supplier and approved by CSR
	Caps		Quantity: 1000 pces - Adjustable - Golf caps - 100% brushed cotton - embroidered with CSR logo - Blue color with contrast color details(white) on the eyelets	Concept and design to be made by the supplier and approved by CSR
	Shirts	-Ladies blouse -Men's shirts	Poplin fabric of 55% cotton and 45% polyster, 136x72 42/42 weight 120gm form fitted easy treatment one chest pocket embroidered with CSR logo tone on tone buttons, all sizes, long sleeves. Quantity:300 Poplin fabric of 55% cotton and 45% polyster 136x72 42/42 weight 120gm easy care treatment, one chest pocket with CSR embroidered logo tone on tone button, long sleeves Quantity: 400	Concept and design to be made by the supplier and approved by CSR
Lot 3	Key holders	Leather key chain	Quantity: 1000 Pces Material; leather Size: 5.8x4.3cm Color: blue	Concept and design to be made by the supplier and approved by CSR
	Note pads	Scribe Note pad	Quantity: 1000 pces Mini notepads -Made from 100% recycled paper -14 (1) x 9 (w) x0.7 (h)	Concept and design to be made by the supplier and

				approved by CSR
	Brochures		Quantity: 1000 Pces - A6 - Folded 12 times - Cover sheets laminated on 350gms	Concept and design to be made by the supplier and approved by CSR
	Branded Folders	A4 Folder with a pen inside	Quantity: 1000 pces - A4 folder - Simulated leather; cyan blue - 31.8(1)x24.6(w)x1.6(d) - Pen loop inclusive and pen - Writing pad inclusive - Business card or ID window inclusive - Cover engraved with CSR logo and words	Concept and design to be made by the supplier and approved by CSR
	Pens	Ordinary pens	Quantity: 700 Pces Atom pens - Plastic - Blue Ink - Print option: pad printing with CSR logo - Print area: 6mmx40mm - Color:cyan blue	Concept and design to be made by the supplier and approved by CSR
		Executive pens	Quantity: 300 Pces - Ball pen with silver trim - Twist mechanism - Metal pen in Executive PU Case; - Print option: Laser engraving with CSR logo - Print area:6mmx49mm	Concept and design to be made by the supplier and approved by CSR
Lot 4	Tent	Pagoda Tent	Quantity: One Print option: Engraved with CSR logo Size: 9x9 ms Material; -Framework: Alluminum exterior anodized -Roof cover: Double PVC coated polyster textile, Polyester 1000D,White Color, Flame retardant to DIN4102 B1,M2.	Concept and design to be made by the supplier and approved by CSR

			<p>-<u>Temperature resistance</u>; 30 degree celsius~+70degrees Celsius awning,UV treated,water proof, -<u>Weight</u>: 750g/sqm -<u>Feature</u>: Wind load grade 8,80km/h Static calculation 85kg/sqm Easy to assemble and dismantle No pole inside, 100%room is available, Size can be customized</p>	
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REQUIREMENTS:

1. For each lot the submission of a catalogue/ leaflet or colored drawings, samples (where required) of proposed supply is compulsory.
2. The delivery time is 45calendar days maximum;
3. Each bidder should indicate the origin of their product (indicate if either He/She has its own industry or He/She has the specific supplier in the specific country;

SECTION V

FORM OF CONTRACT

CONTRACT

N°/...../.....

DATE:.....

SUPPLIER :

PURCHASER : SOCIAL SECURITY FUND OF RWANDA

FINANCING : SOCIAL SECURITY FUND OF RWANDA

AMOUNT OF THE CONTRACT : (.....)

NUMBER OF COPIES IN ORIGINAL: 2

Between undersigned,

The Social Security Fund of Rwanda, having its headquarters at Kigali P.O.Box 250 Kigali, hereinafter named « Client» represented by its Acting Director General, Mr RAMBA Afrique,

And

..... with headquarters at..... P.O.Box....., Named «Suppler Firm" represented by its Director, Mr.....

IT HAS BEEN SUITED AND DECREED WHAT FOLLOWS:

Article 1: Aim of the contract

The present contract has for objective of

The services are detailed in terms of reference.

Article 2: Contractual documents

The contractual documents are by order of priority the following:

- 1- the present contract
- 2- notification letter of the offer
- 3- the offer submitted by the signage services;
- 4- the tender document with its appendices.

These documents are annexed to the present contract and make integral part of it.

Article 3: Commitments

The Service Provider commits itself to execute with care and according to rules of art prescriptions described in terms of reference according to modes and conditions of the contract.

The Service Provider commits itself to execute the so-called services according to the in force regimentation in the Republic of Rwanda.

The owner will assist The Service Provider in order to get information or the necessary administrative documents for the execution of its services. The possible expenses therefore will be in charge of the Service Provider.

Article 4: General quality of Services

The Service Provider will conform itself to terms of reference and all relative supplementary precision to terms of reference given by the owner. The proposed supply must be of recent technology and must have all the improved materials.

Article 5: Duration of the services

The contractual delay begins from the date of the order of service to begin the execution. The maximum total services execution duration is 12 months renewable.

Article 6: Right to review price

Prices are fixe and non revisable during all the duration of the contract.
Costs of the services contain all expenses (direct and indirect) necessary to complete the work required in the present terms of reference.

Article 7: Confidentiality

The firm shall in no case reveal to an unauthorized person or entity any confidential information obtained during the execution of the services nor make public any conclusion or recommendation relating to the services.

Article 8: Contract Amount

The contractual and non-revisable amount of the present contract is fixed to the sum of:.....

This amount is obtained by application of the unit prices on the detailed bill of quantities in the present contract.

Article 9: Form and payment modalities

To be proposed by bidder. However only service delivered should be paid by Client

Article 10: Penalties for Delay

All work completion delay not being due to unavoidable circumstances will be penalized at the rate of a thousandth (1/1000th) of the amount of the contract per day from the first day of delay.

These penalties will be applied without notice and will be deducted from payments. No ulterior complaint will be accepted. The maximum amount of penalties is fixed to 10% of the amount of the contract.

Article 11: Contract Cancellation

When the Service Provider doesn't conform to the arrangements of the contract, the owner will at any time be able to terminate the contract or will be able to stop the execution of the services.

In case of contract termination, a valuation of the completed services will be done. Deduction will be made of deposits to the Service Provider, advance payments, guarantee and surplus expenses resulting from the new tender. However, in case of unavoidable circumstances, the Provider can notify to the owner before forty eight hours.

Article 12: Case of unavoidable circumstances

If during the progress of delivering services the Contractor meets conditions or obstacles of any nature that one could not reasonably foresee, it must immediately give notification of it to the Client. Consequent arrangements should be taken unanimously on proposition of the Service Provider.

Article 13: Regulation of litigations

The Client and the Service Provider will use all possible means to amicably get out of any dispute occurring between them.

If not, the litigation will be brought to jurisdictions of the Republic of Rwanda.

The present contract comes into force on the day of its signature by the contracting parties.

Done at Kigali, the...../...../2010

For the Consulting Firm

For the Social Security Fund of Rwanda

The Director General