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**SOS CHILDREN`S VILLAGES RWANDA**

# TENDER DOCUMENT

**FOR**

**SUPPLY OF SOS CHILDREN VILLAGE FURNITURE**

Under SOS SFC RENOVATION Project

P.O Box: 1168 Kigali-Rwanda

**Kigali – Rwanda**

**E-mail:** **sos.procurement@sos-rwanda.org**

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# INSTRUCTIONS TO TENDERERS

(Note: These Instructions along with Tendering Data will not be part of Contract and will cease to have effect once the Contract is signed).

# A. GENERAL

### 1. Scope of Tender

SOS Children`s Villages Rwanda as defined in the Tendering Data (hereinafter called "the Employer") wish to receive tenders for the supply of house furniture in the Tendering Data (hereinafter referred to as "the Works").

**The complete bids for each of the item should be submitted to the undersigned by 24th, JUNE 2021 at 12 PM.**

## 2. Eligible Tenderers

**2.**1 Tendering is open to the eligible Business Companies and persons registered in Rwanda Development Board, who provide RSSB for the workers and able to provide EBM Invoices.

### 3 Cost of Tendering

**3.1** The Tenderer shall bear all costs associated with the preparation and submission of its tender and SOS Children`s Villages will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

# B. TENDER DOCUMENTS

## 4. Contents of Tender Documents

4.1 The Tender Documents are those stated below and should be read in conjunction with any Addendum issued in accordance with Clause **6.1.**

1. Instructions to Tenderers and Tendering Data

2. Forms of Tender

3. Standard Forms

(a) Form of Performance Security

(b) Form of Contract Agreement

4. Specification

## 5 Clarifications of Tender Documents

5.1 A prospective Tenderer requiring any clarification(s) in respect of the Tender Documents may notify SOS Children`s Village Rwanda at the address indicated in the Tendering Data.

5.2 SOS Children`s Village Rwanda will respond to any request for clarification which it receives earlier than 2 days prior to the deadline for the submission of tenders. Copies of the response will be forwarded to all prospective tenderers, at least 1 day prior to deadline for submission of Tenders, who have received the Tender Documents including a description of the enquiry but without identifying its source.

# 6 Amendments of Tender Documents

6.1 At any time prior to the deadline for submission of tenders, SOS Children’s Villages Rwanda may, for any reason, whether at his own initiative or in response to a clarification requested by a respective tenderer, modify the Tender Documents by issuing addendum.

6.2 Any addendum thus issued shall be part of the Tender Documents pursuant to Sub-Clause 6.1 hereof, and shall be communicated in writing to all purchasers of the Tender Documents. Prospective Tenderers shall acknowledge receipt of each addendum in writing to the SOS Children`s Villages Rwanda.

6.3 To afford prospective Tenderers reasonable time in which to take an addendum into account in preparing their tenders, SOS Children`s Village Rwanda may extend the deadline for submission of tenders.

# C. PREPARATION OF TENDERS

## 7 LANGUAGES of Tender

7.1 All correspondences and documents relating to the tender shall be written in English.

## 8 Documents Comprising the Tender

8.1 The tender prepared by the tenderer shall comprise the following components:

(a) Covering Letter

(b) Form of Tender duly filled, signed and sealed, in accordance with Clause 4.3.

(c) Tender Security furnished in accordance with Clause 13

## 9. Sufficiency of Tender

9.1 Each tenderer shall satisfy himself before Tendering as to the correctness and sufficiency of his Tender and of the rates and prices entered in the Price Schedule, which rates and prices shall except in so far as it is otherwise expressly provided in the Contract, cover all his obligations under the Contract and all matters and things necessary for the proper supply of the instruments.

9.2 The tenderer is advised to obtain for himself at his own cost and responsibility all information that may be necessary for preparing the tender and entering into a Contract for execution of the Works.

**10 Tender Prices, Currency of Tender and Payment**

10.1 The tenderer shall fill up the Schedule of Prices (Schedule A to Tender) indicating the unit rates and prices of the Works to be performed under the Contract. Prices on the Schedule of Prices shall be entered keeping in view the instructions contained in the Preamble to the Schedule of Prices.

10.2 Unless otherwise stipulated in the Conditions of Contract, prices quoted by the tenderer shall remain fixed during the tenderer's performance of the Contract and not subject to variation on any account.

10.3 The unit rates and prices in the Schedule of Prices shall be quoted by the tenderer in the currency as stipulated in Tendering Data.

**11.** Documents Establishing Tenderer's Eligibility and Qualifications

11.1 Pursuant to Clause .8, the Tenderer shall furnish, as part of its tender, documents establishing the tender's eligibility to tender and its qualifications to perform the Contract if its tender is accepted.

11.2 **Tenderer must possess and provide evidence of the experience as stipulated in Tendering Data.**

## 12. Documents Establishing Works Conformity to Tender Documents

12.1 The documentary evidence of the Works' conformity to the Tender Documents may be in the form of literature, drawings and data and shall furnish documentation as set out in Tendering Data.

12.2 The tenderer shall note that standards for workmanship, material and equipment, and references to brand names or catalogue numbers, designated by the Employer in the Technical Provisions are intended to be descriptive only and not restrictive.

## 13 Tender Security

13.1 Each tenderer shall furnish, as part of his tender, a Tender Security of 500,000 Rwf of the bid price in Rwandan Francs in the form of a Bank Guarantee issued by a Scheduled Bank in Rwanda in favor of the Employer valid for a period of 90 days beyond the tender validity date.

13.2 Any tender not accompanied by an acceptable Tender Security shall be rejected by the Employer as non-responsive.

13.3 The tender securities of unsuccessful tenderers will be returned upon award of contract to the successful tenderer.

## 14 Validity of Tenders, Format, Signing and submission of Tender

14.1 Tenders shall remain valid for the period of 90 days as stipulated in the Tendering Data after the date of tender opening.

14.2 All Schedules to Tender are to be properly completed and signed.

14.3 No alteration is to be made in the Form of Tender except in filling up the blanks as directed. If any alteration be made or if these instructions be not fully complied with, the tender may be rejected.

14.4 Each tenderer shall prepare Original and number of copies specified in the Tendering Data of the documents comprising the tender as described in Clause 8 and clearly mark them "ORIGINAL" and "COPY" as appropriate. In the event of discrepancy between them, the original shall prevail.

14.5 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign (in the case of copies, Photostats are also acceptable). All pages of the tender shall be initialed and official seal be affixed by the person or persons signing the tender

14.6 The Tender shall be delivered in person.

# D-SUBMISSION OF TENDER

## I5 Deadline for Submission, Modification and withdrawal of Tenders

15.1 Tenders must be received by the SOS Children`s Villages Rwanda at the address/provided in Tendering Data not later than the time and date stipulated therein.

15.2 Tenders submitted through e-mail shall not be considered.

15.3 Any tender received by the Employer after the date and time of tender opening prescribed in Tendering Data will be returned unopened to such tenderer.

15.4 Any tenderer may modify or withdraw his tender after tender submission provided that written notice of the modification or withdrawal is received by the Employer prior to the deadline for submission of tenders.

15.5 No tender may be modified by a tenderer after the deadline for submission of tenders.

# E. TENDER OPENING AND EVALUATION

## I6 Tender Opening and Clarification and Evaluation

16.1 SOS Children`s Villages Rwanda will open the tenders, in the presence of tenderers' representatives who choose to attend, at the time, date and location stipulated in the Tendering Data.

16.2 The tenderer's name, Tender Prices, any discount, the presence or absence of Tender Security, and such other details as the SOS Children’s Villages Rwanda at its discretion may consider appropriate, will be announced by the SOS at the tender opening.

Any Tender Price or discount which is not read out and recorded at tender opening will not be taken into account in the evaluation of tender.

## (a) Technical Evaluation

It will be examined in detail whether the items offered by the tenderer complies with the Technical Provisions of the Tender Documents. For this purpose, the tenderer's data submitted will be compared with technical features/criteria of the Tendering Data detailed in the Technical Provisions. Other technical information submitted with the tender regarding the Tendering Data will also be reviewed.

# (b) Commercial Evaluation

It will be examined in detail whether the tenders comply with the commercial/contractual conditions of the Tender Documents. It is expected that no major deviation/stipulation shall be taken by the tenderers.

## 17 Notifications of Award & Signing of Contract Agreement

17.1 Prior to expiration of the period of tender validity prescribed by SOS, SOS will notify the successful tenderer in writing ("Letter of Acceptance") that *his* tender has been accepted.

17.2 Within 2 days from the date of furnishing of acceptable Performance Security under the Conditions of Contract, SOS will send the successful tenderer the Form of Contract Agreement provided in the Tender Documents, incorporating all agreements between the parties.

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**[SOS CHILDREN`S VILLAGE RWANDA]**

## TENDER Data

**FOR**

**SUPPLY OF SOS CHILDREN VILLAGE FURNITURE**

Under SOS SFC RENOVATION Project

P.O Box: 1168 Kigali-Rwanda

**Kigali – Rwanda**

**E-mail:** **sos.procurement@sos-rwanda.org**

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## G.TENDERING DATA

SUPPLY OF OFFICE EQUIPMENT/INSTRUMENT

Brief description of Equipment and Furniture to be supplied:

|  |
| --- |
| **LIST OF REQUIRED FURNITURE AND EQUIPMENT** |
| N. | ITEM DESCRIPTION | N. to be supplied | Unit Price RWF | Total amount RWF | Specifications | Picture of item |
| 1 | Single mattress 0.90\*2.00 m |  80 |   |   |   |   |
| 2 | Double mattress 1.50\*2.00 m | 16  |   |   |   |   |
| 3 | Wooden Chairs for dinning table(made in Muvura wood) |  100 |   |   |   |   |
| 4 | Complete furniture :1 sitting composed by 2 set of one seat place, 1 set of 3 seats place and 1 set of 2 seats place.All made in Muvura wood |  10 |   |   |   |   |
| 5 | Small table for sitting room made in Muvura wood |  11 |   |   |   |   |
| 6 | Sitting room sofa pillow |  72 |   |   |   |   |
| 7 | Dining room timber table 0.80\*2.00 made in Muvura wood | 10 |  |  |  |  |
| 8 | Fridge 1.80\*0.90\*0.75 m Samsung RT49R633ESL Top Mount Freezer with Twin Cooling Plus™ 478L | 10 |  |  |  |  |
| 9 | TV set 32‘‘80cm (32") T4500 Smart HD TV | 10 |  |  |  |  |

**Jean Bosco KWIZERA**

National Director