

Pre-qualification of providers

Procurement Reference Number: AFR/2018/RS/007

August 2018

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PART I: INSTRUCTIONS TO PROVIDERS

1.1 Background

Access to Finance Rwanda (AFR) is a Rwandan not for Profit organization, established in March 2010 by the governments of Rwanda and the United Kingdom (UK) through the UK Department for International Development (DFID), and the World Bank. Existing funders of AFR include DFID, The MasterCard Foundation, Sweden and USAID. AFR's strategic focus is stimulating financial sector development by partnering with financial institutions and other stakeholders to increase access to and use of financial services.

1.2 Objectives

AFR is seeking to pre-qualify reputable providers for supplies and non-consulting services for the provision of services or supplies for the Financial Year (2018-2019)

The list of items required during the above mentioned financial year is provided in Appendix B.

1.4 Eligible Applicants

1.4.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in this procurement:

- a) the applicant has the legal capacity to enter into a contract;
- b) the applicant is not:
 - i. insolvent;
 - ii. in receivership;
 - iii. bankrupt; or
 - iv. being wound up
- c) the applicant's business activities have not been suspended;
- d) the applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- e) the applicant has fulfilled his or her obligations to pay taxes and social security contributions.

1.4.2 An Applicant shall be a natural person, private entity or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, unless otherwise specified in the Application Submission Sheet, all parties shall be jointly and severally liable.

1.4.3 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country.

1.4.4 This criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the contract including related services.

1.4.5 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short listing process, if they:

- a) have controlling shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of this application; or
- d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of AFR regarding this short listing process; or

1.5 Clarification of Pre-qualification Document

A prospective Applicant requiring any clarification of the short listing documents may notify AFR in writing by email address indicated below. AFR will respond in writing to any request for clarification on the pre-qualification document, which it receives no later than **five (5) days** prior to the deadline for the submission of Applications. AFR's response will be copied to all applicants.

For clarification purposes only, AFR's address is: procurement@afr.rw

Head of Finance and Administration,
Access to Finance Rwanda
KG 5 Avenue, House #13- Kacyiru
The road behind the Netherland Embassy
P.O. Box 1599
Kigali – Rwanda

1.6 Amendment of Short listing Document

- 1.6.1 At any time prior to the deadline for submission of applications, AFR may amend the pre-qualification document by issuing addenda.
- 1.6.2 Any addendum issued shall be part of the pre-qualification document and shall be posted on our website and also communicated in writing to all who will have obtained pre-qualification document.
- 1.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, AFR, at its discretion, shall extend the deadline for the submission of applications.

PART II: PREPARATION OF APPLICATIONS

2.1 Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and AFR, shall be written in English. Supporting documents and printed literature provided by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the translation shall govern.

2.2 Establishing Applicant's minimum Eligibility, Experience and Qualifications

The Applicant **MUST** provide as part of its Application, the documentary evidence of the firm's

- Certificate of incorporation;
- Power of Attorney;
- Current period Trading license;
- Current period Tax clearance certificate and
- At least 3 contacts/references letters of similar nature of work.
- Respective statutory regulatory certificates, manufactures' authorization where applicable (*for example IATA, ISO certificate*)

Applicant should demonstrate at least 3 years' experience in a related service and provide evidence of at least 3 contacts of similar nature of work undertaken. In addition the applicant should attach signed submission sheet and code of conduct in agreement with the terms therein

2.3 Format and Signing of Applications

- 2.2.1 The Applicant is requested to submit its Short listing Documents (included in Annex) in one envelope marked: "Short listing Documents for the provision of supplies or non-consultancy services for the Year 2018-2019."
- 2.2.2 The original and the copies of the Application shall be typed in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the short listing documents.

PART III: SUBMISSION OF APPLICATIONS

3.1 Sealing and Labelling of Applications

3.1.1 The Short listing Application shall be composed of two separate proposals marked **“Short listing Document for the provision of supplies or non-consultancy services”**. It should also clearly indicate the **code and item** for which the bidder is proposing. It shall contain one (1) Technical (marked “Technical Proposal”) and one (1) Financial (marked “Financial Proposal”).

3.1.2 For application submission purposes only, AFR’s email address is: procurement@afr.rw

Head of Finance and Administration,
Access to Finance Rwanda
KG 5 Avenue, House #13- Kacyiru
The road behind the Netherland Embassy
P.O. Box 1599
Kigali – Rwanda

3.2 Deadline for Submission of Applications

Applications must be received by AFR at the address specified no later than **September 14, 2018**.

3.3 Late Applications

Any Application received after the deadline for submission of Applications prescribed by the AFR will be rejected.

PART IV: OPENING AND EVALUATION OF APPLICATIONS

4.1 Opening of Applications

- 4.1.1 Opening of bids will be done by AFR and will record all the relevant Applicants information at this stage.

4.2 Evaluation of Applications:

- a) The AFR will carry out the evaluation of Applicants on the basis of their responsiveness to eligibility, experience and qualification criteria
- b) Any application that fails to meet the requirements will be considered unsuitable and shall be rejected at this stage.

4.3 Clarification of Applications

- 4.3.1 During evaluation of the Applications, AFR may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to a bidder by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.
- 4.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time.
- 4.3.3 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

4.4 Confidentiality

- 4.4.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.
- 4.4.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact AFR on any matter related to the short listing process, may do so but only in writing.

PART V: SHORT LISTING

5.1 Notification to the Short listed Applicants

AFR will notify all Applicants **by email** that they have been short listed

5.2 Inspection

The AFR reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. AFR reserves the right to verify all information submitted.

Annex 1: APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To:

Head of Finance and Administration,
Access to Finance Rwanda
KG 5 Avenue, House #13- Kacyiru
The road behind the Netherland Embassy
P.O. Box 1599
Kigali – Rwanda.

We/I, the undersigned declare that:

- (a) We/I have examined and have no reservations to the short listing document.
- (b) We/I hereby apply to be pre-qualified for the provision of supplies or non-consultancy services:
- (c) We/I, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, are eligible to participate in public procurement;
- (d) We/I undertake to abide by the Code of Ethical Conduct for Providers and Providers during the procurement process and the execution of any resulting contract;
- (e) We/I, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;
- (f) We/I, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;
- (g) We/I, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short listing process, have not been suspended by the Rwanda Public Procurement Authority from participating in public procurement;
- (h) We/I understand that you may amend the scope and value of any contracts to be bid or cancel the short listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

- (i) We/I understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (j) We/I hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity of *[insert legal capacity of person signing the application]*

Duly authorised to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Annex 2: CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgment and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Rwanda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with AFR. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AFR that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving AFR of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;

- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of AFR; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the AFR;
- (f) withholding information from the AFR during contract execution to the detriment of the AFR.

We/I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF SUPPLIER

Annex A3: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1 Name of Company:

[insert full legal name]

Physical address:

[insert street/ number/ town or city/ country]

Postal address:

Telephone number:

Telefax number:

Email:

2 Description of the Company's activities:

3 Number of years of experience in the provision of the works, services or supplies under reference

-
- 4 In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:
- a. a copy of the Bidder's Trading licence or equivalent;
 - b. a copy of the Bidder's Certificate of Registration or equivalent;
 - c. a copy of the Bidder's income tax clearance certificate or equivalent;
 - d. a copy of the respective statutory regulatory certificates, manufactures' authorization
 - e. Power of Attorney of the signatory(ies) of the bid authorising signature of the bid on behalf of the joint venture;
 - f. a certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorised representative for information is:

Name: *[insert full legal name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

FORM A3: FINANCIAL STATEMENT

1. Annual value of business under taken in the last two years

Year		
Turn over		

3. Approximate value of current work related to this type of works, services or supplies

4. **Terms of payment:**

Offers are requested to provide information on expected delivery and payment terms

FORM A4: RESOURCES: PERSONNEL

1. Please list the present key personnel and management staff.

- Business owner/Manager:-----
- Primary contacts:-----
- Admin/Finance contacts for invoicing: -----

Name	Qualification	Years of relevant experience

FORM A5: EXPERIENCE: RELEVANT CONTRACTS COMPLETED

Please fill in information about the relevant contracts completed over the past three years.

Name Employer	Description of Contracts	Total Contract Price	Date of Completion

The applicant **MUST** attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

EXPERIENCE: CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed.

Name Employer	Description of Contract	Contract Price	Value completed and certified

FORM A6: LEGAL STATUS	
1	Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable.
2	Enclose a copy of the Certificate of Incorporation or its equivalent.
3	Enclose a copy of the Respective statutory regulatory certificates, manufactures' authorization where applicable.
4	Enclose an Income Tax Clearance Certificate addressed to the AFR, for this particular purpose. AFR shall only accept original income tax clearance certificates. <ul style="list-style-type: none"> Enclose an Annual Tax Clearance certificate for the previous year.
5	Please enclose a copy of a Trading License for the previous year certified by an issuing authority.
7	Please enclose a copy of your firm's ISO or other quality assurance certificate, if any.

REQUEST FOR QUOTATION RAPPOTEUR SERVICES

Date issued: August 17, 2018

Deadline for submission of clarifications: September 07, 2018 at 8:00 AM Rwanda Time

Closing Date: September 14, 2018

Closing Time: 05:00 PM, Rwanda Time

SUBJECT: Request for Quotation for Rapporteur Services

Access to Finance Rwanda seeks quotations for rapporteur services for the year 2018 – 2019. AFR plans to award a single contract to one successful offeror through a full and open competition.

Offerors are invited to submit a quotation in accordance with requirements of the enclosed RFQ. Quotations must be received by AFR no later than the date and local time stated above and in this RFQ. AFR requires that offers remain valid for a minimum of **90 calendar days**.

The offerors should read the entire solicitation, which includes all pertinent technical sections and the terms, conditions and instructions required for submitting a Quotation. Prior to submission of Quotations, any amendments to this solicitation will be made available on AFR website: www.afr.rw. It is the offeror's responsibility to check this site periodically for updates and amendments to the solicitation. This solicitation in no way obligates AFR to award a contract, nor does it commit AFR to pay any cost incurred in the preparation and submission of a proposal in response hereto.

Furthermore, AFR reserves the right to reject any and all offers, if such action is considered to be in the best interest of AFR.

By email only, please submit all questions regarding this RFQ no later than **September 07, 2018, at 8:00 AM (Rwandan Time)** to jacqueline@afr.rw Head of Finance and Administration with CC: procurement@afr.rw. Oral instructions, answers, or guidance from any AFR source prior to the award of the contract will not be binding.

Follow the link to access detailed bid document: <http://www.afr.rw/resources/procurement/bid-document-rapporteur-services>

Sincerely,

Access to Finance Rwanda.

REQUEST FOR QUOTATION RAPPOREUR SERVICES

AFR is a Rwandan not for Profit organisation, established in March 2010 by the governments of the United Kingdom (UK) and Rwanda and with support from the UK Department for International Development (DFID), and the World Bank. Existing funders of AFR include DFID, The MasterCard Foundation, Sweden, USAID, and KfW.

AFR would like to outsource for professional rapporteur services. The service provider would be contracted on need basis for note taking/minute taking during AFR events, conferences and workshops.

AFR invites bidders to tender for **RAPPOREUR SERVICES**.

DETAILS OF THE TASK

The Rapporteur's main task is to capture workshop deliberations and draft a workshop report.

The detailed tasks include:

- Detailed notes on the Workshops or conferences or selected events
- Synopsis of presentations and discussions of all the sessions
- Main points raised during discussions
- Taking the main points within opening ceremony and closing
- Ceremony speeches.
- Noting down all the recommendations made throughout the discussions during the presentations
- Report to include the main discussions and recommendations made during the proceedings.
- Utilising the notes taken, prepare a conference Report.

DELIVERABLES :

- Final Workshop report

RAPPOTEUR'S SKILLS AND EXPERIENCE

- Experience in Rapporteur work
- Highly literate in English
- Excellent writing skills
- Able to analyse, summarize and coherently report on diverse perspectives
- Exceptional organizational and interpersonal skills
- Able to work under pressure and meet tight timelines
- Engaged in Financial Sector deepening
- Previous experience at international conferences is an asset

Evaluation Criteria and award

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

Evaluation Criteria	Points
Cost of service provision (Rate)	30
Qualifications of the consultant	15
Experience in Rapporteur services	15
Language proficiency	20
Report writing skills	20
Total points	100

Required documents

All appendices

Period:

The period of agreement is one year **during which prices will be fixed**

N.B: The agreement may be renewable by consent by both parties (consultant and AFR).

Reports:

The consultant will report directly to the Head of Finance and Administration of AFR. Any questions related to this tender will be addressed to the AFR Head of Finance and Administrations by email address at: jacqueline@ afr. rw with a copy to: Procurement@ afr. rw

Right to accept or reject any or all service:

AFR reserves the right to cancel the tender process before a contract is signed, without thereby incurring any responsibility to the bidders affected nor be obliged to inform the bidders of the reasons for the decision.