

Date: 12th November 2018

Our ref: 001 /EACO/ES/018

TENDER NOTICE: N° 001/EACO/ES/2018

TITLE: DEVELOPMENT OF EACO DATABANK

PROCUREMENT METHOD: REQUEST FOR PROPOSAL

CLIENT: EAST AFRICAN COMMUNICATIONS ORGANIZATION (EACO)

The East African Communications Organization (EACO) is a regional organization that brings together National Communications Regulators, operators in telecommunication/ICT, broadcasting and postal sectors and ICT institutions in the Six (6) EAC Partner States namely Burundi, Kenya, Rwanda, South Sudan, Tanzania and Uganda.

EACO having the mandate of promoting and harmonizing policies and regulatory frameworks in communications sector intends to build its capacity in data analysis and reporting. Therefore, EACO would like to request proposal from interested competent firms to submit their offers on the same. The tender documents may be obtained from the address below:

EACO Headquarters,
Ex. Fair House Building, 1st Floor
Kiyovu – KN6AV11
Attention: Human Resource and Administration Liaison Manager
P.O Box: 6309, Kigali
Email: info@eaco.int

The tender document can be obtained on any working day (Monday to Friday) from 12th November 2018 to 11th January 2019, from 8.00 am to 5.00pm, Monday to Thursday and Friday from 9 am to 12 am, Kigali time. It will be issued upon presentation of proof of payment of a non-refundable fee of One hundred US dollars (100 USD) to the Account N° N°4002200232452 opened at Equity Bank Rwanda.

Type of Open Competitive Bidding

The Two-Envelope Bidding Procedure shall be as follows:

1. The Consulting firms shall submit their technical and financial proposals written in English in two sealed separate envelopes. These envelopes shall be wrapped up in a third large envelope;
2. The envelopes shall be marked as “Financial Proposal” and “Technical Proposal”;

3. In the first instance, the “Technical Proposal” shall be opened and the envelope marked as “Financial Proposal” shall be retained unopened in the custody of the procuring agency;
4. The procuring agency shall evaluate the technical proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;
5. After deadline of submission of the bids, no amendments in the technical proposal shall be permitted;
6. After the evaluation and approval of the technical proposals, the procuring agency shall open the financial proposals of the technically accepted bids, publically at the time, date and venue announced and communicated to the bidders in advance, within the bid validity period;
7. The financial bids found technically nonresponsive shall be returned un-opened to the respective bidders; and
8. The lowest financial evaluated bidder shall be awarded the contract.
9. No distinctive sign indicating the name of the Consulting firm shall be visible on the envelope.

Well printed proposals (technical and financial), presented in two copies and one original, must be submitted to the HRA department of EACO, at the address mentioned above not later than **11th January 2019 at 10:00 am**, local time. Late bids will be rejected.

Note: it is the bidder’s responsibility to make sure that the bids get to the physical address mentioned above and acknowledged by EACO.

The opening of the bids will take place in public session on the **same day at 11:00 am** local time.

Bidding will be conducted in accordance with the current EACO Financial Rules and regulations related to Procurement.

Additional information regarding this tender may be obtained from EACO Secretariat Tel. (+250) 788155100; Email address: info@eaco.int and skabahuma@eaco.int

Done at Kigali, on 12th November 2018

Dr. Ally Simba

Executive Secretary