



Communications for all in East Africa

BIDDING DOCUMENT FOR GOODS & RELATED SERVICES

Title of the Tender	FRAMEWORK CONTRACT FOR CATERING SERVICES
Tender reference number	N° 004/EACO/ES/2022
Procurement Method	NATIONAL OPEN TENDERING
Date of Issue:	APRIL 2023



Communications for all in East Africa

TENDER NOTICE

TITLE: FRAMEWORK CONTRACT FOR CATERING SERVICES

CLIENT: EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO)

EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO) hereinafter called "Client" has funds towards the cost of the tender for the Framework Contract for Catering Services for a period of three (3) years.

EACO invites qualified Bidders to submit their bids for the above mentioned Tender.

The tender document may be obtained from EACO website: www.eaco.int, at any day from 01st April 2023.

All bids will be submitted online using EACO website as indicated above not later than **2nd May 2023** at 10h00 am local time. Late bids will not be accepted. Bids will be opened on the same date at 11h00 am.

The bids shall remain valid for a period of **120 days** starting from the submission deadline mentioned in the tender notice.

All interested Bidders may obtain complementary information by writing using EACO email at info@eaco.int not later than **four (4) working days** before the fixed deadline for the submission of bids.

Dr Ally Simba
Executive Secretary

Bidding Document for Procurement of Goods

Section I. Instructions to Service providers, Bid Data Sheet (BDS)

No	A. General
1	The Procuring Entity is: EAST AFRICAN COMMUNICATIONS ORGANISATION (EACO)
2	Tender title: FRAMEWORK CONTRACT FOR CATERING SERVICES FOR A PERIOD OF ONE YEAR RENEWABLE TWICE Number of the lots comprising this tender are: 1
3	The Source of funds: ORDINARY BUDGET
4	A list of firms debarred from participating in Rwandan tenders is available on the following website: http://www.rppa.gov.rw
	B. Contents of Bidding Documents
5	For Clarification of bid purposes only: Use EACO email: info@eaco.int . Any clarification may be requested by writing not later than 5 days before the fixed deadline for the submission of bids, using the above email or EACO Secretariat address below: Attention: The Liaison Manager of Human Resource and Administration Ex-Fair House, 1 st Floor P.O Box 6309, Kigali- Rwanda KN6 AV 11 ocurement system
	C. Preparation of Bids
6	The language of the bid is English.
7	The Bid shall comprise the following: a) Bid submission form and Price schedules well printed, sign and properly organized; b) Trading License/Certificate of incorporation; c) Valid Tax clearance certificate; d) Valid Social Security Certificate; e) At least 2 Reference of similar tenders executed
8	Alternative Bids shall not be considered.

9	The prices quoted by the Bidder shall not be adjustable .
10	Prices quoted shall correspond at least to 100 % of all items specified and <i>shall include taxes</i> .
11	The authority to establish the exchange rate shall be the “ <i>National Bank of Rwanda</i> ”
12	The bid validity period shall be 120 days .
	D. Submission and Opening of Bids
13	<p>The bids are submitted physically to EACO Secretariat to the following address:</p> <p>Attention: The Liaison Manager of Human Resource and Administration Ex-Fair House, 1st Floor P.O Box 6309, Kigali- Rwanda KN6 AV 11</p>
14	<p>All bids will be submitted on the above address not later than 13/04/2023, at 10h00 am. Bids will be opened on the same day at 11h00 am.</p>
15	<p>The bid opening shall take place at:</p> <p>EACO Secretariat Headquarters</p>
	E. Evaluation and Comparison of Bids
16	<p>Bid prices expressed in different currencies shall be converted in Rwanda Francs (RWF) The source of exchange rate shall be the National Bank of Rwanda. The date for the exchange rate shall be the bids opening date</p>
17	<p>Cost for Catering Services (during EACO meetings) and that for 1 permanent personnel allocated to EACO Secretariat.</p> <p>Evaluation will be done for 1 lot as follows:</p> <ol style="list-style-type: none"> 1. Catering Services (WGs & Committees) 2. 1 permanent personnel allocated to EACO Secretariat
18	Bidders shall be allowed to quote separate prices for Catering Services and that for a permanent personnel allocated to EACO Secretariat.

Section II. Evaluation and Qualification Criteria

This Section contains the criteria that the EACO Secretariat may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

1. Evaluation Criteria

The EACO Secretariat's evaluation of a bid may take into account, in addition to the Bid Price quoted, one or more of the following factors:

- (a) Proposed Services and related prices.
The supplier is required to make a proposal of items to be delivered during EACO meetings.
- (b) Experience of the Company
- (c) Meeting the technical specifications (Consideration of the Quality)

Section III. Bidding Forms

1. Identification Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number of tender notice]

Page _____ of _____ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
3. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
4. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
5. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Bid Submission]*

Invitation for Bid No.: *[insert No of IFB]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents,
- (b) We offer to perform the required service and supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services _____
[insert a brief description of the Goods and Related Services];
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is:
_____ *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*
- (d) The discounts offered and the methodology for their application are:

Discounts: If our bid is accepted, the following discounts shall apply. _____ *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*
- (e) Our bid shall be valid for the period of time specified in the bidding document, from the date fixed for the bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We have no conflict of interest in accordance with the bidding requirements;
- (g) Our company, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by the RPPA, under Rwanda laws or official regulations, ;
- (i) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(1) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: _____ *[insert signature and stamp of person whose name and capacity are shown]*

In the capacity of _____ *[insert legal capacity of person signing the Bid Submission Form]*

Name: _____ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: _____ *[insert complete name of Bidder]*

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

Section IV: Technical Specification

1. Catering Service

The Catering Services to be provided by the provider shall include the supply of snacks during EACO meetings and provide one permanent staff to serve tea to EACO staff on daily basis.

Specifically, the specifications of the required services are detailed as follows:

1. Experience in catering services
2. Provide a brief details of equipment the company possesses to deliver the catering services
3. Provide the cost per unit for the morning coffee break and afternoon coffee break during EACO meetings (10-20 participants)
4. Provide the menu for the morning coffee break (list all possible options)
5. Provide the menu for the afternoon coffee break (list all possible options)
6. Describe shortly the process in case of complains regarding service/food quality or quantity from EACO side
7. Indicate how able the capacity can provide the requested service for a late placed order
8. Indicate the notice period to receive the purchase order
9. Mention any question for clarification needed from EACO.
10. Allocation of one experienced staff to EACO premises

2. Payment model & requirement:

1. The Service Provider should be paid upon completion of the service and after submission of delivery note signed by the EACO Secretariat.
2. The payment for the service rendered by the person allocated to EACO Secretariat will be paid on monthly basis.

3. Technical documents to be submitted

Bidders should give the following details in the technical offer:

1. At least two references for similar service completed (Work completion certificates are required).
2. Pictures of company's office — (Physical location/address to be verified by the client) because the company should ensure the cleanliness of the kitchen and surrounding environment.