

BIDDING DOCUMENT FOR SERVICES

Title of the Tender	ACQUISITION OF EACO FLAGS
Tender reference number	N° 005/2021
Procurement Method	NATIONAL OPEN TENDERING
Date of Issue:	April, 2021



TENDER NOTICE N° 005/EACO/ES/2021

TITLE: ACQUISITION OF EACO FLAGS

CLIENT: EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO)

EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO) hereinafter called “Client” has funds towards the cost of the tender for the Acquisition of EACO Flags.

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 or at EACO Secretariat, at any day from **4th May 2021**.

Technical and financial offers in plain sealed envelope shall be submitted to EACO Offices not later than **13th May 2021 at 10:00 am**. The opening of received bids is scheduled on the same date at 11h00 am.

All bidders must pay non-refundable fee of ten thousand Rwandan Francs (**10,000 Rwf**) to EACO Bank Account No 4002200499033, opened at Equity Bank Rwanda. **Swift code: EQBLRWRW**

For any information/inquiries and submission **must** be done through EACO E-mail: info@eaco.int or emukarukundo@eaco.int

Dr. Ally Simba
Executive Secretary

Bidding Document for Procurement of Services

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

Paragraph Reference	A. GENERAL
1.	Name of the Client: EAST AFRICAN COMMUNICATIONS ORGANIZATION (EACO)
2.	Financial Proposal to be submitted together with Technical Proposal: YES but in separate envelopes. Name of the assignment is: ACQUISITION OF EACO FLAGS
3.	The Source of funds: O.B
4.	A list of firms debarred from participating in Rwandan tenders is available at the RPPA web-site.
5.	B. Contents of Bidding Documents
6.	The Client's representative is: Dr. Ally Simba, the Executive Secretary For the purpose of this tender, the Attention is: <ul style="list-style-type: none"> • Liaison Manager/HRA • Address: PO.BOX: 6309 Kigali • City: KIGALI
	C. Preparation of Bids
7.	The Client will provide the following inputs and facilities: <ul style="list-style-type: none"> • Required information on the assignment • Guidance
8.	Clarifications may be requested not later than 2 days before the deadline of submission.

	<p>The address for requesting clarifications is: EACO Headquarters, Ex. Fair House Building, 1st Floor Kiyovu – KN6 AV11 Attention: Human Resource and Administration Liaison Manager P.O Box: 6309, Kigali Cell: 0788 266 199/0788 155 100 Email: info@eaco.int</p>
9.	Proposals shall be submitted in ENGLISH
10.	<p>I. The Bidder shall submit the following additional documents in its bid:</p> <ol style="list-style-type: none"> 1. Copy of trading License; 2. Copy of the Social Security fund clearance certificate valid from RSSB; 3. Copy of the tax clearance certificate valid issue by RRA; 4. The bidder should provide the proof of use of Electronic Billing Machine (a copy of the issued invoice). 5. Proof of purchase of tender document of 10,0000 Rwandan francs; 6. Experience proven by two (2) copies of certificates of good completion of similar tender executed in Public Institution 7. Delivery time not exceed 5 calendar days 8. Bidders should provide sample EACO flag before the deadline of bid opening at EACO office, the samples shall be a requirement during bids evaluation of the bids submitted. 9. Declaration of commitment
11.	Alternative Bids “ <i>shall not be</i> ” considered.
12.	The INCOTERMS edition is: “ <i>INCOTERMS</i> ” 2000.
13.	The prices quoted by the Bidder “ <i>shall not</i> ” be adjustable. If prices shall be adjustable, the methodology is specified in Section III Evaluation and Qualification Criteria.
14.	<p>Prices quoted for each lot shall correspond at least to % of the items specified for each lot. NOT APPLICABLE.</p> <p>Prices quoted for each item of a lot shall correspond at least to percent of the quantities specified for this item of a lot. NOT APPLICABLE.</p>

15.	The Bidder “ <i>is</i> ” required to quote in the Rwanda Francs the portion of the bid price that corresponds to expenditures incurred in that currency.
16.	The authority to establish the exchange rate shall be the “ <i>National Bank of Rwanda</i> ”
17.	Period of time within which Goods are expected to be functioning: 30 working days
18.	The bid validity period shall be 120 days.
19.	Bid shall include a Commitment Letter.
D. Submission and Opening of Bids	
20.	The inner and outer envelopes shall bear the following additional identification marks: ACQUISITION OF EACO FLAGS
	For bid submission purposes, the Procuring Entity’s address is: EACO Headquarters, Ex. Fair House Building, 1 st Floor Kiyovu – KN6 AV11 Attention: Human Resource and Administration Liaison Manager P.O Box: 6309, Kigali Cell: 0788 266 199/0788 155 100 Email: info@eaco.int
21.	The bid opening shall take place at: EACO Headquarters
E. Evaluation and Comparison of Bids	
22.	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.
23.	Evaluation will be done per item. <i>Bids will be evaluated per item. If a Price Schedule shows items listed but not</i>

	<i>priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the bid.</i>
24.	<p>The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria: <i>[refer to Schedule III, Evaluation and Qualification Criteria; insert complementary details if necessary]</i></p> <p>(a) Deviation in Delivery schedule: <i>No.</i></p> <p>(b) Deviation in payment schedule: <i>No</i></p> <p>(c) the cost of major replacement components, mandatory spare parts, and service: <i>No</i></p> <p>(d) the availability in Rwanda of spare parts and after-sale services for the equipment offered in the bid <i>No.</i></p> <p>(e) the projected operating and maintenance costs during the life of the equipment: <i>No</i></p> <p>(f) the performance and productivity of the equipment offered; <i>No.</i></p>
25.	Bidders " <i>shall not</i> " be allowed to quote separate prices for one item.
26.	The maximum percentage by which quantities may be increased or decreased is: <i>20%</i>

Section II. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Procuring Entity may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

[The Procuring Entity shall select the criteria deemed appropriate for the procurement process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

The Procuring Entity's evaluation of a bid may take into account, in addition to the Bid Price quoted, one or more of the following factors, using the following criteria and methodologies.

- (a) Delivery schedule.

The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both dates inclusive). No credit will

be given to deliveries before the earliest date, and bids offering delivery after the final date shall be treated as non-responsive.

(b) Deviation in payment schedule.

Bidders shall state their bid price for the payment schedule outlined in the payment schedule form. Bids shall be evaluated on the basis of this base price. Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule.

Section III. Bidding Forms

Bidder Information 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. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. 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>

7. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*

- Articles of Incorporation or Registration of firm named in 1, above.
- In case of JV, letter of intent to form JV or JV certified agreement.
- In case of government owned companies from Rwanda, documents establishing legal and financial autonomy and compliance with commercial law.

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]*

Tender No.: *[insert number of tender notice]*

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

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: _____ *[insert the number and issuing date of each Addenda];*
- (b) We offer to 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 unit 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.]*

Methodology of Application of the Discounts: The discounts shall be applied using the following method: _____ *[Specify in detail the method that shall be used to apply the discounts];*

- (e) Our bid shall be valid for the period of time specified in tender 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) Our firm, 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;
- (g) 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.
- (h) 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]*

Price Schedule Forms

*[The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated. The list of line items in column 1 of the **Price Schedules** shall coincide with the List of Goods and Related Services specified by the Procuring Entity in the Schedule of Requirements.]*

Price Schedule: Goods Manufactured Outside Rwanda, to be imported and goods manufactured in Rwanda

(Group C bids, goods to be imported)								Date: _____
Currencies								Tender No: _____
								Alternative No: _____
								Page N° _____ of _____
1	2	3	4	5	6	7	8	9
Line Item N°	Description of Goods	Unit description	Unit Price without taxes	Unit price all taxes inclusive				
<i>[insert number of the item]</i>	<i>[insert name of good]</i>	<i>[Pieces]</i>	<i>[insert the unit price without taxes]</i>	<i>[insert unit price all taxes inclusive]</i>				
								Total Price

NB: Delivery time must not be more than 30 calendar days after purchase order and certificate from RSB (Rwanda Standard Board) is required on delivery time.

Section IV. Schedule of Requirements

Notes for Preparing the Schedule of Requirements

The Schedule of Requirements shall be included in the bidding documents by the Procuring Entity, and shall cover, at a minimum, a description of the goods and services to be supplied and the delivery schedule.

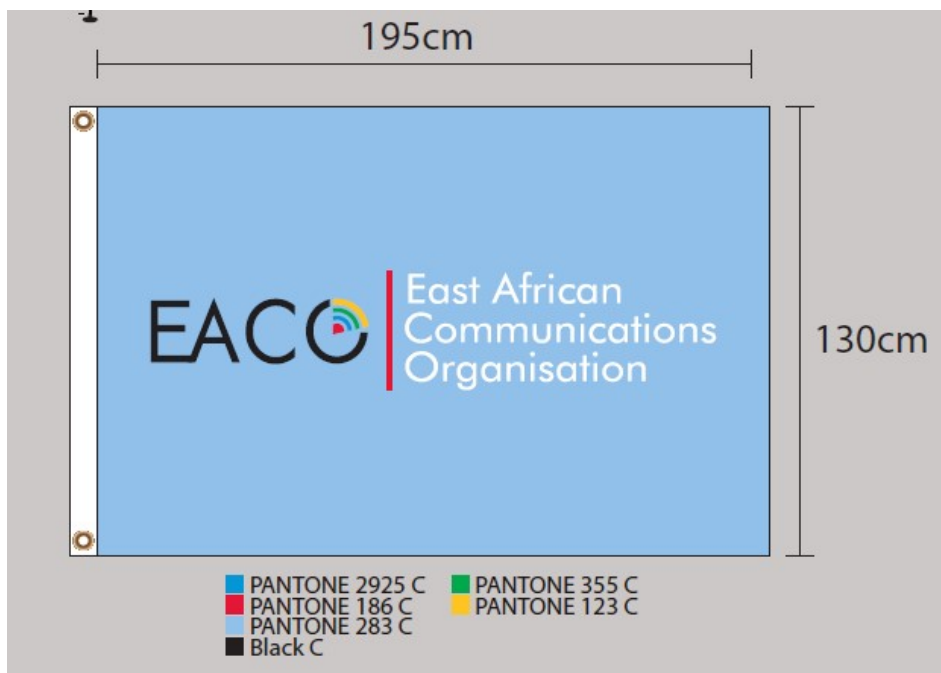
The objective of the Schedule of Requirements is to provide sufficient information to enable bidders to prepare their bids efficiently and accurately, in particular, the Price Schedule. In addition, the Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract.

The date or period for delivery should be carefully specified, taking into account (a) the implications of delivery terms stipulated in the Instructions to Bidders pursuant to the *INCOTERMS* rules (i.e., EXW, or CIF, CIP, FOB, FCA terms—that “delivery” takes place when goods are delivered **to the carriers**), and the date prescribed herein from which the Procuring Entity’s delivery obligations start (i.e., notice of award, contract signature, opening or confirmation of the letter of credit

Technical specifications for the tender of EACO flag

EACO flag meant to be displayed before administrative buildings and where ever it is required (Indoor & Outdoor)

- This flag shall be one Hundred and Ninety-Five centimeters (195cm) long and One Hundred and thirty centimeters (130 cm) wide;”(195*130cm)”
- 110G Knitted Polyester-Single
- Material: 110G Knitted Polyester
- Printing: Single side digital printing
- Finishing: 2 grommets on the left side
- Stitching: 2 stitches
- Quantity : 10 pcs
- Delivery period 5 calendar days



OTHER REQUIREMENTS:

- Bidders should provide sample EACO flag before the deadline of bid opening at EACO office, the samples shall be a requirement during bids evaluation of the bids submitted.**
- Respect the Accurate Colours of the Flags**
- To be able to Make Correct Colours on Both Side of the Flag**