

BIDDING DOCUMENT FOR SERVICES

Title of the Tender	TENDER FOR PROVISION OF SPORT ACTIVITIES TO EACO STAFF FOR A PERIOD OF ONE YEAR RENEWABLE TWICE
Tender reference number	N° 001/2022
Procurement Method	NATIONAL OPEN TENDERING
Date of Issue:	April, 2022

TENDER NOTICE N° 001/2022

TITLE: TENDER FOR PROVISION OF SPORT ACTIVITIES TO EACO STAFF FOR A PERIOD OF ONE YEAR RENEWABLE TWICE

CLIENT: EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO)

EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO) hereinafter called “Client” has funds towards the cost of the tender for Sport activities to EACO staff.

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 13th April 2022.

Technical and financial offers in plain sealed envelope shall be submitted to EACO Offices not later than **21th April 2022 at 10:00 am**. The opening of received bids is scheduled on the same date at 11h00 am.

For any information/inquiries and submission **must** be done through EACO E-mail: info@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: TENDER FOR PROVISION OF SPORT ACTIVITIES TO EACO STAFF FOR A PERIOD OF ONE YEAR RENEWABLE TWICE
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 6 12699/0788 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> <ul style="list-style-type: none"> a) Trading License/certificate of incorporation; b) Valid Tax clearance certificate; c) Valid Social Security Certificate; d) Proof of purchase of tender document of 10,000 Rwandan Francs e) 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: 7 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: TENDER FOR PROVISION OF SPORT ACTIVITES TO EACO STAFF
	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 6 12699/0788 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 for the whole tender.
24.	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> (a) Deviation in Delivery schedule: No. (b) Deviation in payment schedule: No. (c) The cost of major replacement components, mandatory spare parts, and service: No. (d) the availability in Rwanda of spare parts and after-sale services for the

	<p>equipment offered in the bid :No</p> <p>(e) The projected operating and maintenance costs during the life of the equipment: No.</p> <p>(f) The performance and productivity of the equipment offered: No.</p> <p>(g) No other specific criteria.</p>
25.	Bidders shall be allowed to quote separate prices for one or more lots. N/A
26.	The maximum percentage by which quantities may be increased or decreased is: 20%

Section II. Evaluation and Qualification Criteria

This Section complements the Instructions to Service providers. 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.

1. Evaluation Criteria

- (a) The Procuring Entity’s evaluation of a bid will be based on the Bid Price quoted (the most economical cost) and in accordance with the required technical specifications.

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: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV certified agreement. <input type="checkbox"/> 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 and Completion Schedule - Related Services

Currencies in accordance with ITB Sub-Clause 15						Date: _____
						Tender _____ No: _____
						Alternative _____ No: _____
						Page N° _____ of _____
1	2	3	4	5	6	7
Service N°	Description of Services (excludes inland transportation and other services required in Rwanda to convey the goods to their final destination)	Country of Origin	Delivery Date at place of Final destination	Quantity and physical unit	Unit price	Total Price per Service (Col. 5*6 or estimate)
<i>[insert number of the Service]</i>	<i>[insert name of Services]</i>	<i>[insert country of origin of the Services]</i>	<i>[insert delivery date at place of final destination per Service]</i>	<i>[insert number of units to be supplied and name of the physical unit]</i>	<i>[insert unit price per item]</i>	<i>[insert total price per item]</i>

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 services 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

PART 2 – TECHNICAL SPECIFICATION

1.BACKGROUND

EACO, in line with its program of facilitating its staff members to carry out sports activities for their welfare, therefore seeks to hire different service providers to provide sports activities. The company shall have various sports services with facilities in good condition as follows:

- Aerobics hall with the availability of a coach;
- Swimming pool with the availability of a coach;
- Gym;
- Tennis field;
- Football ground;
- Volley ball ground; and
- Basketball ground.

N.B: Aerobics and Gym facilities are compulsory for the company to be selected.

2. OBJECTIVE OF THIS ASSIGNMENT

The objective of this assignment is to ensure that EACO staff carry out sports at any time including weekends and public holidays to improve their wellbeing.

3. KEY REQUIREMENTS

- The service provider will be committed to provide a comprehensive schedule for different sports activities with their respective quotations taxes inclusive;
- EACO Staff will carry sports according to their choice and the payment shall be done based on the proven attendance;
- Attendance record books shall be kept by the successful bidders who will be required to register EACO staff attendance in the sports activities. The successful bidders shall ensure that the registered staff is on the list that shall be provided and updated by EACO as it will deem necessary;
- The quotation shall reflect the cost per session/person according to the specific sport activity performed.
- Visits to the bidder's premises shall be carried out before contract signature.

4. DURATION OF THE CONTRACT

The duration of the contract shall be one-year renewable twice upon satisfaction of both parties.

5. PAYMENT MODALITIES

The payment shall be done on a monthly basis following the submission of the invoice which will be crosschecked and approved by the EACO Human Resource and Administration Department before payment.