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PRE-QUALIFICATION OF SUPPLIERS, & NON-CONSULTANCY SERVICE PROVIDERS

FOR SUPPLY OF GOODS, AND NON-CONSULTANCY SERVICES FOR THE PERIOD 2021/ 2025

AFR/PQ/2021/2025

CLOSING DATE: 26th July 2021

Please indicate the item applied for as follows:

CATEGORY NO.

CATEGORY NAME.....

Access to Finance Rwanda (AFR) invites applications from interested, eligible, and capable firms for Tenders/prequalification/registration as suppliers, non-consultancy service providers, in the following categories:

PRE-QUALIFICATION - PERIOD 2021/2025

GROUP/CATEGORY CODE	CATEGORY OF GOODS, NON - CONSULTANCY SERVICES.
GROUP A	Supply and Delivery of Office Stationery, Refreshments, Furniture, IT Equipment, Printing & Promotional Materials.
CATEGORY CODE NO	CATEGORY DESCRIPTION
AFR/PQ/A/1/2021/2025	Supply and Delivery of Office Stationery
AFR/PQ/A/2/2021/2025	Supply and Delivery of Office Refreshments
AFR/PQ/A/3/2021/2025	Supply and Delivery of Office Furniture & Fittings.
AFR/PQ/A/4/2021/2025	Supply and Delivery of IT Equipment
AFR/PQ/A/5/2021/2025	Provision of Printing & Promotional Materials
GROUP B	Maintenance service of Electro-Mechanical Equipment & Computer and Accessories.
CATEGORY CODE NO	CATEGORY DESCRIPTION
AFR/PQ/B/1/2021/2025	Supply and Maintenance of Electro-Mechanical Equipment (Electrical & data wiring, Smoke detector, Fingerprint, Security System and AC).
AFR/PQ/B/2/2021/2025	Supply and Maintenance of Printers, Scanner, Photocopier.
AFR/PQ/B/3/2021/2025	Supply and Maintenance of Computers, Computer Accessories, Servers, Storage, and Meeting Audio-Visual Equipment.
GROUP C	Provision of Events Management, Hotel Service, Vehicle Maintenance & Car Rental Services.
CATEGORY CODE NO	CATEGORY DESCRIPTION
AFR/PQ/C/1/2021/2025	Events Management Services
AFR/PQ/C/2/2021/2025	Hotels (Conference facilities & Accommodation)
AFR/PQ/C/3/2021/2025	Vehicle Maintenance and Repair Services
AFR/PQ/C/4/2021/2025	Provision of Car Rental Services
AFR/PQ/C/5/2021/2025	Outside Catering Services

1. Introduction.

Access to Finance Rwanda (AFR) is a Rwandan not for profit organisation established in 2010 by the UK's Foreign, Commonwealth and Development Office (FCDO) in partnership with the government of Rwanda. AFR is currently funded by FCDO, USAID, MasterCard Foundation, and SIDA (Swedish International Development Cooperation Agency). It is one of the nine members in the Financial Sector Deepening (FSD) network across the Sub Saharan Africa.

AFR's strategic focus is to stimulate financial sector development by partnering with financial institutions and other stakeholders to increase access to and use of financial services. It is guided by the making Markets Work for the Poor (M4P) approach recognising that efforts to increase financial inclusion must be carried out by market actors to be sustainable. AFR identifies and intervenes to address constraints that prevent the financial sector from serving Rwanda's low-income population through promoting innovations and learning that result in sustainable change. Improving access to financial services for the rural poor, women and youth is of particular focus.

AFR supports the Government of Rwanda's development objectives by aligning its interventions to national policy frameworks including the Financial Sector Development Programme (FSDP) II, and the National Strategy for Transformation 2017-2024.

2. PRE-QUALIFICATION INSTRUCTIONS

2.1 Important Notes to Suppliers

- a. The purpose of this document is to assist Access to Finance Rwanda (AFR) in the identification and evaluation of potential suppliers and to update their current register of suppliers for various goods, works and services. Applicants are invited to quote/ tender for the categories competitively.
- b. This pre-qualification document does not amount to any contractual obligation on the

part of Access to Finance Rwanda, and AFR is not obliged to invite any tenders or quotations from any or all candidates that have expressed interest by responding to this invitation.

- c. Suppliers are strongly advised to provide all information requested in the form.
Evaluation and qualification shall be based on the extent of information and attachments provided by the applicant.
- d. AFR reserves the right to verify information provided herein without reverting to the participants.
- e. AFR reserves the right to accept or reject any application with prior communication done by email. The prequalification process applies to both the existing and potential new suppliers.

2.2 Invitation to suppliers

Suitable suppliers who have been registered under the laws of Rwanda in providing similar goods and services are invited to submit their prequalification documents to the Procurement Committee. Bids will be submitted in complete lots singly or in combination. The prospective applicants are required to furnish AFR with all the necessary information for pre-qualification.

2.3 Pre-qualification documents

The form must be completed, and all supporting documentation (in soft copy) attached in the order of the evaluation criteria. Incomplete documentation will lead to automatic disqualification. Please note that financial proposals are not supposed to be submitted at this prequalification.

2.4 Submission of Pre-Qualification Documents

A soft copy (PDF) of the completed pre-qualification documents and other requested information shall be submitted electronically to: procurement02@af.rw not later than the dates and time that will be indicated in this document.

2.5 Questions Arising from the pre-qualification process.

Questions that may arise from the pre-qualification process should be directed to the following email: procurement02@afr.rw

2.6 Amendment of Pre-Qualification Documents

At any time prior to the deadline for submission of Pre-Qualification Documents, AFR may amend the tender document by issuing an addendum. Any addendum issued shall be part of the tender document and shall be communicated in writing via the AFR website.

To give prospective bidders reasonable time in which to take an addendum into account in preparing their Pre-Qualification Documents, AFR may, at its discretion, extend the deadline for the submission of Pre-Qualification Documents; in which case all rights and obligations of AFR and bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

2.7 Late bids

AFR shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by AFR after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

2.8 Additional Information

Access to Finance Rwanda Procurement Committee reserves the right to request submission of additional information from prospective bidders.

Requests for quotations will be made available only to those suppliers whose qualifications are accepted by the AFR Procurement Committee after scoring a minimum of 70% in the evaluation exercise.

3. CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

3.1 Ethical Principles

Bidders and providers shall always-

- (a) maintain integrity and independence in their professional judgement 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 conflict with this code.

3.2 Standards

Bidders and providers shall-

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

3.3 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.**

3.4 Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers during 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 during performance of a contract and shall not use such information for personal gain.

3.5 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.

3.6 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.

3.7 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 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 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 to influence the process or execution of a contract to the detriment of the AFR.
- (f) withholding information from the Procuring Disposing Entity during contract execution to the detriment of the AFR.

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

AUTHORISED SIGNATORY

NAME OF CONSULTANT

PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS OF GROUP A & B CATEGORIES.

No.	CRITERIA	MARKS ALLOCATED
Mandatory Requirements:		
1	Copy of certificate of registration	
2	A valid copy of tax clearance certificate	
3	A signed copy of code of ethical conduct in business for bidders.	
Technical Evaluation Criteria:		100
1	Provide list of similar assignment carried out in the last (5) five years - 15 Marks. Three (3) stamped and signed reference letters from previous clients showing complete and satisfactory delivery of similar assignments or contracts - 20 Marks.	35
2	Indicating clearly current Contract commitments (Contract in progress) between the bidder and different Clients. Having at least one ongoing similar contract.	10
3	One page outlining how the firm will execute the assignment if awarded the contract	30
4	Demonstrate your commitment to client satisfaction, and safety and environmental responsibilities.	10
5	A complete and signed copy of prequalification form.	5
6	Demonstrated experience and ability to supply quality goods made in Rwanda products.	10
Total		100 Marks

PREQUALIFICATION EVALUATION CRITERIA FOR BIDDERS OF GROUP C CATEGORIES.

No.	CRITERIA	MARKS ALLOCATED
Mandatory Requirements:		
1	Copy of certificate of registration	
2	A valid copy of tax clearance certificate	
3	A signed copy of code of ethical conduct in business for bidders.	
Technical Evaluation Criteria:		100
1	Provide list of similar assignment carried out in the last (5) five years - 15 Marks. Three (3) stamped and signed reference letters from previous clients showing complete and satisfactory delivery of similar assignments or contracts - 20 Marks.	35
2	Indicating clearly current Contract commitments (Contract in progress) between the bidder and different Clients. Having at least one ongoing similar contract.	10
3	One page outline how the firm will perform a contract once awarded a tender or Quotation; including delivery and logistics plans.	35
4	Demonstrate your commitment to client satisfaction, and safety and environmental responsibilities.	15
5	A complete and signed copy of prequalification form.	5
Total		100 Marks

NOTE:

TO BE PREQUALIFIED/ REGISTERED, A PROSPECTIVE BIDDER MUST ATTAIN AT LEAST 70 MARKS, IN ADDITION TO MEETING ALL THE MANDATORY REQUIREMENTS.

PREQUALIFICATION FORM

Section A: Company's General Information

A.1 Company name: _____

A.2 Year of registration/incorporation: _____

A.3 Address: _____

A.4 City: _____

A.5 Phone: _____

A.6 Managing Director: _____

Section B: Company's Specific Information

B.1 Number of years in doing similar assignments: _____

B.2 Has your company performed this type of work previously, and for how long?

B.3 Has your company experienced contract termination in the last 5 years, if so, give reasons? _____

Section C: Reference Information

Please indicate here below Clients served within the last five (5) years:

C.1 Client name: _____

_____ Contact person: _____

_____ Telephone: _____

_____ Project/Tender name: _____

_____ Date of award: _____ Date of completion _____

C.2 Client name: _____

_____ Contact person: _____

_____ Telephone: _____



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Project/Tender name:

Date of award: _____ Date of
completion _____

C.3 Client name:

Contact person:

Telephone:

Project/Tender name:

Date of award: _____ Date of
completion _____

N.B certificates of similar services completion should be attached.

Section D: Current Contract Commitments/Contract in Progress

Bidders should provide information on their current commitments on all contracts that have been awarded or for which a letter of acceptance has been received, or for contracts approaching completion but for which a full completion certificate has yet to be issued. The aim of this section is to assess whether the bidder is actively involved in business he/she is bidding for.

Name of Client	Name of contract	Start date	Estimated completion date

Section E: Authorization

Signature of Company's authorized representative:

_____ Date _____

Name:

_____ Title _____