

# SOCIETY FOR FAMILY HEALTH RWANDA



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## **TENDER: SUPPLY OF TYRES FOR SFH VEHICLES**

**Tender Reference Number:** 007/ TYRE SUPPLY /SFH/2023

**Procurement Method:** National Open Competitive Tender

**DECEMBER,2023**

## Title of the Tender: SUPPLY OF TYRES FOR SFH VEHICLES

SOCIETY FOR FAMILY HEALTH RWANDA (SFH Rwanda) wishes to sign a contract with a Tyre Supply Tender registered company located in Kigali City that will provide Supplies to SFH Rwanda; all in a supply agreement for two years with renewable possibility under indefinite quantity Framework Supply contract (IQC).

Bidders are encouraged to respond with their best price initially, as there may not be an opportunity to submit revised bids. All offers should be on a *fixed prices* basis and should be submitted in a sealed envelope to SFH Rwanda reception.

### General Information about SFH Rwanda

SFH is a non-profit organization, established in 2012 under the laws of Rwanda. SFH is organized exclusively for social marketing purposes, with primary focus in public health.

Society for Family Health (SFH) Rwanda, P.O BOX: 3040, Kigali –Rwanda; Located on King Faisal Hospital Road, Plot No: 233, KG 501 Street, Kacyiru.

### PART I: TENDER SUMMARY

SFH Rwanda invites you to bid through a competitive tender process on equal ground; please read the tender package carefully and comply with all submission guidelines using the tender reference number above for all correspondences. Failure to comply with submission guidelines may prompt SFH Rwanda to disqualify your submission.

The table below provides basic information about the Supply Tender for different tyres sizes for vehicles; including the proposed type of award contract should the Company be selected from this process.

<b>TENDER SUMMARY</b>	
Supply being tendered	VEHICLE TYRES
Type of contract planned	Two years supply contract, renewable
Date tender launched	<b>20<sup>th</sup> December 2023</b>
Submission deadline	<b>23<sup>rd</sup> JANUARY 2024 at 11h30 local time</b>
Public opening date	<b>23<sup>rd</sup> JANUARY 2024 at 11h45 local time</b>
Public opening location	SFH Rwanda conference room
Location of Company	ONLY Bid Companies located in Kigali City are allowed to bid
Inquiry contact email	<a href="mailto:procurement@sfrwanda.org">procurement@sfrwanda.org</a>
Deadline for Inquiries	2 days before submission deadline

## PART II: BID SUBMISSION GUIDELINES

### II.1 Format and Content of Bids

Bidders MUST comply with the format and content instructions in the table below. Failure to comply with the submission format and content below may disqualify your offer.

<b>BID FORMAT AND CONTENT</b>	
<b>N# of bid copies required</b>	Signed and stamped (1 ORIGINAL AND 1 PHOTOCOPY)
<b>Bid language</b>	English
<b>Minimum Bid Contents</b>	Signed submission letter
	Signed and stamped financial offer Bid
<b>Bid currency</b>	Rwandan Francs
<b>Bid pricing</b>	VAT Exclusive ( <i>ALL BIDDING COMPANIES MUST BE ABLE TO OFFER EBM RECEIPTS</i> )
<b>Bid validity</b>	At least 90 days from bid receipt
<b>Bid submission format</b>	Hand delivery by hard copy in a sealed envelope signed or stamped across the seal. <b>NOTE: NO ELECTRONIC SUBMISSION ALLOWED</b>
<b>Complete Bid submission Address</b>	<b>SFH RWANDA</b> “TYRE Supply Tender” Attention: Executive Director BP 3040; on King Faisal Hospital Road; Kigali, Rwanda. Telephone: 0788305685 Tender Ref. N#: 007/ TYRE SUPPLY /SFH/2023

### II.2 Submission and Handling of Bids

(a) Bids are to be delivered by hand delivery/courier in a sealed envelope at SFH Rwanda reception desk to the submission address above in section II.1.

(b) In order to be considered, the original bid must be received at the above address or number (as applicable) no later than the submission deadline in Part 1. Bidders are solely responsible to ensure the timely receipt of their bids. Bids received after the date and time required will generally not be considered unless no other bids are received.

(c) Bids must follow the format and content described in section II.1. Incomplete bid or bids which do not follow the submission guidelines may be disqualified from consideration. Each

bid must include a manually signed, stamped fully binding one original Bid, and one (1) copy, valid for ninety (90) days after the Last Bid Receipt Date.

(d) Bids will be opened in public on the Public Opening Date and Location in Part 1.

(e) Once opened, bids will be held secure and intact. Reasonable efforts will be made to protect them from loss, alteration, or disclosure to any person other than SFH Rwanda, or any person unauthorized by SFH Rwanda. However, SFH Rwanda will not be liable to any bidder for any failure to comply with this Section 2.4(f).

(f) Bids may not be altered, corrected or withdrawn after the Last Bid Receipt Date. In exceptional cases, SFH Rwanda may, at its sole discretion, permit correction of arithmetic errors, transposition errors, or other clerical minor mistakes. This is only possible in cases where SFH Rwanda can clearly identify the mistake and where the intended bid can be established conclusively on the face of the submission.

Beyond arithmetic errors, transposition errors, or other clerical minor mistakes, no mistakes alleged by a bidder after the Submission Deadline will be permitted to be corrected.

### **PART III: TECHNICAL SPECIFICATIONS AND ESTIMATED QUANTITIES REQUIRED**

The company must ensure the quality standards of the materials and should have sufficient stock and operating address that will be verified upon the visit by SFH tender committee delegated members.

<b>S/N</b>	<b>TYRE SIZE:</b>	<b>QUANTITY</b>	<b>UNIT COST VAT 18% EXCLUSIVE WITH DELIVERY AT KACYIRU WAREHOUSE</b>	<b>DELIVERY TIME FROM DATE OF RECEPTION OF AN APPROVED LPO</b>
1	265/65 R17	1		
2	750 R16	1		
3	235/70 R16	1		
4	265/65 R17	1		
5	265/60 R18	1		
6	245/75 R16	1		

	<b>OTHER SERVICES</b>	<b>QUANTITY</b>	<b>UNIT COST VAT 18% EXCLUSIVE</b>
7	TYRE FITTING AND WHEEL ALIGNMENT & BALANCING	1	
8	WHEEL ALIGNMENT AND BALANCING - SPLIT RIM	1	

### **TYPES OF VEHICLES THAT WILL USE THE TYRES ARE:**

1. TOYOTA PRADO
2. LAND CRUISER HARD TOP
3. TOYOTA HILUX
4. TOYOTA VIGO- REVO
5. MITSUBISHI PAJERO
6. ISUZU FUSO 3.5 T

## **PART V: STANDARD PROVISIONS**

### **V.1 Definitions and Headings**

Except otherwise provided contrary to what is herein, all time periods specified shall be consecutive calendar days. The term “Tender Package” refers to the entire document, including all attachments thereto. Any headings contained in the text of the Tender Package are for reference only, and do not alter, limit, or waive the content of the full provisions.

### **V.2 Donor Guidelines and Policies**

(a) The procedures followed by SFH Rwanda in making any award and contract resulting from this Tender Package, as well as the terms and conditions of such award and contract, will be based on the SFH Rwanda *Procurement Manual*.

(b) Prospective companies providing this service should also note that a primary requisite for SFH Rwanda is to obtain the most valuable offer on the current market. Whenever possible, bids are sought on a competitive basis, and all prices offered will be subject to detailed scrutiny and, possibly, negotiation, if necessary, to ensure reasonable contract price is obtained.

### V.3 Tender Package

This Tender Package should not be considered an award or contract as it is intended solely for the provision of information to prospective service providers.

### V.4 Review of Tender Package

Prospective service providers are solely responsible to examine carefully all of the terms and conditions of this Tender Package. Failure to do so will be at the prospective supplier's risk and expense, and any items requested by SFH Rwanda but not submitted by bidder are grounds for disqualification from the tender.

Any ambiguities in the technical specifications and standards or inconsistencies between or among the various provisions of the Tender Package shall be resolved against the prospective Service provider if she/he fails to seek clarification prior to award.

### V.5 Probity and Ethics

In the purchasing efforts SFH Rwanda follows, and by virtue of the submission of their bids, all bidders commit to follow the guidelines contained in the SFH Rwanda *Procurement Manual*.

### V.6 Language

All documents submitted in response to this Tender Package, as well as all correspondences in connection with the Tender Package, shall be in the language specified in Section II.1, always in English. The final contract will be written and signed in English.

### V.7 Inquiries

Inquiries concerning this Tender Package and any return bid(s) must be submitted in writing ten days before the submission deadline to permit a thorough and accurate response by SFH Rwanda. Such inquiries shall be sent by telephone at +250(0) 788305685 or by email through [procurement@sfrwanda.org](mailto:procurement@sfrwanda.org) using the contact information included in Section II.1. SFH Rwanda is under no obligation to consider or respond to questions that are not received in a timely manner.

### V.8 Evaluation of Bids

#### A. ADMINISTRATIVE CRITERIA

The bidders must provide the following administrative documents:

- Copy of **Business Registration certificate** or Certificate of domestic Company Registration from RDB
- Submission of a **Bid guarantee equal to 2%** of your **total bid Cost** for the LOT from any reputable financial institution (Bank, Insurance Company.....)

- Valid Original **tax clearance certificate** (attestation de non-creance) From RRA
- Copy of the **Manufacturer's authorization Certificate** to distribute TYRES in Rwanda
- The Company must have **at least 2 years of experience** operating in Rwanda.
- Proof of payment of a non-refundable fee of Fifty thousand Rwandan francs (**50,000Rwf**) paid into:

**Bank Name:** Access Bank (Rwanda) Ltd

**Account Name:** SOCIETY FOR FAMILY HEALTH RWANDA

**Account Number:** 1002190101953001

**Currency:** RWF

The Company that will not have filled any of aforesaid conditions will be eliminated and their bids will not be considered for the next evaluation stage.

#### **B. TECHNICAL CRITERIA 40%**

- At **least three (3)** Good Completion Certificates/ Recommendations letters and or related contracts from former/current clients with full contact names and addresses scored **at 15%**
- Delivery time: Shortest delivery time in Calendar days offered will be most preferred scored **at 5%**
- Materials should be visible with some in stock as proof of operating business (*To be visited by the Internal Tender evaluation team*) scored **at 20%**

#### **C. FINANCIAL CRITERIA 60%**

The financial criteria to be followed will be based on the lowest price that will be most preferred after the Technical criteria score. The overall winner will be determined after combining both Technical and Financial Scores for companies that have been prequalified.

#### **V.9 AMENDMENTS**

If at any time prior to award SFH Rwanda deems there to be a need for a significant modification to the terms and conditions of this Tender Package, SFH Rwanda will issue such a modification as a written Tender Package amendment to all competing bidders using an addendum posted through all the channels used in sending out the tender package. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any Tender Package term or condition, and no bidder shall rely on any such statement.

#### **V.10 PRICE VERIFICATION**

If adequate competition is not achieved in the tendering process, the right is reserved for any otherwise compliant bid to be referred to SFH Rwanda who may, at their discretion, authorize a price verification exercise to be undertaken on their behalf by an organization or delegated SFH Staff. In such an eventuality, the bidder will be required to give details of the services tendered for, together with details of any costing used or undertaken in preparing the bid.

#### **V.11 EXTENSION OF BID VALIDITY DATES**

When necessary and appropriate under the circumstances, SFH Rwanda may request bidders, in writing, to extend the validity period of their bids and Bid Securities (if any). A bidder may refuse to extend its bid; however, its bid will be disqualified. A bidder agreeing to extend will not generally be permitted or required to modify their bid in any manner other than to extend it.

#### **V.12 REJECTION OF TENDERS**

(a) SFH Rwanda is not bound to accept the lowest bid and reserves the right to reject any tender in whole or in part and to reject any or all tenders without assigning any reason. Circumstances in which rejection of all bids may occur include, without limitation, the following:

- (1) none of the bids is adequately responsive to the specifications,
- (2) there is evidence of insufficient competition,
- (3) the lowest bid exceeds the estimated value or funds available and cannot be reduced by negotiation,
- (4) the quality of the tender is deemed insufficient
- (5) Technical/ financial bases of procurement have changed materially prior to the award, or
- (6) The prices of the bid are obviously and clearly high.

#### **V.13 TERMS OF AWARDS**

- (a) All awards are subject to the availability of adequate funds from SFH Rwanda and the receipt of all required approval from SFH Rwanda and the donors.
- (b) Upon receipt of SFH Rwanda and/or the indenter's approval of the recommended award, to the extent required, SFH Rwanda will send a Notice of Award to the winning bidder and will inform unsuccessful bidders that they have not been selected.

#### **IV.14. Notification of Tender Award**

The bidder whose proposal attains the highest score, in accordance with the evaluation criteria in the present request for proposals shall be selected for award, subject to satisfactory conclusion of negotiations if deemed necessary.



The procuring entity shall notify the successful bidder of its selection results and at the same time inform other unsuccessful bidders of the decision. In the absence of a challenge by any other bidders within seven (7) days of the notice, the contract shall be signed by both parties.

**IV.15. PAYMENT TERMS**

SFH Rwanda undertakes to pay 100% of invoice after delivery of order with submission of delivery note, EBM invoice and with your Bank account details to its satisfaction and this will be paid within 15 working days upon reception of an invoice.

SFH Rwanda welcomes your bid in this competitive process,

Sincerely,

Manasseh GIHANA WANDERA  
**Executive Director**