

Rwanda Interfaith Council on Health

Salesians of Don Bosco (Provincial house)

KN 14 Avenue 45 — Kigali

28th January 2021

TITLE: REQUEST FOR PROPOSAL FOR PROVISION OF SERVICES RELATED TO DESIGNING, PRINTING, AND BRANDING OF I.E.C MATERIALS AND PROMOTIONAL ITEMS

Date of Submission: Not later than 9:00 a.m. 2nd February 2021, Kigali Time.

INTRODUCTION

The Rwanda Interfaith Council on Health (RICH) is a non-governmental organization that was established in 2003 with initial mission of contributing to national HIV response through effective coordination of FBOs interventions for HIV prevention and response in Rwanda. Although RICH was initiated for HIV, it is now involved in other health issues such as maternal and infant health, malaria, tuberculosis, nutrition, hygiene, sexual and reproductive health etc. This change was due to the expansion of scope of work from the HIV response that was the initial mission to the Health Promotion in general.

The Rwanda interfaith Council on Health -RICH is hereby inviting, by present invitation to tender, sealed bids from eligible and qualified **local** bidders for the **provision of services related to designing, printing, and branding of I.E.C materials and promotional items**. Participation in the competition is open on equal conditions to all companies or enterprises specialized in the field with a valid trading license and allowed to bid for tenders.

REQUIREMENTS TO BID

- Application letter addressed to RICH's executive secretary
- Valid Trade license
- Valid RRA Tax clearance Certificate
- Indicate the delivery time and/or confirmation that stock is locally available
- The financial proposal in RWF and price exclusive and inclusive of all taxes (kindly clarify those taxes e.g. VAT, duties, etc.).
- Three (3) recommendation/reference letters from previous clients for similar supplied items.

SELECTION CRITERIA

- Best Price, payment terms, delivery terms (40%)
- Benefits or other services included in the price (20%)
- The quality and authenticity of the trademark of goods/services requested (40%)
- Past collaboration with FBOs is a considerable added value

PROJECT SUMMARY

- Rwanda Interfaith Council on Health-RICH is looking for a competent company that fulfills the stated requirements to provision of printing services
- Below are the printing services required:

1. Graphic Design
2. Banners
3. Pull ups
4. Flyers
5. Tear Drops Banners
6. Pamphlets
7. T-shirts
8. Face Masks
9. Newsletters
10. Booklets
11. Backdrop banners
12. Branded folders
13. Booklets printing

N.B: this is a not an exhaustive list, once the partnership has been agreed and there is a need for other articles non mentioned in the list, both parties shall come to mutual agreement to ensure procurement of the articles.

TIME FRAME

The Selected supplier shall sign an agreement with RICH which extends at least up to **30th June 2022** with a possibility of extension

RESERVATIONS

Any file submitted to respond to this call for tenders becomes the property of RICH, which, at its sole discretion, reserves the right to:

- Disqualify any proposal on the basis of the offer or failure to follow the instructions in the solicitation,
- Extend the time for submitting all responses to the Request For Proposals after notification to all bidders,
- Terminate or modify the tender process at any time and resume it,
- Award the contract to the shortlisted bidders on the basis of the selection criteria,

RICH will not compensate bidders for the preparation of their bids,

RICH is under no obligation to order a minimum or maximum quantity of goods and makes no financial or other commitment.

BIDDING PROCEDURES

Well prepared bids, shall be sent to RICH through its electronic addresses info@rwandainterfaith.org and richrwanda@gmail.com not later than Tuesday, 5th February 2021 at 4:00 pm local time. Late bids will simply be rejected.

The offers must remain valid for 60 days from the deadline of submission.

There will be no public opening due to the COVID-19 pandemic. Bidding will be conducted in accordance RICH procurement procedure. The selected bidder shall be contacted for further steps including the signature of the agreement.

Interested eligible bidders may obtain further information from RICH at the email address info@rwandainterfaith.org.

Done at Kigali on 28th January 2021

Gatete Jean Marie Vianney

Executive Secretary

Rwanda Interfaith Council on Health

