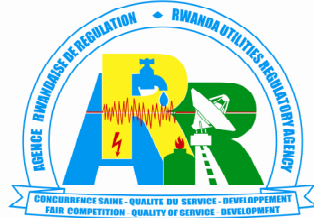


**REPUBLIC OF RWANDA**



**RWANDA UTILITIES REGULATORY AGENCY**

**[RURA]**

**REQUEST FOR PROPOSALS**

<b>Title of the Tender:</b>	<b>INVENTORY OF ASSESTS OF RURA AND COMPUTERIZATION OF PROPERTY MANAGEMENT OF RURA</b>
<b>Tender Reference Number:</b>	<b>CONSULTANCY SERVICES N° 01/RURA/2009</b>
<b>Procurement Method:</b>	<b>National Open Competitive Bidding</b>
<b>Date of Issue:</b>	<b>19/02/ 2009</b>

**REPUBLIC OF RWANDA**



**RWANDA UTILITIES REGULATORY AGENCY**

**B.P 7289**

**TEL 0755501001**

**FAX: 584563**

**Email: [arms@rwanda 1.com](mailto:arms@rwanda1.com)**

**KIGALI**

**TENDER NOTICE N° 01/RURA/2009**

**TITLE:** INVENTORY OF ASSETS OF RURA AND COMPUTERIZATION OF PROPERTY MANAGEMENT OF RURA

**TYPE OF TENDER:** CONSULTANCY SERVICES

**SOURCE OF FOUNDING:** ORDINARY BUDGET OF RURA 2008

The Rwanda Utilities Regulatory Agency (RURA) hereby invites bidders to submit for the tender of inventory of assets of rura and computerization of property management of rura

Participation is open to all competent audit firms that fulfil qualifications and requirements described in the Tender Document to be obtained at the RWANDA UTILITIES REGULATORY AGENCY P.O.Box: 7289 Kigali, Tel: 0755501001 , Fax: (250) 584563 from 19/02/2009 at Kiyovu ex Fair House.

The bids conveniently bound and presented in English and in four copies of which one is original and three copies, must reach in sealed envelopes the Director General of Rwanda Utilities Regulatory Agency not later than 20/03/2009 at 10:00 a.m

The opening of the bids shall take place on the same day at 11:00 a.m in the conference room of the Rwanda Utilities Regulatory Agency.

Done at Kigali .....

**Col. Diogène MUDENGE**  
**Director General**

## **SECTION 1. INSTRUCTIONS TO CONSULTANTS**

### **DEFINITIONS**

- (a) “Client/Procuring Entity” means the agency with which the selected Consultant signs the Contract for the Services.
- (b) “Consultant” means any entity or person that may provide or provides the Services to the Client under the Contract.
- (c) “Contract” means the agreement between the procuring entity and the successful bidder.
- (d) “Data Sheet” means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- (e) “Day” means calendar day.
- (f) “Government” means the Government of the Republic of Rwanda.
- (g) “Personnel” means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; “Foreign Personnel” means such professionals and support staff who at the time of being so provided had their domicile outside the Government’s country; “Local Personnel” means such professionals and support staff who at the time of being so provided had their domicile inside the Government’s country.
- (h) “Proposal” means the Technical Proposal and the Financial Proposal.
- (i) “Services” means the work to be performed by the Consultant pursuant to the Contract.
- (j) “Sub-Consultant” means any person or entity with whom the Consultant subcontracts any part of the Services.
- (k) “Terms of Reference” (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

## **1. Introduction**

1.1 The consultants are invited to submit a Technical Proposal and a Financial Proposal, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.

1.2 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

### **Single Proposal**

Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

## **1. PREPARATION OF PROPOSALS**

In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

- **Language**

Documents to be issued by the Consultants as part of this assignment will be in English.

- **Technical proposals content and format**

Consultants are required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP) with out any financial information. A Technical Proposal containing financial information may be declared non responsive.

- **Financial proposal**

The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures.

All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

- **Taxes**

The Consultant may be subject to local taxes (such as: value added or sales tax) on amounts payable by the Client under the Contract. The Client will state in the Data Sheet if the Consultant is subject to payment of any local taxes.

## **2. PROPOSAL EVALUATION**

From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

- **Evaluation of Technical Proposals**

The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet

- **Financial Proposals for Quality Based Selection (QBS)**

In case of QCBS, the lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet:  $S = St \times T\% + Sf \times P\%$ . The Consultant achieving the highest combined technical and financial score will be invited for negotiations.

- **AWARD O CONTRACT**

- The Client shall award the Contract to the best selected consultants, and promptly notify all artists who have submitted proposals. After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.
- The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

- **CONFIDENTIALITY**

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the law on public procurement.

### **3. DOCUMENTS TO BE SUBMITTED BY THE BIDDER**

- ✚ Bid submission letter duly signed, dated and stamped
- ✚ Bidders will provide a copy of valid trade licence
- ✚ A notified copy of valid tax clearance certificate awarded by Rwanda Revenue Authority
- ✚ A notified copy of valid clearance certificate of compliance issued by Social Security Fund of Rwanda
- ✚ A bid Security of 2 % of the total amount of bid offered by a reputable bank.
- ✚ Two references of similar tenders executed

### **4. REVISION OF PRICE**

The prices invoice's by a bidder should not vary during the execution of the contract compared to the prices indicated in its offer. They are firm and non revisable during all the term of the contract

### **5. THE LITIGATIONS**

The administration and the bidder will make all the required efforts to by amicable agreement regulate the disagreement or litigations which could occur between them during the execution of the market. If one week after the beginning of the negotiations by amicable agreement, the administration and the bidder were unable to regulate a litigation born of the execution of the contract, the litigation will be subjected near the courts of competent jurisdiction.

## SECTION 2. INSTRUCTIONS TO CONSULTANTS, DATA SHEET

### INSTRUCTIONS TO CONSULTANTS, DATA SHEET

Paragraph Reference	
1.1	Name of the Client: RWANDA UTILITIES REGULATORY AGENCY <hr/> Method of selection: <b>National Open Competitive Bidding</b> <b>QUALITY /COST BASED SELECTION</b>
1.2	Financial Proposal to be submitted in one envelop separated with another for Technical Proposal: <b>YES</b> Name of the assignment is: <b>“INVENTORY OF ASSESTS OF RURA AND COMPUTERIZATION OF PROPERTY MANAGEMENT OF RURA”</b>
1.3	The Client’s representative is: <b>Col. Diogène MUDENGE, Director General</b>
3.1	Proposals shall be submitted in <i>ENGLISH</i>
3.2	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: <b>No</b>
3.3	The Consultant to state local cost in the national currency: <b>YES</b>
3.4	The duration of the assignment is 60 days calendar, from the signature of the contract.
4.1	Bids typed well written appropriately bound and presented in four copies of an original and three copies, must be submitted under closed folds to the Rwanda Utilities Regulatory Agency headquarters in Kiyovu, FAIR Building 5 <sup>th</sup> floor not later than <b>20<sup>th</sup> March 2009 at 10: 00 am</b> local time prompt. Late bids will be rejected. The bid

	will be opened on the same day at <b>11.00 am</b> local time prompt.
<b>4.2</b>	Bids must be submitted to the Rwanda Utilities Regulatory Agency no later than the following date and time : No later than <b>20/03/2009 at 10h00 am (local time prompt).</b>
<b>5.1</b>	<p>Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p style="text-align: right;"><u>Points</u></p> <p>(i) Specific experience of the consultants relevant to the assignment: [40%]  [have an experience of 3 years in relevant assignment and present certificate showing the similar activities realised ]</p> <p>(ii) Adequacy of the proposed methodology and work plan in responding to the Terms of Reference [60%]</p> <p style="text-align: right;">Total points for criterion : [100%]</p> <p>The minimum technical score <math>S_t</math> required to pass is:(70)</p>
<b>5.3</b>	<p>The formula for determining the financial scores is the following:  <math>S_f = 100 \times F_m / F</math>, in which <math>S_f</math> is the financial score, <math>F_m</math> is the lowest price and <math>F</math> the price of the proposal under consideration.</p>

### **SECTION 3. TECHNICAL PROPOSAL - STANDARD FORM**

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Organization and Experience

A Consultant's Organization

B Consultant's Experience

TECH-3 Description of the Approach, Methodology and Work Plan for Performing the Assignment

TECH-4 Curriculum Vitae (CV) for Proposed Professional Staff

TECH-5 Work Schedule

**FORM TECH-1 : TECHNICAL PROPOSAL SUBMISSION FORM**

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[*Location, Date*]

To: [*Name and address of Client*]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [*Insert title of assignment*] in accordance with your Request for Proposal dated [*Insert Date*] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope<sup>1</sup>.

We are submitting our Proposal in association with: [*Insert a list with full name and address of each associated Consultant*]<sup>2</sup>

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.11 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

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- 
- 1 [*In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: “We are hereby submitting our Proposal, which includes this Technical Proposal only.”*]
  - 2 [*Delete in case no association is foreseen.*]

**FORM TECH-2 CONSULTANTS 'S ORGANIZATION AND EXPERIENCE**

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**A - Consultatnts's Organization**

*[Provide here a brief (two pages) description of the background and organization of your Consultant/entity and each associate for this assignment.]*

## B – Consultant’s Experience

[Using the format below, provide information on each assignment for which your Consultant, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in currency: US\$, Euro, RWF, etc...):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N <sup>o</sup> of staff-months of the assignment:
Address:	Approx. value of the services provided by your Consultant under the contract ( <i>in currency: US\$, Euro, RWF, etc...</i> ):
Start date (month/year): Completion date (month/year):	N <sup>o</sup> of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your Consultant involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	

Description of actual services provided by your staff within the assignment:

Artist's Name: \_\_\_\_\_

**FORM TECH-3      DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR  
PERFORMING THE ASSIGNMENT**

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The technical design, the methodology and the scheme of work are the essential components of the technical Proposal. It is suggested to present the technical Proposal as follows:

- a) Technical design and methodology,
- b) Scheme of work
- c) Organization and personnel

a) Technical design and methodology: In this chapter, it is suggested to explain the way in which you consider the objectives of the assignment, the design, methodology to use in carrying out the activities to obtain the expected results.

b) Scheme of work: In this chapter, you will propose the main activities which include the assignment, their nature and duration, spreading out and interrelationships and the dates of presentation of the final logo

c) Organization and personnel, In this chapter, you will propose the structure and the composition of your team



**FORM TECH-5 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

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**1. Proposed Position** [*only one candidate shall be nominated for each position*]: \_\_\_\_\_

**2. Name of artist** [*Insert name of Consultant proposing the staff*]: \_\_\_\_\_

\_\_\_\_\_

**3. Name of Staff** [*Insert full name*]: \_\_\_\_\_

**4. Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_

**5. Education** [*Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment*]: \_\_\_\_\_

\_\_\_\_\_

**6. Membership of Professional Associations:** \_\_\_\_\_

\_\_\_\_\_

**7. Other Training** [*Indicate significant training since degrees under 5 - Education were obtained*]: \_\_\_\_\_

\_\_\_\_\_

**8. Countries of Work Experience:** [*List countries where staff has worked in the last ten years*]: \_\_\_\_\_

\_\_\_\_\_

**9. Languages** [*For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing*]: \_\_\_\_\_

\_\_\_\_\_

**10. Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:*

From [Year]: \_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_

<p><b>11. Detailed Tasks Assigned</b></p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p><b>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</b></p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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**13. Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

\_\_\_\_\_  
*[Signature of staff member or authorized representative of the staff]* Date: \_\_\_\_\_  
*Day/Month/Year*

Section 3 – Proposition Technique –Formulaire Type

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Full name of authorized representative: \_\_\_\_\_

**FORM TECH-6 WORK SCHEDULE**

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N°	Activity <sup>1</sup>	Months <sup>2</sup>									
		1	2	3	4	5	6	7	8	9	10
1											
2											
3											
4											
5											
n											

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

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**Section 4. Financial Proposal - Standard Forms**

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

**FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM**

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[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.11 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below<sup>2</sup>:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

---

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Consultant: \_\_\_\_\_

Address: \_\_\_\_\_

- 
- 1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.
  - 2 If applicable, replace this paragraph with: “No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution.”

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**FORM FIN-2 SUMMARY OF COSTS**


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<i>Item</i>	<b>Costs</b>			
	<i>[Indicate Foreign Currency # 1]<sup>1</sup></i>	<i>[Indicate Foreign Currency # 2]<sup>1</sup></i>	<i>[Indicate Foreign Currency # 3]<sup>1</sup></i>	<i>[Indicate Local Currency]</i>
Total Costs of Financial Proposal <sup>2</sup>				

- 1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.
- 2 Indicate the total costs, net of local taxes, to be paid by the Client in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.

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## **SECTION 4. TERMS OF REFERENCES**

### **1. Global terms**

The tender consists of supplying RURA with a non-vertical software solution that will track fixed assets, removable assets and will manage stock in RURA. In addition; the said software should provide RURA with the necessary tools to create invoices, credit notes and quotation (pro-formas). The tender also consists of the physical codification and inventory of RURA equipments and office supplies currently in stock. Finally the tender includes also production of guidelines on stock management and training to end-users on the said software.

### **2. The solution must:**

- Include fixed asset management programs with versions suited for medium-sized organizations, RURA taken as example.
- Be able to manage assets throughout their entire lifecycle from acquisition to disposal and offer expanded Report Writing capabilities.
- Allow the users to set stock thresholds (minimum and maximum quantity in the stock) for office supplies and incorporates automatic alert systems about the above thresholds to remind the store keeper the appropriate time to restock.
- Include new Assets Snapshot reporting which gives users instant command over fixed assets via an easy, at-a-glance graphical summary of important fixed asset data...
- Organize fixed assets in an easy-to-view format and perform complex depreciation calculations quickly and easily.
- Give unparalleled assets inventory tracking and reconciliation capabilities. Using state-of-the-art bar code technology, including Windows CE and Palm OS bar code devices, the solution will create and track physical inventories quickly and accurately, seamlessly integrates with SAGE line 100 accounting software that RURA currently has.
- Produce quickly quotations and pro-formas and be able to convert them into invoices.
- Produce quickly invoices and credit notes. The invoicing system will allow for the tailoring of standard reports and the creation of custom ones.  
Save invoice templates for recurring usages: weekly, monthly, quarterly or user-defined basis.
- Permit to create invoices in more than one currency.
- Allow pricing to be inclusive or exclusive of VAT,  
Support individual customer price lists. The successful bidder will be given an opportunity to ask for further clarification on the movable and fixed assets susceptible to be codified and to suggest some recommendations on the existing structure.

### **3. Elements to consider:**

- The inventory report needs to show clearly name, location, the serial number of the asset (if any) and state of the assets at the time of inventory.
- The same report will also include locations in the stock shelves for office supplies which are identical to physical codifications on the same locations.
- The bidder will insure that the solution offer interfaces for data capture as well as system administration in order to facilitate systematic inventory of assets and office supplies.

#### **4. Architecture**

The department that will use this software should be able to make basic requests via desktop interface and produce reports in a client-server infrastructure.

#### **5. Qualifications**

The bidder should meet the following conditions:

- To have offered similar solution in a good number of institutions will be an advantage.
- To have troubleshooting skills in relational database infrastructures will be a must.
- Technical and financial offers signed and stamped in due form will be submitted.
- Reference documents of different services provided if any.
- Published statute in official gazette
- Any other documents which indicate the technical expertise.

##### **a. Execution time**

Delivery time is in **60** days since the day of the contract signature. The physical codifications on RURA equipments, assets locations; delivery and installation of the software and the training should be completed within that period.

##### **b. Temporary reception**

Temporary reception will be done after the above Delivery.

**C. Final reception**

The final reception will be done after submission of the inventory report, the guidelines of stock management and after insuring run-time of the software

**D. Guarantee**

The supplier must give guarantee that the service to provide is the most recent model and comprises the very last improvements in terms of conception and real response. The time for that guarantee is fixed to 1 year from the reception of the final reports. He must provide all types of technical support in that period.