

REPUBLIC OF RWANDA



NATIONAL INSTITUTE OF STATISTICS OF RWANDA  
P.O. BOX 6139 KIGALI-RWANDA  
WEBSITE: [www.statistics.gov.rw](http://www.statistics.gov.rw)  
E-MAIL: [info@statistics.gov.rw](mailto:info@statistics.gov.rw)

Letter of Invitation (LOI)

**LETTER REFERENCE NUMBER: 104/S/IO/QCBS/2012/NISR/SMRP'S UNIT/NSDS BASKET FUND.**

**TITLE OF THE CONSULTING SERVICE: RECRUITMENT OF AN INTERNATIONAL CONSULTING FIRM TO HELP NISR TO DEVELOP A STRATEGY FOR DEVELOPING A MODERN STATISTICAL CENTRE INCLUDING A LIBRARY.**

**TENDER REFERENCE NUMBER: 104/S/IO/QCBS/2012/NISR/SMRP'S UNIT/NSDS BASKET FUND.**

**PROCUREMENT METHOD: QUALITY COST BASED SELECTION (QCBS)**

**LETTER OF INVITATION ADDRESSED TO THE FOLLOWING CONSULTING FIRMS:**

**1. Drakkar Ltd Boulevard de l'Umuganda**

Opposite Adventist University of Central Africa  
P.O Box 4435 Kigali-Rwanda  
TEL.: 07 88 31 28 39  
E-MAIL: [hlydie@drakkarworld.com](mailto:hlydie@drakkarworld.com)

**2. DE STRICKER ASSOCIATES**

Ulla de Stricker/Toronto  
Sylvia Piggott/Montreal  
Ernie Boyko/Ottawa  
+ 16135948059/+16132902804  
E-MAIL: [boykern@yahoo.com](mailto:boykern@yahoo.com), [spiggott@sympatico.ca](mailto:spiggott@sympatico.ca)

**3. Information and Records Management Consultants**

Records Management and Library Automation Consultancy  
P.O Box 31413, UGANDA-KAMPALA  
TEL.: +256 712 852 138  
E-MAIL: [irm@easlis.mak.ac.ug](mailto:irm@easlis.mak.ac.ug) or [jbmuwanguzi@gmail.com](mailto:jbmuwanguzi@gmail.com)

1. The National Institute of Statistics of Rwanda (NISR) has received funds from Basket Fund support to NISR towards the cost of the consulting service related to the " **RECRUITMENT OF AN INTERNATIONAL CONSULTING FIRM TO HELP**



**NISR TO DEVELOP A STRATEGY FOR DEVELOPING A MODERN STATISTICAL CENTRE INCLUDING A LIBRARY**". The Client intends to apply a portion of the funds to eligible payments under the contract for which this Request for Proposal (RFP) is issued.

2. The National Institute of Statistics of Rwanda (NISR) invites qualified shortlisted firms selected during the evaluation of Expressions of Interest (EOI) submitted on 09<sup>th</sup> July 2012 to submit their technical and financial proposals separated. The participation is open on equal conditions to all specialized consulting firms being reproduced to the letter of invitation.

This expression of interest was **advertised** in the newspaper Imvaho Nshya n°2258 of 25<sup>th</sup> March 2012 Page 17, on DG market website, Public Notice Boards Outside of NISR offices, East African Business Week of 26<sup>th</sup> March to 1<sup>st</sup> April 2012 on 23<sup>rd</sup> pages, in The New Times and NISR website and **re-advertised for the second time** in the newspaper Imvaho Nshya n°2346 of 21<sup>st</sup> June 2012 on Page 20, DG market, Public Notice Board Outside NISR offices and NISR website in order to interest bidders to express their interest to allow NISR to make a short list of capable consulting firms.

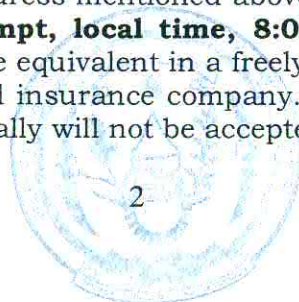
3. The Request For Proposal (RFP) written in English may be obtained at the National Institute of Statistics of Rwanda (NISR) starting from **24<sup>th</sup> September 2012 from 08:00 hours prompt, local time, 6:00 GMT to 17H00' (working days) hours prompt, local time, 15:00 GMT** by presentation of a payment slip of a non-refundable fee of Ten Thousand Rwandan Francs (**Rwf 10,000**) account non-fiscal revenues or the equivalent in a freely convertible currency deposited to the account N° 120.00.46 "**non-fiscal Revenues**" of Rwanda Revenue Authority open at the National Bank of Rwanda.

Please mention on the deposit slip: **"PURCHASE OF RFPn°104/S/IO/QCBS/2012/NISR/SMRP'S UNIT/NSDS BASKET FUND."**

4. The consulting firms interested may obtain additional information at the following address:

The Procurement Office of NISR, avenue de la Justice, P.O Box 6139, Kigali, Tel.:+250-252 571035, Fax :+250-252 57 07 05, E-mail : [info@statistics.gov.rw](mailto:info@statistics.gov.rw), website: [www.statistics.gov.rw](http://www.statistics.gov.rw) starting from 20<sup>th</sup> September 2012 from 08:00 hours prompt, local time, 6:00 GMT to 17H00' (working days) hours prompt, local time, 15:00 GMT.

5. Well printed technical and financial proposals written in French or English language, properly bound and presented in **four (4) copies** one of which is the **original** and **three (3) are the copies** must reach to the Director General of NISR, avenue de la justice, P.O Box 6139, Kigali, E-mail : [info@statistics.gov.rw](mailto:info@statistics.gov.rw), website: [www.statistics.gov.rw](http://www.statistics.gov.rw) at the address mentioned above not later than **13<sup>th</sup> November 2012 at 10:00 am, hours prompt, local time, 8:00 GMT** accompanied by a **bid guarantee of Rwf 750,000** or the equivalent in a freely convertible currency issued by a reputation bank or a registered insurance company. Late proposals will be rejected and the proposals sent electronically will not be accepted.



6. Place of submission: Central Secretariat of NISR.

7. Only the technical proposals will be opened in the presence of bidders or their representatives who choose to attend on the same day at **10:15 am, hours prompt, local time, 8:15 GMT.**

8. A consulting firm will be selected under the procedures described in the Request For Proposal (RFP), in accordance with the Law on Public Procurement N° 12/2007 of 27/03/2007 and Ministerial Order N° 001/08/10/MIN of 15/01/2008 establishing regulations on public procurement and standard bidding documents and in accordance with the policies of the International Development Association (IDA) detailed in the Guidelines - Selection and Employment of Consultants by World Bank Borrowers which can be found at the following website: [www.worldbank.org/procure](http://www.worldbank.org/procure). Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers (May 2004 edition as revised in October, 2006 and in January 2011).

**9. The address referred to above is:**

National Institute of Statistics of Rwanda, former building MINIPLAN, Nyarugenge District, Muhima Sector, KIGALI-RWANDA, avenue de la Justice, P.O Box 6139, Kigali, Tel.:+250- 252 57 10 35, Fax:+250-252 57 07 05, E-mail : [info@statistics.gov.rw](mailto:info@statistics.gov.rw), website: [www.statistics.gov.rw](http://www.statistics.gov.rw).

10. The copies will be presented in an envelope called "internal envelope", mentioning the bidder's names and address. The later will be in turn, put in another envelope known as " external envelope" mentioning the reference number of the bids as well as the following mention:

**" To be only opened in public session".**

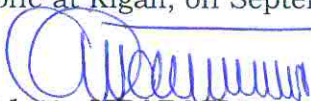
11. The proposals will remain valid for 120 days starting from the deadline for their submission. The only technical proposals will be opened on the same day **13<sup>th</sup> November, 2012 in a public session at 10:15 am prompt (8:15 GMT)**, at the National Institute of Statistics of Rwanda big conference room.

12. The Request For Proposal (RFP) is addressed only to the above short listed consulting firms.

**NB:** All information regarding tenders awarded including minutes of the NISR internal tender committee will be available upon written request to the Director General of the National Institute of Statistics of Rwanda (NISR).

The same information will also be displayed on **Public Notice Boards outside the NISR offices, NISR website and on DG market.**

Done at Kigali, on September 19<sup>th</sup>, 2012



**Odette MBABAZI,**

Deputy Director General of Corporate Services

