

REPUBLIC OF RWANDA



NATIONAL INSTITUTE OF STATISTICS OF RWANDA

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TITLE OF THE TENDER: PROVISION OF INSURANCE SERVICES FOR NISR ASSETS-OFFICE AND IT EQUIPMENTS, AND FURNITURE.

TENDER NOTICE N⁰ 022/2013-2014/NCB/DA UNIT/NISR/ORDINARY BUDGET ALLOCATED TO NISR

PROCUREMENT METHOD: NATIONAL COMPETITIVE BIDDING (NCB)

1. The National Institute of Statistics of Rwanda (NISR) received funds from the Ordinary Budget allocated to NISR for support towards the cost of procuring insurance services for NISR Assets-Office, IT Equipments, and Furniture. The Client intends to apply a portion of the funds for eligible payments under the contract for which this Invitation To Bid is issued.
2. The National Institute of Statistics of Rwanda invites qualified insurance companies to submit their offers. The participation is open on equal conditions to all specialized insurance companies registered with Trading License of Rwanda.
3. The Bidding Document in English may be obtained from the Procurement Office of the National Institute of Statistics of Rwanda starting from **18th December 2013** from 11:00 am, 9:00 GMT to 5:00 pm, 15:00 GMT after presentation of a payment slip of a non-refundable fee of Ten Thousand Rwandan Francs (**Rwf 10,000**) on the account of non-fiscal revenues or the equivalent in a freely convertible currency deposited to the **account N⁰ 120.00.46 of Rwanda Revenue Authority at the National Bank of Rwanda (NBR)**.

Please mention on the deposit slip as follows: **“PURCHASE OF SBD N⁰ 022/2013-2014/NCB/DA UNIT/NISR/ORDINARY BUDGET ALLOCATED/INSURANCE OF NISR ASSETS.**

4. The interested insurance companies may obtain additional information at the following address:

The Procurement Office of the National Institute of Statistics of Rwanda, P.O Box 6139, Tel.:+250-252 571035, Fax: +250-252 57 07 05, E-mail : eric.bugingo@statistics.gov.rw, gerald.yemukama@statistics.gov.rw, alphonse.shumbusho@statistics.gov.rw, on First Floor-Door 5 in front of DG's Office starting from 18th December 2013 from 11:00 am, 9:00 GMT to 5:00 pm, 15:00 GMT.



5. Well printed bids written in French or English language, properly bound and presented in four (4) copies one of which is the **original** and **three (3) copies**, must reach to the Director General of the National Institute of Statistics of Rwanda, avenue de la Justice, P.O Box 6139, Kigali, Tel. :(+250) -252 57 10 35, Fax :(+250)-252 57 07 05 not later than **20th January 2014 at 10:00 am, 08:00 GMT** accompanied by a **bid guarantee of Rwf 300,000** or the equivalent in a freely convertible currency issued by a reputable bank or a registered insurance company. Late bids will be rejected and the bids sent electronically will not be accepted.
6. Place of submission: Procurement Office of National Institute of Statistics of Rwanda:

Plot number KN 2 AV 36 in Village INGENZI, Cell. KABEZA, Muhima Sector, Nyarugenge District, Kigali City, Avenue de la Justice, P.O Box 6139, Tel.:+250-252 57 10 35, Fax: +250-252-57 07 05, on First Floor-Door 5 in front of DG's Office.
7. Bids will be opened in the presence of bidders or their representatives who choose to attend on the same day at **10:15 am, 08:15 GMT**. The bids will remain valid for One Hundred and Twenty (120) days starting from the deadline of submission. The offers will be opened at the National Institute of Statistics of Rwanda conference room.
8. A company will be selected under the procedures described in the Bidding Document, in accordance with the Procurement Law modifying and completing the Law n°12/2007 of 27/03/2007 on Public Procurement and Ministerial Order N° 001/08/10/MIN of 15/01/2008 establishing regulations on Public Procurement and Standard Bidding Documents.
9. 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'.
10. Delivery period: Not more than Fifteen (15) calendar days after signing the contract and receiving a final notification letter.

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 the Public Notice Board outside the NISR Offices, NISR Website, on DG Market/www.market.gov.rw and PPS.

Done at Kigali, on 16th December 2013


Odette MBABAZI
Deputy Director General of Corporate Services

