

REPUBLIC OF RWANDA



NATIONAL INSTITUTE OF STATISTICS OF RWANDA  
P.O BOX 6139 KIGALI-RWANDA  
FORMER BUILDING MINIPLAN AT MUHIMA  
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:** *n°006/S/2012-2013/QCBS/NISR/SMRP'S UNIT/NSDS BASKET FUND and other budgets allocated to NISR.*

**TITLE OF TENDER:** SEEKING A HIGHLY QUALIFIED AND EXPERIENCED INTERNATIONAL FIRM TO PROVIDE TECHNICAL ASSISTANCE IN VARIOUS STATISTICAL AREAS FOR A PERIOD OF THREE (3) YEARS.

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

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

1. Gesellschaft fur Organisation, Planung und Ausbildung mbH (GOPA Consultants) ltd  
Hindennburgring 18, 61348 Bad Homburg, Germany  
P.O Box 1541, 61285 Bad Homburg, Germany  
Tel +49-6172-930 510  
Telefax number: +49-6172-930 500  
Email: [ged@gopa.de](mailto:ged@gopa.de)  
Internet: [www.gopa.de](http://www.gopa.de)
2. Agriculture Assessments International Corporation  
2606 Ritchie Marlboro Road upper Marlboro  
Maryland 20774, Tel (301) 336-6515  
[www.aaic.net](http://www.aaic.net)
3. Oxford policy Management (OPM)  
6 St. Aldates Courtyard  
38 St Aldates  
Oxford OX1 1BN  
United Kingdom  
[www.opml.co.uk](http://www.opml.co.uk)  
Tel + 44 (0) 1865207300  
Fax +44 (0) 1865207 301  
Contact person: Christel Jacobs  
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1. The National Institute of Statistics of Rwanda (NISR) is “ **SEEKING A HIGHLY QUALIFIED AND EXPERIENCED INTERNATIONAL FIRM TO PROVIDE TECHNICAL ASSISTANCE IN VARIOUS STATISTICAL AREAS FOR A PERIOD OF THREE (3) YEARS**”. The Client intends to apply a portion of the NSDS BASKET FUND and other budgets allocated to NISR 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 by using the Request of Expression of Interest (EOI) published in the New Times of Wednesday, August 29, 2012, Imvaho nshya n° 2416 of 31<sup>st</sup> August 2012, the East African Business Week of 3<sup>rd</sup> to 9<sup>th</sup> September 2012, DG market, Public Notice Boards Outside NISR offices and NISR website submit their expression of interest in order to make a short list of consultants qualified 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.

3. The Request For Proposal (RFP) written in English may be obtained at the National Institute of Statistics of Rwanda (NISR) starting from **11<sup>th</sup> October 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 of Rwanda Revenue Authority at the National Bank of Rwanda.

Please mention on the deposit slip:

**PURCHASE OF RFP 006/S/2012-2013/QCBS/NISR/SMRP’S UNIT/NSDS BASKET FUND and other budgets allocated to NISR.**

4. The consulting firms above mentioned 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 11<sup>th</sup> October 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 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 **29<sup>th</sup> November, 2012 at 10:00 am, hours prompt, local time, 8:00 GMT** accompanied by a **bid guarantee of Rwf 1,500,000** 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 sending by electronic E-mail will not be accepted.

6. Place of submission: Central Secretariat of NISR.

7. Only 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** at the National Institute of Statistics of Rwanda conference room.

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 1, 2006 and the Current Edition will be used .

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 consulting firms 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.

12. The Request For Proposal (RFP) will be 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 October 10<sup>th</sup>, 2012

  
**Odette MBABAZI,**

Deputy Director General of Corporate Services

