

**REPUBLIC OF RWANDA**



**NATIONAL INSTITUTE OF STATISTICS OF RWANDA**

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**INVITATION TO BID**

**TITLE OF THE TENDER: TWO (2) YEARS FRAMEWORK CONTRACT FOR SUPPLY OF OFFICE STATIONERIES AND FIELD WORK MATERIALS**

**TENDER NOTICE N° 041/F/2013 -2014/DA UNIT/NISR /NSDS BF, ORDINARY BUDGET AND OTHER BUDGETS ALLOCATED TO NISR**

**PROCUREMENT METHOD: NATIONAL COMPETITIVE BIDDING (NCB)**

1. The National Institute of Statistics of Rwanda (NISR) received funds from the NSDS Basket Fund, ordinary budget and other budgets allocated to NISR for support towards the cost of procuring office stationaries and field work materials under the tender TWO (2) YEARS FRAMEWORK AGREEMENT FOR SUPPLY OF OFFICE STATIONERIES AND FIELD WORK MATERIALS with reference 41/F/2013 -2014/DA UNIT/NISR /NSDS BF, ORDINARY BUDGET AND OTHER BUDGETS ALLOCATED TO NISR

2. The Client intends to apply a portion of the funds for eligible payments under the contract for which this Invitation to Bid is issued.

3. The National Institute of Statistics of Rwanda invites qualified companies to submit their offers. The participation is open on equal conditions to all companies registered with Trading License of Rwanda.

4. The Bidding Document in English may be obtained from the Procurement Office of the National Institute of Statistics of Rwanda starting from 30<sup>th</sup> April 2014 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 N° 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 N° 41/F/2013 -2014/DA UNIT/NISR /NSDS BF, ORDINARY BUDGET AND OTHER BUDGETS ALLOCATED TO NISR."



5. The interested 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 : [gerald.yemukama@statistics.gov.rw](mailto:gerald.yemukama@statistics.gov.rw), [alphonse.shumbusho@statistics.gov.rw](mailto:alphonse.shumbusho@statistics.gov.rw), on First Floor-Door 5 in front of DDG's Office starting from 30<sup>th</sup> April 2014 from 11:00 am, 9:00 GMT to 5:00 pm, 15:00 GMT.

6. 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 procurement office of the National Institute of Statistics of Rwanda, not later than 02<sup>nd</sup> June 2014 at 10:00 am, 08:00 GMT accompanied by a bid guarantee of Rwf 2,500,000 or the equivalent in a freely convertible currency issued by a reputable bank or a registered company. Late bids will be rejected and the bids sent electronically will not be accepted.

7. 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.

8. Bids will be opened in the presence of bidders or their representatives who choose to attend on the same day, 02<sup>nd</sup> June 2014 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 Meeting room on First Floor.

9. A company will be selected under the procedures described in the Bidding Document, in accordance with the New Procurement Law n°05/2013 of 13/02/2013 modifying and completing the Law n°12/2007 of 27/03/2007 on Public Procurement and Ministerial Order N° N°001/14/10/TC OF 19/02/2014 Establishing Regulations on Public Procurement, Standard Bidding Documents And Standard Contracts

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".

Done at Kigali, on 28<sup>th</sup> April 2014

**Odette MBABAZI,**  
Deputy Director General of Corporate Services

