

### **Tender Notice for Procurement and Installation of Tents and Mobile Toilets**

**AVEGA Agahozo (AVEGA)** invites interested bidders to submit proposals for the procurement and installation of four (4) tents and four (4) mobile toilets. Interested bidders should bid on one or two lots.

The detailed tender document may be obtained from the **AVEGA's Head Office located in Gasabo District, Remera Sector**, starting from **May 6, 2025**, during official working hours.

#### **Submission Guidelines:**

- Proposals must be submitted **in hard copy** to the AVEGA Agahozo Head Office.
- Deadline for submission: **May 26, 2025** at 2:00 PM
- Bid opening: **May 26, 2025**, at 2:30pm in public session held at the same location.

#### **Additional Information:**

For any clarification or further information, interested bidders may contact AVEGA via email at [info@avega-agahozo.org](mailto:info@avega-agahozo.org) not later than **May 23, 2025**.

#### **Please note:**

- Late submissions will **not** be considered.
- AVEGA reserves the right to **reject any bid** that does not fulfil the specified requirements.

Done at Kigali on May 6, 2025

**AVEGA Agahozo**





**Tender Notice for Procurement and Installation of Tents and Mobile Toilets**

**Procurement Method: Local Open tender (LOP)**

**Date: 6 May 2025**



## 1. Submission, Sealing and Marking of Bids

### 1.1 Bidders may submit their bids **in hard copy**.

- a. For submissions in **hard copy**, the original and the copy of the bid (including alternative bids) must be enclosed in **separate sealed envelopes**, clearly marked as "**ORIGINAL**" and "**COPY**." These envelopes must then be placed together in a single outer envelope.

The envelopes containing the original and the copies shall be prepared as follows:

- The inner envelopes shall bear the **name and address of the bidder**.
- The outer envelopes must be anonymous and be **addressed to AVEGA**.
- The outer envelopes must be clearly marked with the specific identification of the bidding and a warning "*Do not open before May 26, 2025*", in accordance with the instructions.

1.2. If all envelopes are not sealed and marked as required, AVEGA will assume no responsibility for the misplacement or premature opening of the bid.

## 2. Deadline for Bids Submission

- 2.1 Bids must be received at the address specified in the Bid Data Sheet (BDS) no later than the date and time indicated.
- 2.2 AVEGA reserves the right to extend the deadline by issuing an amendment to the bidding documents.

## 3. Late Bids

Bids received **after the deadline** shall be considered late, rejected, and returned unopened to the Bidder.

## 4. Withdrawal, Substitution, and Modification of Bids

A bidder may withdraw, substitute, or modify its bid after it has been submitted by sending a **written notice**, duly signed by an authorized representative (along with a copy of the authorization, such as a power of attorney). The corresponding substitution or modification of the bid must accompany the respective written notice.



## 5. Bid Opening

5.1 AVEGA shall conduct the public bid opening at the address, date and time **specified in the BDS.**

5.2 Only envelopes that are opened and read out at the bid opening will be considered for evaluation.

5.3 All envelopes shall be opened one at a time, announcing:

- The name of the bidder
- Whether any modification or withdrawal notice was received
- The bid price, including discounts and alternative (if any)
- The presence or absence of required documents
- Any other details as the AVEGA may consider appropriate

## 6. Responsiveness of Bids

6.1 AVEGA's determination of a bid's responsiveness is to be based on the **content of the bid** itself.

6.2 A **substantially responsive** bid is one that conforms to all the terms, conditions, and specifications of the bidding documents without material deviation, reservation, or omission.

6.3 A material deviation, reservation, or omission is one that:

- Significantly affects the scope, quality, or performance of the Goods and Services
- Limits in any substantial way, inconsistent with the bidding documents, the AVEGA's rights or the bidder's obligations
- Would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

6.4 Bids found **non- substantially responsive** shall be rejected and may not be corrected by the bidder after submission.

## 7. Non-Conformities, Errors, and Omissions

7.1 Provided that a bid is substantially responsive, AVEGA may waive minor non-conformities or omissions in the bid that do not constitute a material deviation.

7.2 Provided that a bid is substantially responsive, AVEGA may request bidders to submit missing information or documentation, within a reasonable period of time, provided such information is not related to the price of the bid. Failure of the bidder to comply with the request may result in the rejection.

7.3 Provided that the bid is substantially responsive, arithmetical errors shall be corrected as follows:

- (a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the



- unit price shall prevail and the line-item total shall be corrected, unless there is a clear decimal point error, in which case the line-item total as quoted shall govern and the unit price shall be corrected.
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected.
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

If the lowest evaluated bidder does not accept the correction of errors, its bid shall be rejected.

## 8. Preliminary Examination of Bids

AVEGA shall examine the bids to confirm:

- Completeness of documents and technical documentation.
- Compliance with submission requirements.

## 9. Evaluation Criteria

Bids will be evaluated against the following criteria:

- Price/Cost Competitiveness
- Experience in Delivering Similar Products or Services
- Capacity to Deliver within the Allocated Timeframe.

## Instructions to bidders - Bid Data Sheet (BDS)

A. General	
1	The Procuring Entity: AVEGA Agahozo
2	The name and quantity of the requested items: <i>Procurement and Installation of four (4) tents and four (4) mobile toilets</i>
3	The Source of Funds: <i>SUNCASA Project budget</i>
B. Contents of Bidding Documents	
4	AVEGA's address: Attention: <i>The Legal Representative of AVEGA Agahozo;</i> Adress: AVEGA AGAHOZO KG201 Street, POBOX1535 Kigali Rwanda Telephone: (+250)788520122/788520115
C. Preparation of Bids	
5	The language of the bid is: "English".
6	Bidder shall submit the following additional documents: <ul style="list-style-type: none"> <li>1. Copy of Trading License</li> <li>2. Commitment Letter</li> </ul>



	<p>3. Detailed description of the essential technical and performance characteristics of the goods to be supplied compliant to the technical specifications as provided below, including the quantity, unit price, and total cost.</p> <p>4. Written confirmation authorizing the signatory of the Bid to commit the Bidder</p> <p>5. Two certificates of confirming completion and installation of tents and mobile toilets to any public or private institutions.</p> <p>6. Valid Tax Clearance Certificate (RRA)</p> <p>7. Certificate of Contribution to RSSB</p>
7	Alternative Bids <i>shall not be considered.</i>
8	<p>Delivery Sites:</p> <ol style="list-style-type: none"> <li>1. Kabuye site in Gasabo district</li> <li>2. Nyarufunzo/Mageragere in Nyarugenge district</li> <li>3. Busanza/Kanombe in Kicukiro district</li> <li>4. Last site will be specified to the winning vendor, but it will be in the city of Kigali.</li> </ol>
9	The prices quoted by the Bidder "shall not" be adjustable.
10	The Bidder "is" required to quote in the Rwanda Francs the portion of the bid price that corresponds to expenditures incurred in that currency.
11	Anticipated service life of the Goods: <i>One year</i>
12	Manufacturer's authorization is: <i>"not required"</i>
13	After sale services is: <i>"not required"</i>
14	Bid Security is: <i>"not required"</i>
15	The amount of the Bid Security shall be: <i>N/A</i>
16	In addition to the original bid, the number of copies required is: <i>One copy</i>
17	The bidder should indicate the time it will take to deliver the required materials
<b>D. Submission and Opening of Bids</b>	
18	<ul style="list-style-type: none"> <li>• Bids must be submitted in <b>hard copy</b> to the address indicated below.</li> <li>• Deadline for submission: <b>May 26, 2025 at 2:00 PM.</b></li> <li>• Bid opening: <b>May 26, 2025 at 2:30 PM</b> in public session held at the same location.</li> <li>• The outer envelope shall bear the following additional identification mark: <i>Do not open before <b>May 26, 2025 at 2:30 PM.</b></i></li> </ul>
19	<p>Bids submitted in <b>Hard Copy</b> must be delivered to the following address:</p> <p>AVEGA AGAHOZO KG201 Street PO BOX 1535 Kigali Rwanda</p>
20	The bid opening shall take place at AVEGA Agahozo head office located in Remera sector, Gasabo district
<b>E. Evaluation and Comparison of Bids</b>	



21	Bid prices expressed in different currencies shall be converted in Rwanda Francs (RWF). The source of exchange rate shall be the National Bank of Rwanda. The date for the exchange rate shall be the bids opening date.
22	Domestic preference "shall" be a bid evaluation factor.
23	Evaluation will be done in Lots: <b>Lot 1: Procurement and installation of 4 tents</b> <b>Lot 2: Procurement and installation of 4 mobile toilets</b>
<b>F. Another requirement and Award of Contract</b>	
24	The maximum percentage by which quantities may be increased or decreased is: 20%
25	Required bid documents: <ul style="list-style-type: none"> <li>a. submission letter is required</li> <li>b. Copy of Trading License</li> <li>c. Commitment Letter</li> <li>d. Detailed description of the essential technical and performance characteristics of the goods to be supplied compliant to the technical specifications as provided below, including the quantity, unity price, and total cost.</li> <li>e. Written confirmation authorizing the signatory of the Bid to commit the Bidder</li> <li>f. Two certificates of confirming completion and installation of tents and mobile toilets to any public or private institutions.</li> <li>g. Valid Tax Clearance Certificate (RRA)</li> <li>h. 2. Certificate of Contribution to RSSB</li> </ul>

### Technical Specifications

LOT	Name of item to be procured and installed	Quantity	Unity price	Total Price	Proposed Delivery Period
<b>Lot 1</b>	Rectangular green tents of 800gr (Weight=850GSM, Base Fabric 1000D 2323), measuring 6mx4m with 5 windows of 1.20mx1.60m, one door of 2.10mx1.20m	4			
<b>Lot 2</b>	Mobile toilets with Eco-San: Eco Loo Mobile Toilet L#106cm, W#99cm and H#215cm.	4			
	<b>Total</b>				

Done at Kigali on May 5, 2025

**AVEGA AGAHOZO**

