



**RESEAU INTERDIOCESAIN DE MICROFINANCE**

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**Website: www.rim.rw**

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**TENDER NOTICE N° 01/RIM Plc/2024**

**TITLE OF THE TENDER: SUPPLY OF ICT MATERIAL**

**FUNDING: RIM Plc 2024 BUDGET**

**APRIL 2024**

**TITLE OF THE TENDER: Supply of Ict Material**

1. RIM Plc invites eligible bidders to submit bids for **Supply of Ict Material**
2. The tender is comprising by one indivisible lot
3. Participation in the competition is open on equal terms and conditions to all individuals or companies specializing in the field.
4. The tender document written in English and the sample for each item can be obtained at the Headquarters of RIM Plc during working days, from 25<sup>th</sup>, April 2024 at 8:00 AM after payment of a non-refundable fee of Ten Thousand Rwandan Francs (10,000 Frw) on account n° **00001-1301050090-56 / RWF** opened in EQUITY BANK (Former COGEBANQUE) in the name of RIM Ltd.
5. The selection will be made by the QUALITY-COST (QCBS) method in accordance with the procedures described in this bidding document.
6. The technical and financial offers well typed in English or French, suitably bound, in three (3) copies including one original and two copies must reach, dated and sealed in sealed envelopes at the Headquarters of RIM Plc no later than 09<sup>th</sup>, May 2024 at 5:00 PM

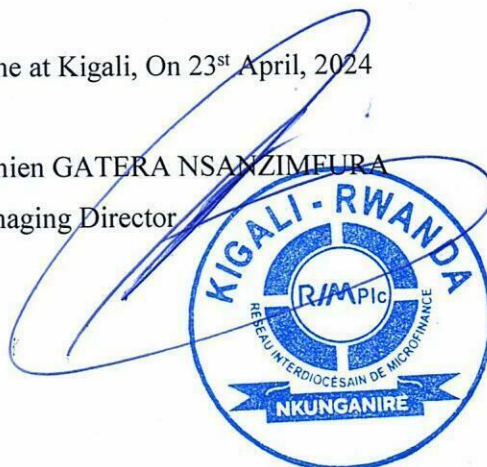
**Tender must bear the mention:**

**TENDER NOTICE N° 01 /RIM Plc/2024 SUBMISSION FOR THE SUPPLY OF ICT MATERIAL  
TO BE OPENED IN PUBLIC SESSION ON 10<sup>th</sup> MAY 2024 AT 11: 00' AM**

7. The opening of the tenders will take place in the presence of bidders or their representatives wishing to attend at the premises of RIM Plc (Centenary House 1<sup>st</sup> floor), on 14<sup>th</sup> February , 2024 at 11:00 AM.

Done at Kigali, On 23<sup>st</sup> April, 2024

Damien GATERA NSANZIMEURA  
Managing Director



## ABOUT RIM PLC

The Réseau Interdiocésain de Microfinance (RIM Plc) is a microfinance institution created by the Catholic Church of Rwanda on May 6, 2004 and registered on June 1, 2004. It is a public company limited by shares.

The Réseau Interdiocésain de Microfinance was approved by the National Bank of Rwanda on October 8, 2004 to carry out microfinance activities throughout the country.

RIM Plc currently has 10 shareholders which are an archdiocese of Kigali and the 8 Catholic dioceses of Rwanda and Caritas Rwanda. RIM Plc is headquartered in Kigali, and has 11 branches and 36 sub-branches across the country.

In addition, RIM Plc covers all 9 Catholic dioceses and 78 Catholic parishes in Rwanda and is present in the 4 provinces and the city of Kigali as well as in the 30 districts of the country.

### **Mission:**

To promote human dignity by contributing to the improvement of the well-being of the Rwandan population, especially economically active poor groups in rural areas through adapted financial and non-financial products and services.

### **Vision:**

To become the most efficient microfinance bank with the most extensive network in Rwanda.



## **INSTRUCTIONS TO BIDDERS**

RIM Plc invites all eligible bidders for **Supply of Ict Material** . The tender conditions are as follows:

### **1. DOCUMENTS TO BE SUBMITTED BY THE BIDDER**

**The documents to be submitted by the bidder are detailed as follows:**

- a) Submission letter
- b) Bid submission form and Price schedules well printed and properly organized
- c) Copy of Trading License
- d) Original or a certified copy of the Social Security certificate
- e) Original or a certified copy of the tax clearance certificate
- f) Bid security
- g) Detailed description of the essential technical and performance characteristics of the goods to be supplied establishing conformity to technical specifications provided
- h) Proof of purchase of tender document
- i) Appropriate samples / catalogues
- j) At least 3 notified Good completion of work certificates
- k) Written confirmation authorizing the signatory of the Bid to commit the Bidder

### **2. DATA TO BE PRODUCED**

- Price for each item in Rwandan francs with VAT
- Modalities of payment in case of obtaining the contract
- Bidders must among other things specify:
  - i) The validity of the offer from the date of opening of the bids must be 14 days
  - ii) The shortest delivery period will be an advantage

### **3. ANALYSIS OF THE OFFERS AND MARKET NOTIFICATION**

**The evaluation of the offers will focus on the following:**

- ✓ Examination of the conformity of the documents submitted by the tenderer/ Bidder.
- ✓ Examination of the financial offer.

**First step:** Analysis of the documents submitted by the tenderer/ Bidder. This will involve examining the availability and compliance of the documents submitted. The non-compliance of one or document can cancel the transition to the analysis of the financial offer

**Second step:** Analysis of the financial offer.

- ❖ The contract will be awarded to the bidder whose tender has been deemed the lowest and advantageous for RIM Plc, after detailed examination of the tenders and all the documents required, and after correction of any calculation errors.
- ❖ The notification of contract award will be made in writing at the latest within a period not exceeding 7 calendar days from the date of opening of the tenders. However, if further inquiries from bidders prove to be useful or if administrative difficulties prevent a swift decision, RIM Ltd would allow itself to extend this period.
- ❖ Information relating to the analysis of offers remains confidential until publication of the contract.

### **1. SIGNING OF THE CONTRACT**

The successful bidder will sign a contract with RIM Plc

### **2 . CLARIFICATIONS**

Clarifications on the tender document may be requested in writing from RIM Plc, at the latest 3 days before the deadline for submission of the tenders. Any modification of the terms of the

tender document following a request clarification by a potential bidder or on the initiative of RIM Plc, will be brought to the attention of all potential bidders in writing.

Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number of tender notice]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> .....ID/Passport Number <i>[Insert the ID or Passport Number]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV certified agreement, in accordance with ITB Sub-Clause 4.1. <input type="checkbox"/> In case of government owned companies from Rwanda, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause

**Bid Security (Bank Guarantee)**

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

*[Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_ *[Name and Address of Procuring Entity]*

**Date:** \_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Tender Notice / Invitation for Bids No. *[Tender Notice /IFB number]* ("the Tender / IFB").

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to immediately pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) Has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or
- (b) having been notified of the acceptance of its Bid by the Procuring Entity during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders; or
- (c) Refuses to accept the correction of errors in its bid price in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) thirty (30) days after the expiration of the Bid Validity Period.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.



**QUOTATION DETAILS:**

**LISTE DU MATERIEL A ACHTER POUR LE PROJET DR**

Model Number	Description	QTY	Unit Price	Total Price
FC-10-F100F-950-02-36	FortiGate-100F 3-Year Unified Threat Protection (UTP) (IPS, Advanced Malware Protection, Application Control, URL, DNS & Video Filtering, Antispam Service, and FortiCare Premium).	2		
FN-TRAN-SFP+SR	FN-TRAN-SFP+SR (10G ) plus Cables	2		
C1111X-8P	ISR 1100 8 Ports Dual GE WAN Ethernet Router w 8G Memory Smartnet support 3yrs With rackmount kits	2		
C9200	C9200L-24P-4X-E Switch with 10G Uplink ports with 2 power supplies. Smartnet support 3yrs	2		
SFP-10G-SR	SFP-10G-SR= plus Cables	2		