



The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) Rwanda

SUPPLIER PREQUALIFICATION GUIDE AND INSTRUCTIONS

Closing on 16th January 2024, at 1730hours, CAT

SECTION I - REGISTRATION OF SUPPLIERS FOR GOODS AND SERVICES

The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) in Rwanda delivers research-based solutions that address the global crises of malnutrition, climate change, biodiversity loss, and environmental degradation. The Alliance focuses on the nexus of agriculture, nutrition and environment. We work with local, national, and multinational partners across Africa, Asia, Latin America and the Caribbean, and with the public and private sectors and civil society. With novel partnerships, the Alliance generates evidence and mainstreams innovations to transform food systems and landscapes so that they sustain the planet, drive prosperity, and nourish people.

The Alliance is part of CGIAR, the world's largest agricultural research and innovation partnership for a food-secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIAT Rwanda intends to update its register for prequalified Suppliers in **Rwanda** and is therefore seeking the services of interested and eligible suppliers to submit their applications for the prequalification for various goods, services and works for the 2024-2026 Financial Year under the categories listed on www.srmhub.com

The supplier registration process shall be completed online via **SRM eProcurement Portal**.

Interested bidders will access and register on www.srmhub.com for more information and step-by-step application process available on supplier's dashboard.

CIAT Rwanda reserves the right to accept or reject any application in whole or in part, and is not bound to give reasons for its decision.

Canvassing will lead to automatic disqualification.

Rwanda Country Representative

SECTION II – INSTRUCTIONS TO APPLICANTS

- 1 The Alliance of Bioversity International and the International Center for Tropical Agriculture (CIAT) in Rwanda herein referred to as “the organization’ or ‘CIAT Rwanda”, invites applicants who meet the criteria set out by the organization to apply for registration of pre-qualification.
- 2 This invitation of application for Pre-qualification is open to potential applicants who are able to demonstrate proven technical, financial and managerial capacity to supply the listed goods and services.
- 3 The Supplier registration process shall be completed online via Bold Insights eProcurement portal (SRM eProcurement)
- 4 Interested bidders will access and register on www.srmhub.com for more information and step by step application process available on supplier’s dashboard.
- 5 There will be no fees charged to the suppliers to access and submit their application
- 6 The registration process shall involve completion of a mandatory electronic questionnaire and upload of requisite documents. A vendor guide, supplier manual and necessary documents shall be available for guide on supplier’s dashboard. You are advised to download and review these documents before beginning the application process.
- 7 Bidders may request clarification in relation to the prequalification by submitting a written request using the **Contact us** functionality of the supplier dashboard, until 15th January 2024. Explanations or interpretations provided by personnel other than through this means will not be considered binding or official.
- 8 Please note that this notice does not constitute an invitation to bid for goods and services indicated but it is meant to enable preparation of a list of suppliers and service providers from whom goods and services may be procured when need arises.
- 9 The successful applicants will be registered in the organisation’s suppliers list for a two-year period and the organization will only deal with the firms that are registered.
- 10 Applicants must submit duly completed and Confidential Business Questionnaire and all other mandatory requirements in electronic form.
- 11 The Organization reserves the right to request for submission of additional information from applicants or any other credible source, and to visit and inspect the business premises of the applicant to verify the information given.
- 12 The organization will ensure that information received from Companies is treated with utmost confidentiality and shall be for the sole use of the organization
- 13 The pre-qualified suppliers are required to immediately advise the organization of any significant change in its financial, technical capacity, ownership or holdings it may have.
- 14 Failure to submit any of the mandatory requirements indicated under special conditions will lead to automatic disqualification.
- 15 The application of this call closes on 16th January 2024 at 1730hours.
- 16 SRM will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete electronic questionnaire and/or to provide answers to any further questions or requested additional information for clarification may result in the supplier's disqualification.

SECTION III. EVALUATION CRITERIA

1 Bold Insight will examine the applications to determine completeness, general orderliness and sufficiency in responsiveness.

2 Applicants shall not contact CIAT Rwanda or Bold Insight on matters relating to their application from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the applicant to influence the CIAT Rwanda or Bold Insight in the evaluation may result in the cancellation of their application.

3 Registration will be based on meeting the criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses.

4 The applicants must have registered offices and CIAT Rwanda reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

5 Applicants who qualify according to the selection criteria will be invited to submit their quotations or bids for the supply of goods, works or services as and when required.

6 CIAT Rwanda reserves the right to accept or reject any or all applications.

7 There shall be two phases of carrying out the evaluation of registration applications:

- a. Preliminary Evaluation; and
- b. Qualification Evaluation.

a. Preliminary Evaluation

Preliminary Examination is to assess the document formality required in the Prequalification, for each applicant with pass-or-fail criteria on categories that have special conditions. It is necessary to confirm whether the submitted documents and their format are in conformity with the requirement.

a) All the applications shall be sorted out according to the various categories contained in the application for registration form.

b) Pre-screening shall be done for all the applications in each category to determine responsiveness by providing copies of:

- i. Self-declaration form
- ii. Incorporation/Registration certificate
- iii. Trading License
- iv. TIN certificate
- v. Tax compliance certificate

c) A list shall be compiled for those applicants who pass the preliminary evaluation to be evaluated in detail.

b. Qualification Evaluation

Qualification Evaluation is to examine whether submitted documents comply with the qualification requirements by using a scoring criteria.

a) The evaluation committee shall undertake a thorough and objective analysis of the suppliers contained in the list.

b) A detailed assessment of each applicant will be made in the course of evaluating the application.

c) Applications will be evaluated against the criteria in the table below.

Evaluation Criteria

NO	Pre-qualification Statutory requirements	Max Score
1	Self Declaration	Pass/ fail
2	Certificate of Incorporation/Business Registration License	Pass/ fail
3	Valid Tax Compliance certificate.	Pass/ fail
4	TIN Certificate	Pass/ fail
	Trading license	Pass/ fail
5	Name Names of the · Shareholders/Owner, · Directors · and Partners evidenced by a copy from the Registrar's institution	10
Experience		
6	a) Age of Company	5
	0 to 2 years – 1 marks	
	2 to 5 years – 3 marks	
	Over 5 years – 5 marks	
7	b) Three letters of recommendation from current clients (Not older than 2020) 3 Recommendations, 5 marks each – Total 15 Marks	15
8	c) At least three copies of LPOs or Contracts for the last 3 years from your major clients. 3 LPOs/Contracts of 5 marks each– Total 15 Marks	15
9	Manufacturers or distributors license (If required for your category)	5
10	Special Licenses (if required in your category)	5
11	Evidence of physical address and premises supported by tenancy agreement, lease, title, OR a utility Bill	10
Financial Capacity		
12	Provide a copy of the company's Annual or Audited Financial Report for the last Financial Year – 10 marks OR	15
	Bank statements for the last 3 months - 5 marks	
	Liquidity Ratio– 5 Marks	5
13	Attach letters of reference from the Bankers to support bank relations = 5 marks	5
Manpower and staffing		
14	Company Profile (organogram, Business overview, products/services, clients, vision, mission, markets– 1 mark each total = 5 Marks	15
15	CVs of Key Management and supervisory the team – 2 CVs 5marks each	
16	Valid Practicing certificates (if required in your category)	5
	TOTAL (Weighted to 100%)	

SECTION III - REGISTRATION CATEGORIES

CODE	DESCRIPTION
CIAT-RW/PQ/01/2024-2026	Servicing & Maintenance of Laboratory equipment
CIAT-RW/PQ/02/2024-2026	Supply & Delivery of Laboratory consumables & reagents
CIAT-RW/PQ/03/2024-2026	Supply and delivery of laboratory Personal Protective Equipment/gears (masks, coveralls, gowns, gloves, first aid equipment and supplies etc)
CIAT-RW/PQ/04/2024-2026	Supply & Maintenance of Alarms, CCTV & access control systems (Licensed by Communications Authority)
CIAT-RW/PQ/05/2024-2026	Supply & Maintenance of UPS
CIAT-RW/PQ/06/2024-2026	Supply of Office Furniture and Equipment, fixtures and fittings
CIAT-RW/PQ/07/2024-2026	Supply and Delivery of General Hardware, Mechanical and Facility Maintenance Supplies
CIAT-RW/PQ/08/2024-2026	Supply and delivery of General Electrical and Electronic Supplies & accessories
CIAT-RW/PQ/09/2024-2026	Supply and Delivery of General Sanitary and House Keeping Supplies
CIAT-RW/PQ/10/2024-2026	Supply and Installation of Electrical Home Appliances and Cutlery: Cookers, Fridges, Catering Equipment
CIAT-RW/PQ/11/2024-2026	Consultants –Registered; Architects and interior designers
CIAT-RW/PQ/12/2024-2026	Vehicle upholstery services (provision of seat covers and repair of seats)
CIAT-RW/PQ/13/2024-2026	Provision of vehicle and asset tracking services
CIAT-RW/PQ/14/2024-2026	Supply of Motor vehicle tyres, Tubes and related accessories including fitting, alignment and wheel balancing services
CIAT-RW/PQ/15/2024-2026	Provision of staff transport services and vehicle hire services
CIAT-RW/PQ/16/2024-2026	Provision of taxi services
CIAT-RW/PQ/17/2024-2026	Supply of ICT Equipment, Hardware and Software, Servers, Switches, firewalls, routers, Laptops, Desktops, Tablets, Cameras, Phones and related accessories.
CIAT-RW/PQ/18/2024-2026	Supply, Installation and Service of ICT Audio Visual Equipment and accessories; Projectors, PA Systems, Screens, Equipment Hire etc.
CIAT-RW/PQ/19/2024-2026	Provision of computer servicing & maintenance
CIAT-RW/PQ/20/2024-2026	Contractors for ICT structured cabling and fiber connectivity, services and preventive maintenance
CIAT-RW/PQ/21/2024-2026	Provision of internet services
CIAT-RW/PQ/22/2024-2026	Provision of Design and Printing Services of Corporate Documents (Paper print), i.e Books, Publications, Calendars, Posters, banners, Brochures i.e., shirts, Caps, Umbrellas, pens, Door Plates, Name plates, Road signs etc
CIAT-RW/PQ/23/2024-2026	Provision of Asset Valuation Services
CIAT-RW/PQ/24/2024-2026	Supply of General Office stationery
CIAT-RW/PQ/25/2024-2026	Supply and maintenance of fire extinguishers
CIAT-RW/PQ/26/2024-2026	Provision of courier and delivery services
CIAT-RW/PQ/27/2024-2026	Repair and maintenance of motor vehicles, alarms and tracking services
CIAT-RW/PQ/28/2024-2026	Provision of professional videography and photography services (Documentary, short stories, interviews and other related services)
CIAT-RW/PQ/29/2024-2026	Provision of media Agency services
CIAT-RW/PQ/30/2024-2026	Events facilitator and Communications
CIAT-RW/PQ/31/2024-2026	Provision of Farm Supplies and Fertilizers, Agrochemicals and Chemicals
CIAT-RW/PQ/32/2024-2026	Supply of Curtains & Soft Furnishings (office carpets & blinds)
CIAT-RW/PQ/33/2024-2026	Supply of Motor vehicle tires, Tubes and related accessories including fitting, alignment and wheel balancing services
CIAT-RW/PQ/34/2024-2026	Supply and delivery of Kitchenware, Cutlery and Home Appliances
CIAT-RW/PQ/35/2024-2026	Supply and delivery of Corporate Uniforms, Protective Clothing and Personal Protective Equipment (PPE) i.e., Safety shoes, Helmets, Gloves, Googles etc.
CIAT-RW/PQ/36/2024-2026	Provision of Language Translation Services (Kinyarwanda, English, French & Spanish)
CIAT-RW/PQ/37/2024-2026	Provision of vehicle hire services

CIAT-RW/PQ/38/2024-2026	Provision of outside catering services (Kigali)
CIAT-RW/PQ/39/2024-2026	Provision of Hotel -Conference package,accommodation services and outside catering services (Kigali , Bugesera - Nyamata, Nyagatare, Rwamagana, Kayonza, Ngoma, Gatsibo, Muhanga, Kamonyi,Ruhango,Nyanza,Huye,Nyamagabe,Rusizi,Nyamasheke,Rubavu,Ngororero,Karongi,Musanze & Gicumbi)
CIAT-RW/PQ/40/2024-2026	Supply of Motor vehicle maintenance and repair services (Kigali)
CIAT-RW/PQ/41/2024-2026	Provision of Customs Clearing and Forwarding Services
CIAT-RW/PQ/42/2024-2026	Office partitioning
CIAT-RW/PQ/43/2024-2026	Provision of Security and Guarding services
CIAT-RW/PQ/44/2024-2026	Supply of Fuel
CIAT-RW/PQ/45/2024-2026	Provision of Cleaning and Fumigation services
CIAT-RW/PQ/46/2024-2026	Provision of publications, and Advertisement Services.
CIAT-RW/PQ/47/2024-2026	Provision Garage Services for vehicles repair and maintenance
CIAT-RW/PQ/48/2024-2026	Supply and delivery of tea supplies & Supply and Delivery of Office Drinking Water and Dispensers
CIAT-RW/PQ/49/2024-2026	Supply of Vehicle Spare Parts
CIAT-RW/PQ/50/2024-2026	Supply of First aid kits