



**THE UMBRELLA OF ORGANISATIONS OF PERSONS WITH
DISABILITIES IN THE FIGHT AGAINST HIV&AIDS AND FOR
HEALTH PROMOTION (U.P.H.L.S)**

PROCURING ENTITY: UMBRELLA OF ORGANISATIONS OF PERSON WITH
DISABILITIES IN THE FIGHT AGAINST HIV&AIDS AND
FOR HEALTH PROMOTION (UPHLS)

TENDER DOCUMENT NO: 002/UPHLS/2022

TENDER TITLE

TENDER FOR THE HOSTING OF UPHLS MEETINGS AND TRAININGS

TENDER REFERENCE: 002/UPHLS/2022

Procurement Procedure: Open Competitive bidding

Publication date: January 31, 2022

January, 2022



SERVICE PROCUREMENT NOTICE

Umbrella of organisations of persons with disabilities in the fight against HIV&AIDS and for health promotion (UPHLS)

1. Publication reference

N° 002/UPHLS/2022

2. Contracting Authority

Umbrella of Organisations of Persons with disabilities in the fight against HIV&AIDS and for health promotion (UPHLS)

CONTRACT SPECIFICATIONS

3. Nature of contract: Services

4. Contract description

The purpose of the contract is to: *“Tender for hosting of UPHLS meetings and trainings”*

5. Number of lots

This tender is composed of three (3) lots as follow:

Lot 1: Hotels to host UPHLS meetings and Trainings in Kigali city

Lot 2: Hotels to host UPHLS meetings and Trainings in Kigali city

Lot 3: Hotels to host UPHLS meeting and Training in Muhanga, Musanze, , Rubavu, Karongi, Rwamagana and Kayonza Districts.

6. REQUIREMENT

- **Lot One: Hotels to host UPHLS meetings and Trainings in Kigali city**

Hotels in this category must be the ones ranked at Four (4) stars

Note: All facilities must be fully accessible to persons with disabilities



- **Lot Two : Hotels to host UPHLS meeting and trainings in Kigali city**

Hotels in this category must be the ones ranked at Three (3) stars

Note: All facilities must be fully accessible to persons with disabilities

- **Lot Three: Hotels to host UPHLS meeting and Training in Muhanga, Musanze, , Rubavu, Karongi, Rwamagana and Kayonza Districts.**

Hotels in this category must be the ones ranked at Three (3) stars

Note: All facilities must be fully accessible to persons with disabilities

7. DETAILED REQUIREMENTS / DESCRIPTION OF THE SERVICES

Bids from potential Hotels shall comprise detailed description of services provided by the hotel and cost as follows:

- Full day conference package per person
- Half day conference package per person
- Cocktail per person
- Accommodation per person (lunch, dinner and different categories of rooms)

Note: A copy of the menu showing detailed drinks (Soda, Jus, beer, Liquor.) and different foods with specialities shall be provided.

8. CONDITIONS OF PARTICIPATION

8.1. Eligibility

Participation in tendering is open on equal terms to natural and legal person of tenderers when submitting for lot.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

9. Sub-contracting

Sub-contracting is not allowed



PROVISIONAL TIMETABLE

10. The date of invitation to tender:

January, 31, 2022

11. Deadline for submission of tender:

February, 28, 2022 at 03:00 PM

AWARD CRITERIA

12. Award criteria

The selection will be based on accessibility to Persons with disability, cost based selection and based on the visit done by the contracting authority.

TENDERING

13. Deadline for receipt of tender

The deadline for receipt of tender is **February, 28, 2022 at 03:00 PM**

14. Tender format and details provided

The bid may be constituted of:

- i. Submission of tender document that reflects the following details:
 - ii. Date (day, month, year)
 - iii. No of tender
 - iv. The name of Client
- Financial offer
 - Tax clearance delivered by RRA
 - Trading license (RDB)
 - VAT certificate
 - Social security funds clearance
 - Three (3) References of similar tenders executed (3 certificates of good completion)

15. How tenders may be submitted

The tender document can be obtained from UPHLS Administration office on working day starting from **February 02, 2022** or on the **UPHLS website: (uphls.org)**.

Bids written in English, should be sent to the UPHLS Administration office or **on the email: (infos@uphls.org)** on or before **February 28, 2022 at 03:00 PM**, local time.



16. Alteration or withdrawal of applications

Tenders may alter or withdraw their applications by written notification prior to the deadline for submission of tenders. No application may be altered after this deadline.

17. Operational language

The offers, all correspondences and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in **English**. Supporting documents and printed literature furnished by the tenderer may be in English, French or Kinyarwanda.

INSTRUCTIONS TO TENDERERS

PUBLICATION REF: N°002/UPHLS/2022

In submitting their tenders, tenderers must respect all instructions and specifications contained in this tender document. Failure to submit a tender containing all the required information and documentation within the deadline specified may lead to the rejection of the tender. These instructions set out the rules for the submission, award and implementation of contracts financed under this call for tenders.

18. Content of tenders

18.1. Financial offer

The Financial offer must be presented as an amount in Rwandan Francs. The global price must be broken down in many details as possible on how the offer to assess the rationality of the offer. In addition to this, the financial proposal has to show the price without taxes and the total amount with taxes showing the rate of the taxes used to obtain the whole amount. If this is not clearly respected the financial proposal will be rejected.

18.2. Additional information before the deadline for submission of tenders

The tender dossier should be clear enough to avoid having to request additional information during the procedure.

Any tenderer seeking to arrange individual meetings with the Contracting Authority concerning this contract during the tender period may be excluded from the tender procedure. No information meeting will be conducted.



18.3. Submission of tenders

Tenders must be submitted in such a way that they are received not later than **February 28th, 2022 at 03:00 PM**. Any tender received after this deadline will not be considered.

Tenders must include the requested documents and be submitted exclusively to the Contracting Authority on the address specified below.

Umbrella of Organisation of persons with disabilities fighting against HIV/AIDS and for health promotion (UPHLS)

P.O BOX 1493 KIGALI

Email: infos@uphls.org

Website: uphls.org

Tel. 0788344553 (Office)

19. Evaluation of offers

The quality of offer will be evaluated after checking the accordance with criteria set above or any additional information set before the evaluation by internal tendering committee.

20. Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority's policy on access to documents. The Evaluation Committee's decisions are collective and its deliberations are held in closed session. The members of the Evaluation Committee are bound to secrecy.

The evaluation reports and written records, in particular, are for official use only and may be communicated neither to the tenderers nor to any party other than the Contracting Authority.

21. Signature of contract(s)

21. .1 Notification of award

The successful tenderer will be informed in writing that its tender has been accepted. The information concerns will be displayed as well as for those who won't win the tender.

22. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, tenderers will be notified in writing of the cancellation by the Contracting Authority and informed of the reasons for cancellation. If the tender procedure is cancelled before the submission.

Cancellation may occur where:

- The tender procedure has been unsuccessful, i.e., no qualitatively or financially worthwhile tender has been received or there is no response at all;

The economic or technical data of the project have been fundamentally altered;

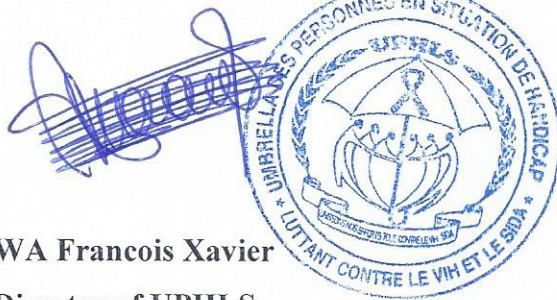


- Exceptional circumstances or force majeure render normal performance of the contract impossible;
- All technically compliant tenders exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition. In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the Contracting Authority has been advised of the possibility of damages. The launching of a procurement procedure does not commit the Contracting Authority to implement the programme or project announced.

23. Appeals

Tenderers believing that they have been harmed by an error or irregularity during the award process may petition the Contracting Authority directly.

Done at Kigali, on January 24, 2022



KARANGWA Francois Xavier
Executive Director of UPHLS