

REPUBLIC OF RWANDA



GREEN  
CLIMATE  
FUND

NATIONAL OPEN TENDER

REFERENCE TENDER N°: 002/S/2017-2018/QCBS/FONERWA-GCF

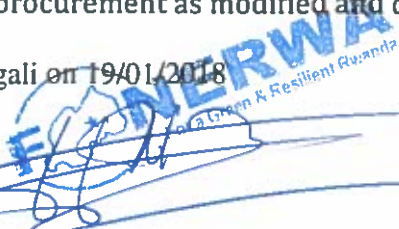
CLIENT: **Fund for Environment and Climate Change (FONERWA)**

SOURCE OF FUND: GCF

1. The National Fund for Environment-FONERWA (hereinafter called "Client") received funds from Green Climate Fund (GCF) to support National Designated Authority (NDA) activities and strategic framework under Green Climate Fund readiness programme in Rwanda. The client intends to apply a portion of the funds to eligible payments under the contract that will result from this tender for which this Notice is being issued.
2. Therefore FONERWA invites eligible consultant firms to submit their proposals to **analyse, redesign and support Rwanda online climate change portal & create online services on REMA website** as indicated in detail in the Request for Proposal (RFP).
3. Request for Proposal in English may be obtained from FONERWA offices on 3<sup>rd</sup> floor Inyota House (REMA building-Kacyiru, Gasabo). A non-refundable fee of **6,000 Rwf** must be deposited on a Non -fiscal revenue account of Rwanda Revenue Authority (RRA) opened at any commercial Bank of your choice in Rwanda. The proof of payment that bears the tender reference number must be presented in order to obtain the RFP.
4. Request for Proposal may be obtained at any working day from 23<sup>rd</sup> January 2018 at FONERWA offices from 8:00 am-5:00 pm.
5. The following administrative documents will be submitted in the offers:
  - i) Technical proposal submission form well printed and properly organized;
  - ii) Copy of trading license;
  - iii) Original or certified copy of the social security certificate;
  - iv) Copy of tax clearance certificate

- v) Two recommendation letters confirming the execution of similar services in the public institution or recognized private companies where applicable;
  - vi) Written confirmation authorizing the signatory of the bid to commit the Bidder where applicable;
6. Enquiries regarding this Request for proposal should be addressed to the Chief Executive Officer - FONERWA, P.O.Box 7436, Email: [info@fonerwa.org](mailto:info@fonerwa.org)
  7. A well printed technical and financial Proposals properly bound and presented in two separate envelopes must reach the procurement office at the address mentioned above **not later** than 22<sup>nd</sup> February, 2018 at 10:30 am local time.
  8. Technical Proposals will be opened first and in the presence of consultants or their representatives on the same day 22<sup>nd</sup> February 2018 at 10:40 am local time. The proposal opening venue is at FONERWA 3<sup>rd</sup> floor, Conference room.
  9. The outer envelope should clearly indicate the tender name and tender number and indicating that it must only be opened by opening committee, in public session
10. Bidding will be conducted in accordance with the law No 12/2007 of 27/03/2007 on Public procurement as modified and completed today.

Done at Kigali on 19/01/2018



**FONERWA**  
Green & Resilient Rwanda

**Hubert RUZIBIZA**  
Chief Executive Officer