

REPUBLIC OF RWANDA



Kigali on.....
Ref...../16.03

MINISTRY OF NATURAL RESOURCES
P.O.BOX: 3502
KIGALI

NATIONAL OPEN TENDER

REFERENCE No: 003/NCB/2016-2017/FONERWA

CLIENT: Fund for Environment and Climate Change (FONERWA)

SOURCE OF FUND: Ordinary Budget

1. The Fund for Environment and Climate Change-FONERWA (hereinafter called “Client”) has received funds from GoR towards FONERWA operations. The client intends to apply a portion of the funds to eligible payments under the contract that will result from these tender for which this Notice is being issued.
2. Therefore FONERWA invites eligible consultant firms to submit their offers for **maintaining FONERWA website and online application tool for a period of one year renewable upon satisfactory performance and availability of funds** as indicated in detail in the statement of the requirements
3. Request for Proposal in English may be obtained from FONERWA offices on 3rd floor in 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. 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 21st July 2016 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) Declaration letter
 - vi) Two recommendation letters confirming the execution of similar services in the public institution or recognized private companies where applicable;
 - vii) Written confirmation authorizing the signatory of the bid to commit the Bidder;
6. Enquiries regarding this Request for proposal should be addressed to the Coordinator FMT- FONERWA, P.O.Box 7436, Email: info@fonerwa.org
 7. A well printed technical and financial Proposals properly bound and presented in three copies for each proposal and one of which is the original must reach the procurement office at the address mentioned above **not later** than 1st August, 2016 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 1st August 2016 at 10:40 am local time. The proposal opening venue is at FONERWA 3rd floor in REMA 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.

Sincerely,

Fatina MUKARUBIBI
Permanent Secretary