
NATIONAL OPEN TENDER

REFERENCE No: 015/S/2016-2017/QCBS/FONERWA-UNDP

CLIENT: Fund for Environment and Climate Change (FONERWA)

SOURCE OF FUND: UNDP

1. The Fund for Environment and Climate Change-FONERWA (hereinafter called "Client") has received funds from UNDP to develop online knowledge sharing platform. 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 offers for **developing online knowledge sharing platform** 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 30th June 2017 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) Bid security of 2%
 - 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 where applicable;
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 separate 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 31st July, 2017 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 31st July 2017 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.



Alex Mubisa
For a Green & Resilient Rwanda.
Coordinator-FONERWA