



PRE-QUALIFICATION OF SUPPLIERS FOR GOODS, WORKS & SERVICES FOR THE YEAR 2024-2026

CLOSING DATE: Monday 23rd October 2023 at 3:00pm local time

Please indicate the Category applied for as follows:

CATEGORY NO:.....

CATEGORY NAME:.....

TENDER NOTICE

PRE-QUALIFICATION OF SUPPLIERS 2024-2026

IUCN invites applications from competent firms for supply of goods, works and services listed below for 2024-2026 financial years. Interested eligible suppliers are invited to apply for pre-qualification, indicating the category number and Category name of goods, works or services they wish to be considered for as indicated below.

CATEGORIES CATEGORY 1: SUPPLIES

CATEGORY NUMBER	CATEGORY NAME
IUCN/SUPLS/PQ/24-26/01	General Office Stationery
IUCN/SUPLS/PQ/24-26/02	Computer hardware, Consumables and Accessories (Desktops, Laptops, Projectors, Toner Cartridges, UPSs etc.)
IUCN/SUPLS/PQ/24-26/03	Office equipment e.g. Print devices: printers, photocopiers, scanners, PABX, Telephone
IUCN/SUPLS/PQ/24-26/04	Supply and installation of computer software, networking and maintenance of telephone systems
IUCN/SUPLS/PQ/24-26/05	Office supplies, kitchen utilities and toiletries
IUCN/SUPLS/PQ/24-26/06	Office furniture and fittings

CATEGORY 2: SERVICES

CATEGORY NUMBER	CATEGORY NAME
IUCN/SRVCS/PQ/24-26/07	Airline agents/Air Ticketing services
IUCN/SRVCS/PQ/24-26/08	Hire of vehicles (saloon cars, station wagons, bus, trucks etc.)
IUCN/SRVCS/PQ/24-26/09	Hotel Accommodation and conference facilities Districts (mention the districts/countries/towns)
IUCN/SRVCS/PQ/24-26/10	Cleaning and Fumigation services
IUCN/SRVCS/PQ/24-26/11	Repair & Servicing of motor vehicles & motorcycles
IUCN/SRVCS/PQ/24-26/12	Repairs & maintenance of computers and photocopiers
IUCN/SRVCS/PQ/24-26/13	Printing, art and design i.e. Publications, Promotional materials etc.
IUCN/SRVCS/PQ/24-26/14	Internet services, airtime provision and mobile money aggregation services
IUCN/SRVCS/PQ/24-26/15	Provision of customs clearing and forwarding services

CATEGORY 3: WORKS

CATEGORY NUMBER	CATEGORY NAME
IUCN/WRKS/PQ/24-26/15	Construction, Partitioning and joinery
IUCN/WRKS/PQ/24-26/16	Carpentry works

Submission Format

Pre-qualification documents in plain sealed one envelope clearly marked “**Pre-qualification of Suppliers 2024-2026**” clearly indicating the preferred **Category No..... and Category Name.....** shall be submitted to the address below and a copy emailed to tenders.rwanda@iucn.org. Your Proposal must be submitted as one PDF document. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.

For submission purposes only, the address is:

Attention :
Organisation : IUCN
Building : House No.25
Location : KN 16 Ave Kiyovu
Country : Rwanda

Prequalification documents must be received by IUCN at the address specified above not later than **Monday 23rd October 2023 at 3:00pm local time**. Any Application received after the deadline will be rejected.

All bids will be opened internally at IUCN offices. No Application shall be rejected at application opening, except for late applications.

GENERAL INSTRUCTIONS

1. You are requested to provide particulars as indicated in part II, III, IV, V, VI of this document as accurately as possible and where space provided is not sufficient, please use a separate sheet of paper and attach to this form
2. IUCN attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant may be rendered ineligible for prequalification.
3. IUCN reserves the right to visit and inspect business premises of all the applicants to verify information provided. All personal information as defined by the European Union's General Data Protection Regulation (GDPR) shall be treated as confidential.
4. This Prequalification Document is eligible for one category number which should be clearly written at the top of the form. Therefore, if an applicant wishes to apply for multiple categories, they must use separate prequalification documents for each of the categories.
5. Your prequalification documents should be submitted properly bound, filled and page numbered. IUCN shall not be responsible for loss of documents not bound (loose). Emailed prequalification documents must be submitted as one PDF document. You may submit multiple emails suitably annotated, e.g. Email 1 of 3, if attached files are too large to suit a single email transmission. You may not submit your Proposal by uploading it to a file-sharing tool.
6. IUCN will communicate the outcome of the prequalification exercise individually to the vendor.

PRE-QUALIFICATION INSTRUCTIONS

Introduction

IUCN would like to invite interested candidates who must qualify by meeting the set criteria as provided by the IUCN to perform the contract of supply and delivery or provision of goods, services and works to IUCN.

Pre-qualification Objective

The main objective is to supply and deliver assorted items and also provide services and works under relevant tenders/quotations to IUCN on a need basis during the stated period. Please note that this is not a commitment from IUCN to award any tenders/contracts.

Invitation of Pre-qualification

Duly registered suppliers under the Laws of Rwanda in respect of goods, services and works are invited to submit their Pre-Qualification documents to IUCN so that they may be pre-qualified for submission of quotations whenever required. The prospective suppliers are required to supply mandatory information for prequalification.

Experience

Prospective suppliers and contractors must have carried out successful supply and delivery of

similar items/services/works to other clients of similar size.

Pre-qualification Document

This document includes documents required of prospective suppliers.

Consideration for Pre-Qualification

In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the following e- mail address: tenders.rwanda@iucn.org

Additional Information

IUCN reserves the right to request submission of additional information from prospective bidders.

Requests for Quotations

Request for quotations will be made available only to those bidders whose qualifications are accepted by IUCN after meeting the minimum requirements of the pre – qualification process.

PRE-QUALIFICATION DATA INSTRUCTIONS

Pre-qualification data forms

The attached questionnaire forms described as part 1, II, III, IV, V, VI, are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of specific category.

Form Presentation Requirements

The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and indelible ink.

Qualification

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by IUCN in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

Prospective bidders will not be considered qualified unless in the judgment of IUCN they possess capability, experience, qualified personnel available and suitability of equipment and financial capacity sufficient to satisfactorily execute the contract for goods/services.

Essential Criteria for Pre-qualification

Experience

- Prospective bidders shall have at least 4 years' experience in the supply of goods & services in the relevant category.
- Prospective supplier requires experience and capability to organize supply and deliver items, or service.
- IUCN reserves the right to request additional qualification information at the tender/quotation stage to suit particular procurement.

Financial Condition

- The Supplier's is required to indicate the annual turnover for the company for the period 2021,2022.
- The supplier should indicate the value of business they can handle at any one given time.
- Potential suppliers/contractors will be prequalified on the satisfactory information given.

Past Performance

- Past performance will be given due consideration in pre-qualifying bidders.
- Letters of reference from past customers should be included in part V.

Declaration of Undertaking

The application must include a signed off Declaration of Undertaking (see Part VI).

Withdrawal of Prequalification

Should a condition arise between the time the firm is pre-qualified to bid and the subsequent invitation to tender which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, IUCN reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

Premises

The company must have a fixed Business Premise and must be registered in the country of operation. Attach copies of certificate of registration and tax compliant certificate.

Statutory Obligations

The applicant must show proof that it has paid all its statutory obligations and have Valid Income

Tax Certificate from the country's Revenue Authority.

PRE-QUALIFICATION EVALUATION CRITERIA

TECHNICAL EVALUATION

No.	Requirements (Submit Evidence)	Refer to Part No.	Pass/Fail
1	Prequalification registration documents	I	
2	Company Details	II	
3	Financial Position	III	
4.	Past Performance & Experience	IV	
5.	Declaration of Undertaking	V	

Number of providers per category: It's the intention of the organisation to maintain a manageable number of providers per category. Therefore, the final shortlist per category will consider capacity of the vendors in that category in terms of volume/turnover handled over the last 4 years.

PART I: PRE-QUALIFICATION REGISTRATION DOCUMENTATION

All firms must provide copies of the following: -

- Copy of Certificate of Incorporation/Registration
- Copy of valid trading license for 2023
- Copy of tax compliant certificate for 2023
- Evidence of physical registered office where applicable– Attach utility bill e.g.
- Electricity/water bill etc. or tenancy agreements
- Power of Attorney indicating the Authorized Representative of the Company.

PART II: COMPANY DETAILS

Attach a company profile that address the following: -

- Name of Chief Executive Officer/Principal Officer/Contact person
 - Name
 - Position
 - Telephone Contacts
 - Email address
- Full details of the physical location
- The company Website
- The company official email address:
- The company official telephone contacts
- Code of Conduct Policy that addresses issues of Fraud, Respect at Work Place,

Child Protection among others.

- Please list the goods or services you provide specific to category number, category name applied for.

PART III: FINANCIAL POSITION / INVESTMENT

Indicate your company turnover for the previous two full reporting years in USD (this should be similar to what was declared at the Revenue Authority).

Please attach copies of audited books of accounts for the indicated period.

PART IV: PAST PERFORMANCE & EXPERIENCE

Please provide at least three letters of recommendation addressed to IUCN from organizations where your company has supplied similar services in the last three years. The letter should:

- Be on the recommending organization’s letterhead
- State the type of goods and services you supplied the recommending organization and the corresponding contract values
- Comment on performance of your company
- The number of years they have done business with your company

PART V: DECLARATION OF UNDERTAKING

Declaration of Undertaking

I, the undersigned, hereby confirm that I am an authorised representative of the following organisation:

Registered Name of Organisation (the “Organisation”): _____

Registered Address (incl. country): _____

Year of Registration: _____

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable. I acknowledge that IUCN is required to retain the Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when reasonably requested.

Where the Proposal includes Personal Data as defined by the European Union’s General Data Protection Regulation (GDPR), I confirm that the Organisation has been authorised by each Data Subject to share this Data with IUCN for the purposes stated above.

I further confirm that the following statements are correct:

1. The Organisation is duly registered in accordance with all applicable laws.
2. The Organisation is fully compliant with all its tax and social security obligations.
3. The Organisation and its staff and representatives are free of any real or perceived conflicts of interest with regards to IUCN and its Mission.

4. The Organisation agrees to declare to IUCN any real or perceived emerging conflicts of interests it or any of its staff and representatives may have concerning IUCN. The Organisation acknowledges that IUCN may terminate any contracts with the Organisation that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. None of the Organisation's staff has ever been convicted of grave professional misconduct or any other offence concerning their professional conduct.
6. Neither the Organisation nor any of its staff and representatives have ever been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. The Organisation acknowledges that engagement by itself or any of its staff in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with the Organisation with immediate effect.
8. The Organisation is a going concern and is not bankrupt or being wound up, is not having its affairs administered by the courts, has not suspended business activities, is not the subject of proceedings concerning those matters, or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
9. The Organisation complies with all applicable environmental regulatory requirements or other legal requirements relating to sustainability and environmental protection.
10. The Organisation is not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. The Organisation agrees that it will not provide direct or indirect support to firms and individuals included in these lists.
11. The Organisation has not been, is not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

Date and Signature of authorised representative of the Proposer

Name and position of authorised representative of the Proposer

PART VI: DECLARATION OF UNDERTAKING – SELF EMPLOYED

I, the undersigned, hereby confirm that I am self-employed and able to provide the service independent of any organisation or other legal entity.

Full name (as in passport):

Home or Office (please delete as appropriate) Address (incl. country):

I hereby authorise IUCN to store and use the information included in the attached Proposal for the purpose of evaluating Proposals and selecting the Proposal IUCN deems the most favourable, including Personal Data as defined by the European Union's General Data Protection Regulation (GDPR). I acknowledge that IUCN is required to retain my Proposal in its entirety for 10 years after the end of the resulting contract and make this available to internal and external auditors and donors as and when reasonably requested.

I further confirm that the following statements are correct:

1. I am legally registered as self-employed in accordance with all applicable laws.
2. I am fully compliant with all my tax and social security obligations.
3. I am free of any real or perceived conflicts of interest with regards to IUCN and its Mission.
4. I agree to declare to IUCN any real or perceived emerging conflicts of interests I may have concerning IUCN. I acknowledge that IUCN may terminate any contracts with me that would, in IUCN sole discretion, be negatively affected by such conflicts of interests.
5. I have never been convicted of grave professional misconduct or any other offence concerning my professional conduct.
6. I have never been convicted of fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation.
7. I acknowledge that engagement in fraud, corruption, money laundering, supporting terrorism or involvement in a criminal organisation will entitle IUCN to terminate any and all contracts with me with immediate effect.
8. I am not included in the UN Security Council Sanctions List, EU Sanctions Map, US Office of Foreign Assets Control Sanctions List, or the World Bank listing of ineligible firms and individuals. I agree that I will not provide direct or indirect support to firms and individuals included in these lists.
9. I have not been, am not, and will not be involved or implicated in any violations of Indigenous Peoples' rights, or injustice or abuse of human rights related to other groups or individuals, including forced evictions, violation of fundamental rights of workers as defined by the International Labour Organization's (ILO) Declaration on the Fundamental Principles and Rights at Work, child labour, sexual exploitation, sexual abuse, or sexual harassment.

<Date and Signature>