

REPUBLIC OF RWANDA



NATIONAL INSTITUTE OF STATISTICS OF RWANDA (NISR)

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TITLE OF THE NON-CONSULTING SERVICE: “PROVISION OF SECURITY GUARDS SERVICE TO THE NATIONAL INSTITUTE OF STATISTICS OF RWANDA (NISR) FOR THE PERIOD OF ONE YEAR RENEWABLE BASED ON PERFORMANCE AND AVAILABILITY OF FUNDS STARTING FROM THE DATE OF ITS SIGNING BY THE PARTIES”

TENDER NOTICE NUMBER: N° 038/2014-2015/NCB/NISR/DA UNIT/ ORDINARY BUDGET/SECURITY GUARDS SERVICE.

PROCUREMENT METHOD: “NATIONAL COMPETITIVE BIDDING METHOD (NCBM)”

EVALUATION METHOD: QUALITY-COST BASED SELECTION (QCBS)

1. The National Institute of Statistics of Rwanda (NISR) has received funds from Ordinary Budget allocated to NISR towards the cost of security guards services to the National Institute of Statistics of Rwanda (NISR) for the period of one(1) year renewable starting from the date of its signing by the parties. The Client intends to apply a portion of the funds to eligible payments under the contract for which this tender is issued.
2. The National Institute of Statistics of Rwanda (NISR) invites qualified firms to submit the technical and financial proposals separated. The participation is open on equal conditions to all specialized companies registered with trading license of Rwanda.
3. The standard bidding document written in English may be obtained from the National Institute of Statistics of Rwanda starting from **26th January 2015 from 08:00 hours prompt AM, local time, 6:00 GMT am to 17H00’ (working days) hours prompt PM, local time, 15:00 GMT PM** by presentation of a payment slip of a non-refundable fee of ten thousand Rwandan Francs (RFW 10,000), or the equivalent in a freely convertible currency deposited to the account N° **10000007737 of Rwanda Revenue Authority** opened at **National Bank of Rwanda (NBR)**.
4. The companies interested may obtain additional information at the following address:

The Procurement Office of the National Institute of Statistics of Rwanda, avenue de la justice, Po Box 6139, Kigali, Tel.:+250-571035, Fax :+250-570705, e-mail : info@statistics.gov.rw, website: www.statistics.gov.rw starting from **26th January 2015 from 08:00 hours prompt, local time, 6:00 GMT to 17H00’ (working days) hours prompt, local time, 15:00 GMT.**



5. Well printed bids written in English, properly bound and presented in four copies one of which is the **original** and **three** are **copies** must reach the National Institute of Statistics of Rwanda, avenue de la justice, Po Box 6139, Kigali, Tel. :(+250) -57 10 35, E-mail : info@statistics.gov.rw, website: www.statistics.gov.rw not later than **23rd February 2015 at 10:00 am, hours prompt, local time, 8:00 GMT accompanied by a bid guarantee of RFW 500,000 or the equivalent in a freely convertible currency issued by a reputable Bank or a registered Insurance Company**. Late bids will be rejected and the bids sent electronically will not be accepted. Place of submission: Procurement Office of NISR.
6. Bids will be opened in the presence of bidders or their representatives who choose to attend on the same day at **10:30 am, hours prompt, local time, 8:30 am GMT**. A company will be selected under the procedures described in the Tender Document.
7. The copies will be presented in an envelope called "internal envelope", mentioning the bidder's names and address. The later will be in turn, put in another envelope known as " external envelope" mentioning the reference number of the bids as well as the following mention:
"To be only opened in public session".
8. Bids will remain valid for 120 days starting from the deadline of their submission. Only proposals will be opened on the same day **23rd February 2015 at 10:30 am, hours prompt, local time, 8:30 GMT**, at the National Institute of Statistics of Rwanda conference room.

Done at Kigali, on 23rd January 2015.

David NKUSI
Head of corporate services

