

Kigali, on ¹⁸...../02/2019

Ref n° ¹⁵²...../USC.02/2019

Subject: Request for Proposals

Umwalimu SACCO wishes to request for the technical and financial proposals for **Developing, designing, printing and publishing Umwalimu SACCO Annual report for the year 2018.** The proposal must indicate all the tax-inclusive total costs supported by a breakdown of unit costs.

Well detailed proposals containing one ORIGINAL COPY and two other copies shall be presented to Umwalimu SACCO Head office in the office of the Personal Assistant to the Director General, sealed in an envelope addressed to the Director General of UMWALIMU SACCO, P.O BOX 2257 and Telephone: (+250) 0252580426 / 0781469546, not later than ¹⁴...03/2019 at 10:00 am Local time. The public opening of bids shall be held on the same day at 10:30 am Local time in Umwalimu SACCO Conference room. Late bids shall be rejected. Attached herewith are the detailed terms of references.


NDAYISABA N. Willy
Director of HR & Admin


UWAMBAJE Laurence
Director General



1. Back ground

Umwalimu SACCO is a Savings and Credit Cooperative for Rwandan Teachers. Its mission is to mobilize savings in order to improve member's welfare through provision of appropriate, innovative, affordable and accessible financial and non-financial services. The establishment of Umwalimu SACCO was the initiative from His Excellence the President of the Republic of Rwanda Paul KAGAME. The Ministry of Finance and Economic Planning jointly with the Ministry of Education were charged to put in place an institution in charge of the implementation of the initiative. Umwalimu SACCO was accepted by the Ministry of Trade and Industry as a cooperative on 21st June 2006 and given license to operate by the National Bank of Rwanda on 22nd February 2008.

The lack of sufficient financial incentives calls for a combination of benefits and inducements as supplements to low wages. This contribute to Teacher retention, stability, effective curriculum instruction, and cause positive multiple effects in the community development through small business interactions, joint-ventures and other services and skills offered by motivated Teachers.

From its Head office in Kigali, the Umwalimu SACCO serves over 70,000 teachers through a network of 30 branches in all the districts of Rwanda, partnering through over 400 Umurenge SACCOs which facilitate quick service delivery to members. Umwalimu SACCO aims to empower teachers and contributes to the socioeconomic development of low and middle class Rwandans.

With more than 70,000 members, it is the biggest Microfinance institution (MFI) in Rwanda. The organization has a very high rural penetration and a big number of its members lives in rural areas and are largely dependent on agriculture and livestock.

As part of its marketing campaign, Umwalimu SACCO wishes to hire the services of a Consultancy firm to document and publish Umwalimu SACCO Annual report for 2018.

2. Competition

Participation in this tender is open to the qualified enterprises/ firms legally established, (strictly companies not individuals), having financial capacity to execute the tender as per the tender document requirements.

3. Place of the tender

The tender will be carried out at Umwalimu SACCO Head office at Kimironko-Gasabo Kigali Street N° KG 205ST.

4. Purpose of the assignment and nature of the tender

The purpose of this assignment is to document and publish Umwalimu SACCO Annual report for the year 2018.

5. Scope

No.	Category	Annual report
1.	Assignment	Develop, design, print and publish Umwalimu SACCO Annual report for the year 2018
2.	Expected starting date	Immediately after the signature of the contract

- Discuss and plan with Umwalimu SACCO Communications team on how to collect the annual report information from selected areas.
- Write and edit the agreed upon content with a professional writing style
- Revise and finalize the documentation following feedback from Communications team.
- Develop, design, print and publish Umwalimu SACCO Annual report for the year 2018

6. Deliverables

- Conducting a desk review of Umwalimu SACCO operational documents to sieve out important information for better annual report content development.
- Write draft annual report and send it Umwalimu SACCO for review
- Make revisions of the report based on feedback and finalize the report
- Take photos, videos and interviews teachers from different districts and write 10-15 success stories or best practices from Umwalimu SACCO selected areas and projects for publication in the annual report
- Produce 50 high-resolution photographs edited and captioned accompanying each produced story.
- Produce 5 short videos and one hard copy for the related report highlighting success stories
- An upload of a video of about 5 -10 minutes, and submit the related hard copy report highlighting Umwalimu SACCO's major events or activities that impacted the teacher's lives during the year 2018.
- Take photos of the Members of the Board, Supervisory Committee, Board Credit Committee and Senior Managers of Umwalimu SACCO for the annual report
- Conduct interview with the Chairman of the Board of Directors in regard to the Cooperative's strategic vision and the Director General on the technical or business operations of Umwalimu SACCO, key achievements, challenges and future plans.
- Intelligently and creatively designed annual report
- Proof-read and edited Annual report in line with professional writing standards

- l) Finished printed publication which must be in line with the Umwalimu SACCO corporate branding
- m) Being able to deliver a quality document within the stipulated timeframes according to the agreed upon terms and conditions.

7. Submission of the bids

Proposals written in English or French language must be presented in three copies of which one is the original marked as such “**ORIGINAL**” and other copy marked “**COPY**” sealed in an envelope. The technical and financial bids should not be combined. The bids shall be opened publically.

8. Sealing and identification

The bidder will present his/her bids in English or French in one original copy that shall bear the mark « ORIGINAL » and 2 other copies that shall each be marked « COPY ».

The original and copies of the bid shall be enclosed and sealed in one envelop bearing the name of the bidding company and shall have to be addressed to the authority as follows:

THE DIRECTOR GENERAL OF UMWALIMU SACCO, P.O BOX 2257 Kigali

TECHNICAL AND FINANCIAL BIDS FOR “DEVELOPING, DESIGNING, PRINTING AND PUBLISHING UMWALIMU SACCO ANNUAL REPORT FOR THE YEAR 2018” N°...../T.USC /2018/ USACCO

All bids shall contain the full address of the bidder. This will include but not limited to; Office telephone number, mobile telephone number, e-mails.

The statement “TO BE OPEN IN PUBLIC SESSION ONLY” shall have to be included on the envelope. If the envelope happens not to be sealed and marked as required, Umwalimu SACCO will assume no responsibility for the misplacement or premature opening of the tender.

Well detailed and articulated bids will be presented to the Director General’s Secretariat at the time and date stipulated in the letter of invitation to tender.

9. Rejection of bids

Umwalimu SACCO will accept no responsibility for not handling any envelope that was not identified as specified above.

10. Additional information

Any supplementary information regarding this tender shall be obtained upon request through written communication to the Director General of Umwalimu SACCO
P.O BOX 2257 Kigali Tel: (+250)0252580426 / (+250)781469546, e-mail :
sacco.umwalimu@gmail.com

Handwritten signature/initials

11. Awarding documents

The file of award of this tender will be composed of the following documents:

1. Invitation to tender
2. Administrative clauses
3. Financial clauses
4. Delivery period

12. Price of the bid

The bidder is assumed to have enough information regarding the tender. The prices and tariffs thereof quoted shall be expected to bear no vices and shall be price per unit and shall comprise of all manpower charges and supply charges. The bidder will indicate unit prices and totals plus all the details. All prices will be Value Added Tax (VAT) inclusive and this VAT must be clearly indicated.

13. Clarification of bids

In order to help in examining, evaluating, and comparison of offers, the administration shall in its discretion request the bidder to clarify his/her offer.

The request and response shall be done in writing. However, any clarification submitted by a bidder not in respect to a response to a request by Umwalimu SACCO administration shall not be considered.

No change in prices of the bid shall be sought offered or permitted except to confirm the correction of arithmetic errors discovered by the procuring entity in the evaluation of bids.

14. Confidentiality

Information relating to the examination, comparison and evaluation of bids and recommendation of contract award shall not be disclosed to bidders or any other person not officially concerned in such process until publication of contract award.

Any effort by the bidder to influence the procuring entity during the evaluation process, comparison and post qualification of bids or contract award will result in rejection of his/her bid.

15. Copyright and Intellectual Property Rights

The consultant expressly assigns to Umwalimu SACCO any copyright arising from the work done while executing this contract. All materials from the consultant's work must be availed to Umwalimu SACCO upon request at any time.

The consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without prior consent from Umwalimu SACCO.

16. Required expertise

- a) A brief description of why the bidder/consultant considers him/herself as the most suitable for the assignment, and a detailed clear methodology, on how they will approach and complete the assignment.

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- b) The consultant must be a publisher of a regular magazine, produced and distributed in Rwanda.
- c) The lead consultant must have an advanced university degree (or equivalent) in the area of mass communication, social sciences or any other related domain. Proof: Certified copies of degrees, signed CV with an engagement letter for insuring the availability throughout the period of the assignment
- d) The Consultant shall have been in the business of publishing a regular magazine for a period of at least five years (5) with professional experience in documenting stories of change proved by at least three (3) good completion certificates from the recognized institutions, and a minimum of three (3) copies of samples of the published magazines for different institutions in Rwanda
- e) Copy of Tax clearance from Rwanda Revenue Authority.
- f) Copy of clearance certificate issued by the Rwanda Social Security Board
- g) Bank slip as proof of payment of the tender document
- h) Photocopy of trading license indicating the activity of the bidder as his/her main activity

Note: Failure to present one or all of the above mentioned requirements will lead to the automatic disqualification of the bidder.

17. Language requirement

The stories will be published in English language. The consultant shall therefore demonstrate excellent written and verbal communication skills in English. A good knowledge of Kinyarwanda shall be an added advantage.

18. Commitment of the service provider

By the act of submitting the bid, the service provider admits he/her is capable of providing Umwalimu SACCO with **Producing Annual report of Umwalimu SACCO for the year 2018** as specified in this tender document. Furthermore, it is a proof that the bidder is well aware of the cause of difficulties and particularities related to this tender his/she is committed to do.

a) Technical evaluation of the bids

Criteria of technical evaluation and the associated marks

Requirements	MARKS
1. The lead consultant must have at least a Bachelor degree (or equivalent) in the area of mass communication, social sciences or any other related domain. Proof: Certified copies of degrees, signed CV with an engagement letter for insuring the availability throughout the period of the assignment	.../15
2. Being a Publisher in the regular and recognized magazine with at least 5 years professional experience: 10 <i>Marks</i>	.../10
3. Present three copies of Certificate for good completion of the similar services for at least 5 years and 3 copies of samples of the published magazines for different institutions in Rwanda.	.../30
4. A brief description of the assignment, and a detailed clear methodology, on how they will approach and complete the assignment.	.../25
Total Marks	.../80

Note: The minimum technical score required to pass to financial evaluation is : **70%**

The single currency for price conversions is: **Frw**

The formula for determining the financial scores is the following:

$$FS = (LF \times 100) / Fi$$

Where : FS : Financial score of each

LF : The lowest proposal ;

Fi : The proposal score to be evaluated

The weights given to the technical and Financial Proposals are:

❖ Technical evaluation= 80 and

❖ Financial evaluation = 20

Total marks :100

Note:

1. The Financial proposals which will be opened are for only those bidders who will have scored from 70% marks and above in the technical proposals evaluation.

MUGIRE Joseph
Director of BGD Department



NDAYISABA N. Willy
Director of HR & Administration Dept

