

Request for Quotation (RFQ) ref: RFQ/2024/005 (Re-advert)

Introduction

HANDICAP INTERNATIONAL FEDERATION (HI), operating name Humanity & Inclusion a not-for-profit association governed by the French Act of July, 1st 1901, domiciled at “138, avenue des Frères Lumière – 69371 Lyon cedex 08, France” and registered in Rwanda under RGB with the registration number TIN No 100600244, Kicukiro sector, Kicukiro District, Kigali City, P.O. Box 747 KIGALI.


Preamble



- HI is an independent international aid organization working in situations of poverty and exclusion, conflict and disaster,
- HI works alongside persons with disabilities and vulnerable persons; its action and testimony are focused on responding to their essential needs, their living conditions,
- HI is committed to promoting the respect of their dignity and their fundamental rights
- To that end, HI retains service providers who are reputed for their skills in their field of activity,
- HI and the Service provider have agreed to work together in a working relationship devoid of any form of hierarchical subordination.


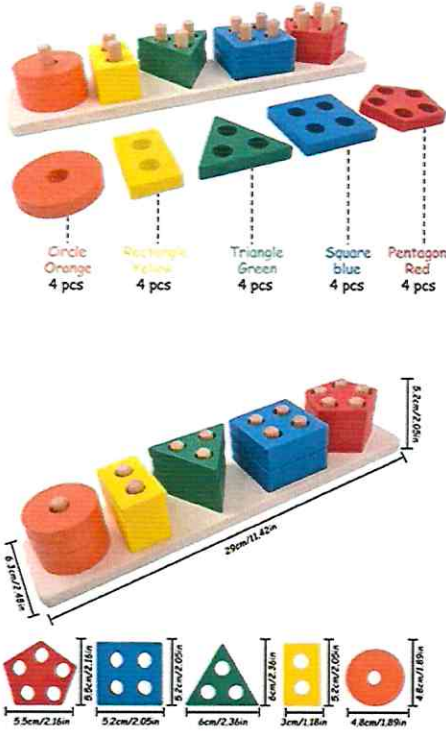
B. Requirement/ Technical Specifications

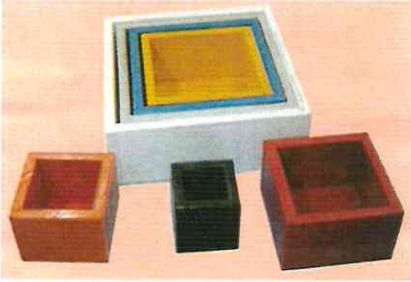
Please submit your quotation for the supply and delivery of the listed items below.

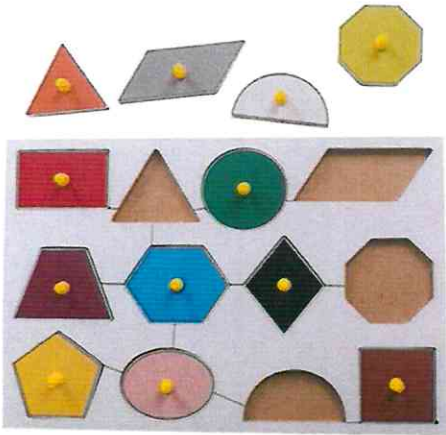
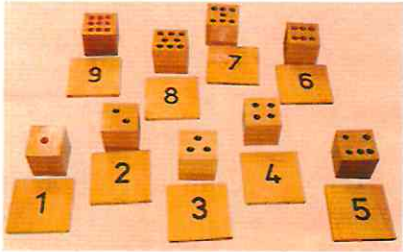
SPECIFICATION OF EDUCATION MATERIALS


No	Material s	Specification	Unity	Quantity	Unit Price	Total price
1	Bells		Piece	24		


		<p>Hand Bell</p> <ul style="list-style-type: none"> • Product Dimensions: 14.99 x 8 x 8 cm (about 3.15 in); 168 Grams • Batteries Required: No • Material: Wood. Bells which are made of high-quality brass and have a soft-textured wooden handle, durable, non-toxic, tasteless, rust-proof and does not fade • Hand Orientation: ambidextrous • Item Weight: 168 g (about 5.93 oz) • Sound: Very Loud • Frequency: Above 25 dB, 4 kHz frequencies 				
2	Small drums	 <p>Wooden small drum Size: 20 cm (about 7.87 in) Weight: 340 gm Frequency:</p> <ul style="list-style-type: none"> • The bass frequency: 65–80 Hz. • Tone frequency varies from 300 Hz to 420 Hz • Slap frequency from 700 Hz to 1000 Hz, with audible overtones reaching beyond 4 kHz <p>Note: Should come with 2 sticks</p>	Piece	24		
3	Rattles	 <p>Wooden Toddler Baby Rattles</p> <ul style="list-style-type: none"> • Blight color: It can be any of the following color (yellow, red, sky blue, etc) 	Piece	24		

		<ul style="list-style-type: none"> • Material: Wood • Character: Rattle 				
4	Physio ball	 <ul style="list-style-type: none"> - Composition: Made from high quality anti-burst PVC, an eco-friendly material. Non-toxic PVC material, free of BPA & heavy metals. - Anti-Burst - Air Pump: Need to have air bump to easily and quickly inflate the balance ball - Dimension: The diameter should be between 55cm (about 1.8 ft) and 65cm (about 2.13 ft) - Color: any color 	Piece	12		
5	Wooden toy stacking toys	 <p>Circle Orange 4 pcs</p> <p>Rectangle Yellow 4 pcs</p> <p>Triangle Green 4 pcs</p> <p>Square blue 4 pcs</p> <p>Pentagon Red 4 pcs</p> <p>Base board dimensions: 29cm/11.42in (length), 8.5cm/3.35in (width)</p> <p>Block dimensions:</p> <ul style="list-style-type: none"> Pentagon: 5.5cm/2.16in (width), 8.5cm/3.35in (height) Square: 5.2cm/2.05in (width), 8.5cm/3.35in (height) Triangle: 6cm/2.36in (width), 8.5cm/3.35in (height) Rectangle: 3cm/1.18in (width), 8.5cm/3.35in (height) Circle: 4.8cm/1.89in (width), 8.5cm/3.35in (height) 	Set	12		

		<ul style="list-style-type: none"> • Geometric shapes toy made of high-quality wood and water-based paint, • Non-toxic and environmentally friendly. • Healthy and safe wooden toys for your kids. • Skill Development: • 5 geometric shapes that can be stacked together on one wooden board and stable wooden pegs. • Colors: 5 bright colors to improve hand-eye coordination • Size: appropriate size perfect for children' hands. • pieces. Kids can safely run, jump, and crawl on each • The soft play equipment includes six foam blocks to stimulate both imagination and creativity. 				
6	Size Boxes	 <ul style="list-style-type: none"> • These are seven wooden boxes made to fit into one another. • Sizes can range from 70mm (about 2.76 in) x70mm (about 2.76 in) x 70mm (about 2.76 in) to 260mm (about 10.24 in) x 260mm (about 10.24 in) x 88mm (about 3.46 in). • The boxes can be painted in different colours. <p>Safety: Edge needs to be made smooth or polished. For coloring blight colors (yellow, red, blue, white, orange, green, etc) are</p>	Set	12		

		preferable and paints should be natural and non-toxic.				
7	Wooden puzzle board of shape	 <ul style="list-style-type: none"> • Material: Wood + non-toxic paint. Wooden Colorful Learning Educational Board Colorful Tray Geometrical Shapes Puzzle with picture wooden board for kids Safe and no harm. Shaped should have peg for easy grip • Product Dimensions: 30 x 1 x 30 cm; • Item Weight: 300 g • Colors: bright colors as shown on the picture • 12 different geometrical shapes. Tactiled or textured pieces: Each shape should have different texture for children to touch and feel the difference in different textures 	Set	12		
8	Blocks with Numbers and Dots		Set	12		

		<ul style="list-style-type: none"> This is a set of wooden blocks on which dotted marks are printed to represent numerals with matching tags with actual numerals. Block sizes can be at least 45mm x 45mm x 45mm. <p>Safety:</p> <ul style="list-style-type: none"> Edge needs to be made smooth or polished. For coloring, paints should be natural and non-toxic. Font size: needs to be large enough, relative to the size of the board or item on which texts are placed. Tactiled or textured pieces: Dots and numerals should be embossed or engraved for children to touch. Set composition: number boards from 0 to 9 				
9	Braille Spelling Board	 <ul style="list-style-type: none"> This is peg board with four rows of holes in braille cell patterns designed for spelling out words and learning formation of letters. The size can be 370mm x 300mm. <p>Note: The peg will be replaced by a small pin to allow the touch (especially for the users who have visual problems.)</p>	Set	12		
10	Blowing Game Board		Set	12		

		 <ul style="list-style-type: none"> • It has 26 holes (representing 26 letters) drilled on a wooden base, big enough to hold a table tennis ball. Several variations of play can be initiated through placement of the ball in different holes on the board. <p>Note: Instead of numbers in the hole in the photo below, English letters should appear. The board should be made bigger to fit all 26 letters.</p> <p>The size can be 300mm x 250mm with a depth of 35mm.</p>				
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Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned resource rooms materials:

All documentation, including catalogs, instructions, and operating manuals, shall be in these languages	English or French
Exact Address of Delivery Location	Federation Handicap International KICUKIRO, KK 10 Ave, IMELA HOUSE – 2nd Floor B.P.747 - Kigali- Rwanda
Administrative Requirements	The vendor is to provide the following as part of his submission: <ul style="list-style-type: none"> - Business registration - Valid Tax clearance certificate (RRA) - VAT Registration certificate - Valid RSSB clearance certificate - Proof of using EBM system - Delivery time - Payment method - Validity of quotation

	<ul style="list-style-type: none"> - Certificate of being approved by REB as educational materials supplier or any other document linking the supplier to the REB - Acceptation of HI institutional policies
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C. Eligibility

In order to be considered for the award, Vendors must be currently legally operating in Rwanda and the quotation must include all of the following information:

- Ability to meet or exceed the Requirements/Technical Specifications outlined in Section B;
- Ability to deliver the items specified in Section B no later than the date(s) required.

D. Submission Instructions

The following information to be included by the vendor in the quotation:

1. Quoted price for each item specified in Rwandan francs. (This price should be inclusive of all taxes if applicable).
2. Packaging
3. Experience with other NGOs
4. Validity period of offer
5. Origin of the product
6. Methods of Payment
7. Terms of payment
8. Delivery period after PO issue
9. The Quotation must be on official letterhead with an authorized signature and stamp
10. Specifications of the products offered in section C fully addressed
11. Warranty and information for the product can be included as an attachment to the quotation cover sheet (if applicable)
12. Respect of HI Institutional Policies: Disability, Gender and Age, Child protection, anti-fraud and corruption, (Remember to sign on each policy and send them together with your offer).

Electronic submissions must be received at the address specified below by **July 16th, 2024, 5:00 PM**, Rwanda Standard Time and please make sure that the submission is titled with the exact same solicitation reference number stated above.

Submissions must be forwarded in electronic format only in PDF to dao@rwanda.hi.org. Quotations should not contain any unnecessary promotional material or elaborate presentation formats. Vendors must not submit **zipped files**. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment. Please reference the RFQ Number and RFQ Name in the e-mail subject line.

- Proposals submitted through hard copy will not be considered.
- Quotations received after that time or at a different address may not be accepted
- All quotations and delivery dates shall be valid for a period of ninety 90 days following the submission due date mentioned above.

E. Evaluation Criteria

HI will award a contract resulting from this solicitation to the responsible vendor whose quote will be the best value for HI, price, and other factors considered. The following factors shall be used to evaluate offers:

- Technical capability of the item offered to meet the HI 's requirements.
- Administrative evaluation
- Financial evaluation.

F. Terms and Conditions

Disclaimers

- HI reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. HI may cancel the solicitation at any time
- HI may reject any or all proposals received.
- Issuance of solicitation does not constitute award commitment by HI.
- HI reserves the right to disqualify any quotation based on the vendor's failure to follow solicitation instructions.
- HI will not compensate Vendors for their response to the solicitation.
- HI reserves the right to issue an award based on the initial evaluation of applications without further discussion.
- HI reserves the right to purchase one brand from the proposed brands.
- HI may contact Vendors to confirm the contact person, and address, and that the proposal was submitted for this solicitation.
- HI may contact listed past performance references without notice to the Vendor. HI also reserves the right to contact other past performance information sources that the Vendor did not list in the proposal.
- By submitting a proposal, the Vendor confirms he/she understands the terms and conditions.
- Information pertaining to and obtained from the Vendor as a result of participation in this solicitation is confidential. The Vendor consents to the disclosure of the documents submitted by the Vendor to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

Melanie GEISER
Country manager

