



Catholic Relief Services-USCCB Rwanda Program  
Nyarugenge- 2<sup>nd</sup> Floor, Chadel Building #KN 78 St  
PO. Box : 65 KIGALI, Cell phone: (+250)788307256  
E-mail address: [CRSRW@crs.org](mailto:CRSRW@crs.org)

***CATHOLIC RELIEF SERVICES - UNITED STATES CATHOLIC CONFERENCE OF BISHOPS***

## **Tender for Supply of Sports related and Hygienic Materials**

**Title of the Tender: Supply of Sports related and Hygienic Materials**

**Tender Reference Number: CRS-Rwanda 036- FY24-TN/2024**

**Procurement Method: National Open Tender**

**Date of Issue: July 30<sup>th</sup> ,2024**

**Date of Submission: August 12<sup>th</sup> ,2024**

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**NO.CRS-Rwanda 036- FY24-TN/2024**

**1. About Catholic Relief Services (CRS)**

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development works are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding. The Country Program has over 85 staff and implements its projects through local and international partners, with strong coordination/collaboration with Government of Rwanda structures. Catholic Relief Services (CRS) has been working in Rwanda since 1961. CRS Rwanda's key programming areas include youth empowerment, agriculture, early childhood development, and economic strengthening. To achieve this, CRS collaborates with the government of Rwanda, donors, the Catholic church, private sector, and civil society organizations.

**2. About STRONG Project**

Globally, adolescent girls and young women (AGYW) are considered high-risk groups for being underweight, overweight, obese, and having anemia, making them a priority group for interventions aimed at improving nutrition at scale.

The STRONG Project, a 5-year initiative, aims to improve nutrition outcomes for the target group in seven countries: Guatemala, India, Liberia, Tanzania, Timor-Leste, and Zambia including Rwanda. The overall STRONG project objective is 'Adolescent girls and young women live healthy, productive lives and break the cycle of intergenerational malnutrition. In Rwanda, the STRONG project is being implemented in 5 districts, namely Kayonza, Rwamagana, Nyarugenge, Rulindo, and Nyamasheke. It is collaborating with other partners, including government institutions (MINEDUC, MOH, MIGEPROF, MINALOC, MINAGRI), nutrition implementing partners (USAID GKB), and local civil societies. The Project targets three avenues of change, including improving service delivery in healthcare, education, agricultural extension, and community-based services to meet the needs of AGYW. It also aims to provide products and supplements to fill critical nutritional and micronutrient gaps for them, as well as supporting positive health and nutrition behaviors among AGYW and those in their spheres of influence.

**3. The purpose of the procurement services request**

The project is planning to provide basic hygienic items and sport related items to facilitate practical sessions and reinforce the functionality of targeted clubs across the 5 districts.

CRS is looking for eligible suppliers in Rwanda with capacity to distribute below listed materials and are into two (2) Lots.

### 3.1. First lot: Procurement of Sports related Materials

Item Description	Quantity	UOM
Jumping Ropes	1,309	Piece
Multi color Sticky notes	2,618	Piece
Volleyball	813	Piece

### 3.2. Second lot: Procurement of Hygienic Materials

#	Items	Total Quantity	UOM
1	Sanitary pads Packs of 10 Piece	49,395	Packs of 10 Piece
2	Duster bin (plastic pedal dustbin with check color free), capacity 10L, different colors	248	Piece
3	Basin (plastic round with check color free), Capacity 15L, different colors	248	Piece
4	Toilet Paper (1 package of 10 roll pieces)	744	Packs of 10 pieces
5	Towel (cotton bath towels, 100% Terry Cotton, (50% Medium and 50% Large), Color White	248	Pieces
6	Female Underwear (soft cotton dozen of 12 piece), different colors, sizes (small: 20%, Medium :60%, Large:20%)	496	Dozens of 12 pieces

## 4. Eligibility criteria

Your offer must further take note of the following documents for evaluation purpose

### 4.1. Administrative documents

- Full Registration certificate issued by RDB.
- VAT and Tax clearance certificates
- Bid validity period.
- Bids should be signed by an authorized company representative.

### 4.2. Technical documents

- Bid should specify maximum delivery period.
- Two (2) completion certificates of providing similar services.

### 4.3. Financial Offer should be submitted with the following requirements/Documents

- Submit your final best financial offer for each service quoted in Rwanda Francs (Rwf). Ensure that your quotation includes the brand name for each item
- The offer must be VAT inclusive.

### N.B:

- Successful bidder will be responsible to pack and distribute above items up to 4 districts offices (Nyamasheke, Rwamagana, Kayonza and Rulindo) level per the distribution plan that will be shared with the successful bidder
- **For Nyarugenge District**, Successful bidder will be responsible to distribute all these materials up to the following Health centers and Schools (Per the distribution plan that will be shared with the successful bidder ):



GS Cyahafi, GS Kanyinya, GS Nzove, GS Karama, GS Kimisagara, Nyarugenge, GS Buye TSS, GS Burema, GS Nyarufunzo, GS Ste famille, GS Kabusunzu, GS APACE, GS Akumungo, IFS, GS St Michel, GS Camp Kigali, Rwampala HC, Rugarama, Kanyinya HC, Mwendo HC, Nyarurenzi HC, Butambwa HC, Kabusunzu HC, Muhima HC, Cor-num HC, Biryogo HC, Muhima DH, Nyarugenge DH, District Health Unit

- For your reference, we have annexed to this tender the supplier's code of conduct that the successful bidder will be required to sign together with the contract.
- CRS payment modalities are 100% payment (full payment) within 15days after receipt of the invoice and acceptance of goods

**5. CRS Contact Information:**

<b>Address:</b>	Catholic Relief Services Chadel house 3 <sup>rd</sup> floor in Nyarugenge District P.O.Box 65 Kigali-Rwanda
<b>Attention to:</b>	<b>CRS Rwanda Procurement Team.</b>
<b>Email address:</b>	<a href="mailto:rwandabids@crs.org">rwandabids@crs.org</a>

**6. Application process**

Interested bidders are encouraged to send their applications to [rwandabids@crs.org](mailto:rwandabids@crs.org) no later than **August 12<sup>th</sup>, 2024, at 11:00am Kigali time**. The title of the email must include: **“Supply of Sports related and Hygienic Materials”**. **Late submissions will not be considered.**

You are advised that this tender does not constitute in any way a commitment on the part of CRS/Rwanda or its agents, for any service requested.

Done on July 30<sup>th</sup>, 2024.

  
**Hans Fly**  
**Country Representative**





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## ANNEX

### SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

Catholic Relief Services (CRS) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms& conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the United Nations Global Compact initiative, the United Nations Guiding Principles and Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, ETI Base Code, and applicable CRS' Policies, Procedures and Standards.

#### 1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.<sup>1</sup> All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

#### 2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing.
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Have data protection and managements standards in place that address data collection, safeguarding,



sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](#)

- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.
- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS ~~reserves~~ the right to terminate any relationship for non-adherence to the above-mentioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>
- Email: [alert@crs.org](mailto:alert@crs.org)
- Phone/Skype: 1-866-295-2632
- Toll free for CRS Rwanda : 8007
- Mail: (mark "Confidential") Attention:  
General Counsel Catholic Relief  
Services  
228 W. Lexington Street Baltimore,  
MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document.

Date: \_\_\_\_\_

\_\_\_\_\_  
Name: \_\_\_\_\_

Title: \_\_\_\_\_