



SOCIETY FOR FAMILY HEALTH (SFH) RWANDA

P.O BOX: 3040, Kigali –Rwanda, Located on King Faisal Hospital Road,
Plot No: 99, KG 543 Street, Kacyiru; TEL : +(250)788305685

OPEN NATIONAL COMPETITIVE BIDDING

The Society for Family Health Rwanda wishes to contract willing service providers for the Companies that can supply Event Equipment and Entertainment Services. Participation in the national competitive bidding is open on equal conditions to all companies specialized in the field.

Tender Title: REQUEST FOR BIDS ON THE SUPPLY OF EVENT AND ENTERTAINMENT SERVICES; *Tender Reference No. 005/ EVENT AND ENTERTAINMENT SERVICES /SFH/2025.*

Submission deadline: 2nd July 2025 at 11h00 local time

Location: SFH Rwanda Reception, Kacyiru

Public Opening Date and Time: 2nd July 2025 at 11h30 Rwandan Times

Tender package is down loadable from the SFH website Kindly find the link attached :
<https://www.sfhrwanda.org.rw/tender-notices/> Regarding tender clarification or requests, it can be through email: procurement@sfhrwanda.org or call (+250) 0788305685 for more guidance.

Public Opening of well sealed envelopes will be in SFH Rwanda's Conference Hall in Kacyiru located on King Faisal Hospital Road, Plot No : 99, KG 543 Street, Kacyiru.

Done at Kigali, 1st June, 2025

Janepher TURATSINZE
Chief Operating Officer
SOCIETY FOR FAMILY HEALTH RWANDA



SOCIETY FOR FAMILY HEALTH (SFH) RWANDA



P.O. Box 3040 Kigali, Rwanda
Plot No: 99, KG 543 Street, Kacyiru, Gasabo District, Kigali
Tel: +250788305685 , Email: procurement@sfhrwanda.org, Website: www.sfhrwanda.org

Service Tendered: EVENT AND ENTERTAINMENT SERVICES

Type of Contract: Framework Agreement (IQC) for One year, Renewable

Procurement Method: Open Competitive Tender

Tender Ref. N: 005/ EVENT AND ENTERTAINMENT SERVICES /SFH/2025

June, 2025

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TENDER FOR SERVICES FOR REGIONAL OFFICES

SOCIETY FOR FAMILY HEALTH RWANDA (SFH Rwanda) wishes to sign a contract with registered companies that will provide different services for Event equipment and Entertainment Services for regional offices to SFH Rwanda; all in a Service agreement for to different companies will last for one year with renewable possibility under indefinite Quantity contract (IQC).

Bidders are encouraged to respond to their best price initially, as there may not be an opportunity to submit revised bids per LOT. All offers should be on a **fixed prices** basis and should be submitted in a sealed envelope to SFH Rwanda reception at the Head Office in Kacyiru.

General Information about SFH Rwanda

SFH is a non-profit organization, established in 2012 under the laws of Rwanda. SFH is organized exclusively for social marketing purposes, with primary focus in public health.

Society for Family Health (SFH) Rwanda, P.O Box.3040, Kigali is currently located on King Faisal Hospital Road, Kacyiru.

PART I: TENDER SUMMARY

SFH Rwanda invites you to bid through a competitive tender process on equal ground; please read the tender package carefully and comply with all submission guidelines using the tender reference number above for all correspondences. Failure to comply with submission guidelines may prompt SFH Rwanda to disqualify your submission.

The table below provides basic information about the services for regional offices required; including the proposed type of award contract should the Company be selected from this process.

TENDER SUMMARY	
Service being tendered	Event and Entertainment Services for Regional offices
Type of contract planned	One year service contract, renewable – IQC
Date tender launched	2nd June 2025
Submission deadline	2nd July 2025 at 11h00 local time
Public opening date	2nd July 2025 at 11h30 local time at SFH conference Hall, Kacyiru
Inquiry contact email	procurement@sfhrwanda.org
Deadline for Inquiries	2 days before submission deadline

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PART II: BID SUBMISSION GUIDELINES

II.1 Format and Content of Bids

Bidders MUST comply with the format and content instructions in the table below. Failure to comply with the submission format and content below may disqualify your offer.

II.1 Format and Content of Bids

Bidders MUST comply with the format and content instructions in the table below. Failure to comply with the submission format and content below may disqualify your offer.

BID FORMAT AND CONTENT	
N# of bid copies required	Signed and stamped (1 ORIGINAL AND 1 PHOTOCOPY)
Bid language	English
Minimum Bid Contents	Signed submission letter
	Signed and stamped financial offer Bid
Bid currency	Rwandan Francs
Bid pricing	VAT Exclusive
Bid validity	At least 90 days from bid receipt
Bid submission format	Hand delivery by hard copy in a sealed envelope signed or stamped across the seal. NOTE: NO ELECTRONIC SUBMISSION ALLOWED
Complete Bid submission Address	SFH RWANDA "EVENT AND ENTERTAINMENT SERVICES Tender" Attention: Executive Director BP 3040; on King Faisal Hospital Road; Plot 99 KG543 Street, Kacyiru, Gasabo, Kigali, Rwanda. Telephone: +250(0) 788305685 Tender Ref. N: 005/ EVENT AND ENTERTAINMENT SERVICES /SFH/2025

II.2 Submission and Handling of Bids

- Bids are to be delivered by hand delivery/courier in a sealed envelope at SFH Rwanda reception desk to the submission address above in section II.1.
- In order to be considered, the original bid must be received at the above address (as applicable) no later than the submission deadline in Part 1. Bidders are solely responsible to ensure the timely receipt of their bids. No Bids shall be received after the date and time unless no other bids are received.
- Bids must follow the format and content described in section II.1. Incomplete bid or bids which do not follow the submission guidelines may be disqualified from consideration. Each bid must include a manually signed, stamped fully binding one original Bid, and one (1) copy, valid for ninety (90) days after the Last Bid Receipt Date.
- Bids will be opened in public on the Public Opening Date and Location in Part 1.

Handwritten signatures and initials are visible at the bottom of the page.

(e) Once opened, bids will be held secure and intact. Reasonable efforts will be made to protect them from loss, alteration, or disclosure to any person other than SFH Rwanda, or any person unauthorized by SFH Rwanda. However, SFH Rwanda will not be liable to any bidder for any failure to comply with this Section 2.4(f).

(f) Bids may not be altered, corrected or withdrawn after the Last Bid Receipt Date. In exceptional cases, SFH Rwanda may, at its sole discretion, permit correction of arithmetic errors, transposition errors, or other clerical minor mistakes. This is only possible in cases where SFH Rwanda can clearly identify the mistake and where the intended bid can be established conclusively on the face of the submission.

Beyond arithmetic errors, transposition errors, or other clerical minor mistakes, no mistakes alleged by a bidder after the Submission Deadline will be permitted to be corrected.

PART III: TERMS OF REFERENCES FOR THE SERVICES FOR REGIONAL OFFICES

SFH Rwanda envisages increasing its visibility on the Rwandan scene with social marketing services and this will be possible through field activities based on the below services that different companies will provide.

Each Lot will be allocated to ONE bidder that is operating in one of the districts of the regional office, this bidder MUST be willing to provide the required services on time and ONLY in the designated regional area.

LOT 1: DISTRICTS IN CENTRAL REGIONAL OFFICE: Gasabo, Nyarugenge, Kicukiro, Kamonyi, Gicumbi and Bugesera Districts

LOT 2: DISTRICTS IN SOUTHERN REGIONAL OFFICE: Huye, Gisagara, Nyaruguru, Nyamagabe, Rusizi and Nyamasheke districts

LOT 3: DISTRICTS IN WESTERN REGIONAL OFFICE: Karongi, Ngororero, Muhanga, Nyanza, Rutsiro and Ruhango districts

LOT 4: DISTRICTS IN EASTERN REGIONAL OFFICE: Nyagatare, Gatsibo, Ngoma, Kayonza, Kirehe, Rwamagana districts

LOT 5: DISTRICTS IN NORTHERN REGIONAL OFFICE: Musanze, Burera, Gakenke, Nyabihu, Rubavu and Rulindo districts

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LOT 1: CENTRAL REGIONAL OFFICE: Gasabo, Nyarugenge, Kicukiro, Kamonyi, Gicumbi and Bugesera Districts

CONTRACTED SERVICES TO BE OFFERED	Please quote on each item below Price should be exclusive VAT (with Full transport charges and handling to the site in the district site chosen)
MOBILE SOUND SYSTEM (FULL Range) around the place of Entertainment with 6 top speakers' full range, 3 woofers, One audio mixer, One amplifier, 4 wireless micro phones	
FIXED SOUND SYSTEM (small size) with 3 speakers of watts each, One audio mixer, 2 wireless micro phones	
MOBILE SOUND SYSTEM around the place of Entertainment (small size) with 3 speakers of watts each, One audio mixer, 2 wireless micro phones	
One Music Artist: Super star recognized at National level with several music hits (songs) played on radio and TV stations	
Group of Music Artists/ Drama group under one label: between 4 and 10 musicians	
One Music Artist: New Upcoming musician/ star recognized at District level of residence (underground)	
Supply of Tent with sitting capacity of 500 people and 500 chairs covered, four small tables for guests	
Wooden Pulpit – AGATUTI with Hight of 45 to 48 inches (114 to 122 cm)	
Supply of Tent with sitting capacity of 100 people and 100 chairs covered, one small table for guests	
Carpet: Red or Green in VIP seats measured per square meter	
Decoration of Tent with ceiling and sitting capacity of 500 people and 500 chairs covered, four small table for guests	
Decoration of Tent with ceiling and sitting capacity of 100 people and decoration of 100 chairs with one decorated small table	
Tent for Speeches (Small size)	
Projector with Screen	
OUTDOOR LED Screen PER ONE (1) square meter	
Video coverage (with Editing and Provision of One Original flash Disk of events covered)	
Photographic coverage (with provision of Digital photos of events covered shared by a link with high resolution)	
Podium of metallic - aluminum material with standing capacity of between 8 to 10 people	
Generator with minimum of 4KVA	
Generator with minimum of 10 KVA	
MOBILE DIGITAL VAN With Stage Platform; Full Branding of The Truck in SFH colours; Digital Led Screen of at least 5 square meters, below stage banner of at least 8 meters, sound system, Space Video Displaying for live events and other accessories	
Total cost for services VAT Exclusive	
VAT 18%	
Total cost for services VAT inclusive	




LOT 2: SOUTHERN REGIONAL OFFICE: Huye, Gisagara, Nyaruguru, Nyamagabe, Rusizi and Nyamasheke districts

CONTRACTED SERVICES TO BE OFFERED	Please quote on each item below Price should be exclusive VAT (with Full transport charges and handling to the site in the district site chosen)
MOBILE SOUND SYSTEM (FULL Range) around the place of Entertainment with 6 top speakers' full range, 3 woofers, One audio mixer, One amplifier, 4 wireless micro phones	
FIXED SOUND SYSTEM (small size) with 3 speakers of watts each, One audio mixer, 2 wireless micro phones	
MOBILE SOUND SYSTEM around the place of Entertainment (small size) with 3 speakers of watts each, One audio mixer, 2 wireless micro phones	
One Music Artist: Super star recognized at National level with several music hits (songs) played on radio and TV stations	
Group of Music Artists/ Drama group under one label: between 4 and 10 musicians	
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Wooden Pulpit – AGATUTI with Hight of 45 to 48 inches (114 to 122 cm)	
Supply of Tent with sitting capacity of 100 people and 100 chairs covered, one small table for guests	
Carpet: Red or Green in VIP seats measured per square meter	
Decoration of Tent with ceiling and sitting capacity of 500 people and 500 chairs covered, four small table for guests	
Decoration of Tent with ceiling and sitting capacity of 100 people and decoration of 100 chairs with one decorated small table	
Tent for Speeches (Small size)	
Projector with Screen	
OUTDOOR LED Screen PER ONE (1) square meter	
Video coverage (with Editing and Provision of One Original flash Disk of events covered)	
Photographic coverage (with provision of Digital photos of events covered shared by a link with high resolution)	
Podium of metallic - aluminum material with standing capacity of between 8 to 10 people	
Generator with minimum of 4KVA	
Generator with minimum of 10 KVA	
MOBILE DIGITAL VAN With Stage Platform; Full Branding of The Truck in SFH colours; Digital Led Screen of at least 5 square meters, below stage banner of at least 8 meters, sound system, Space Video Displaying for live events and other accessories	
Total cost for services VAT Exclusive	
VAT 18%	
Total cost for services VAT inclusive	

LOT 3: WESTERN REGIONAL OFFICE: Karongi, Ngororero, Muhanga, Nyanza, Rutsiro and Ruhango districts

CONTRACTED SERVICES TO BE OFFERED	Please quote on each item below Price should be exclusive VAT (with Full transport charges and handling to the site in the district site chosen)
MOBILE SOUND SYSTEM (FULL Range) around the place of Entertainment with 6 top speakers' full range, 3 woofers, One audio mixer, One amplifier, 4 wireless micro phones	
FIXED SOUND SYSTEM (small size) with 3 speakers of watts each, One audio mixer, 2 wireless micro phones	
MOBILE SOUND SYSTEM around the place of Entertainment (small size) with 3 speakers of watts each, One audio mixer, 2 wireless micro phones	
One Music Artist: Super star recognized at National level with several music hits (songs) played on radio and TV stations	
Group of Music Artists/ Drama group under one label: between 4 and 10 musicians	
One Music Artist: New Upcoming musician/ star recognized at District level of residence (underground)	
Supply of Tent with sitting capacity of 500 people and 500 chairs covered, four small tables for guests	
Wooden Pulpit – AGATUTI with Hight of 45 to 48 inches (114 to 122 cm)	
Supply of Tent with sitting capacity of 100 people and 100 chairs covered, one small table for guests	
Carpet: Red or Green in VIP seats measured per square meter	
Decoration of Tent with ceiling and sitting capacity of 500 people and 500 chairs covered, four small table for guests	
Decoration of Tent with ceiling and sitting capacity of 100 people and decoration of 100 chairs with one decorated small table	
Tent for Speeches (Small size)	
Projector with Screen	
OUTDOOR LED Screen PER ONE (1) square meter	
Video coverage (with Editing and Provision of One Original flash Disk of events covered)	
Photographic coverage (with provision of Digital photos of events covered shared by a link with high resolution)	
Podium of metallic - aluminum material with standing capacity of between 8 to 10 people	
Generator with minimum of 4KVA	
Generator with minimum of 10 KVA	
MOBILE DIGITAL VAN With Stage Platform; Full Branding of The Truck in SFH colours; Digital Led Screen of at least 5 square meters, below stage banner of at least 8 meters, sound system, Space Video Displaying for live events and other accessories	
Total cost for services VAT Exclusive	
VAT 18%	
Total cost for services VAT inclusive	

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LOT 4: EASTERN REGIONAL OFFICE: Nyagatare, Gatsibo, Ngoma, Kayonza, Kirche, Rwamagana districts

CONTRACTED SERVICES TO BE OFFERED

Please quote on each item below
Price should be exclusive VAT
 (with Full transport charges and handling to the site in the district site chosen)

MOBILE SOUND SYSTEM (FULL Range) around the place of Entertainment with 6 top speakers' full range, 3 woofers, One audio mixer, One amplifier, 4 wireless micro phones

FIXED SOUND SYSTEM (small size) with 3 speakers of watts each, One audio mixer, 2 wireless micro phones

MOBILE SOUND SYSTEM around the place of Entertainment (**small size**) with 3 speakers of watts each, One audio mixer, 2 wireless micro phones

One Music Artist: Super star recognized at National level with several music hits (songs) played on radio and TV stations

Group of Music Artists/ Drama group under one label: **between 4 and 10 musicians**

One Music Artist: New Upcoming musician/ star recognized at District level of residence (underground)

Supply of Tent with sitting capacity of 500 people and 500 chairs covered, four small tables for guests

Wooden Pulpit – AGATUTI with Hight of 45 to 48 inches (114 to 122 cm)

Supply of Tent with sitting capacity of 100 people and 100 chairs covered, one small table for guests

Carpet: Red or Green in VIP seats measured per square meter

Decoration of Tent with ceiling and sitting capacity of 500 people and 500 chairs covered, four small table for guests

Decoration of Tent with ceiling and sitting capacity of 100 people and decoration of 100 chairs with one decorated small table

Tent for Speeches (Small size)

Projector with Screen

OUTDOOR LED Screen PER ONE (1) square meter

Video coverage (with Editing and Provision of One Original flash Disk of events covered)

Photographic coverage (with provision of Digital photos of events covered shared by a link with high resolution)

Podium of metallic - aluminum material with standing capacity of between 8 to 10 people

Generator with minimum of 4KVA

Generator with minimum of 10 KVA

MOBILE DIGITAL VAN With Stage Platform; Full Branding of The Truck in SFH colours; Digital Led Screen of at least 5 square meters, below stage banner of at least 8 meters, sound system, Space Video Displaying for live events and other accessories

Total cost for services VAT Exclusive

VAT 18%

Total cost for services VAT inclusive

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LOT 5: NORTHERN REGIONAL OFFICE: Musanze, Burera, Gakenke, Nyabihu, Rubavu and Rulindo districts

CONTRACTED SERVICES TO BE OFFERED

Please quote on each item below
Price should be exclusive VAT
 (with Full transport charges and handling to the site in the district site chosen)

MOBILE SOUND SYSTEM (FULL Range) around the place of Entertainment with 6 top speakers' full range, 3 woofers, One audio mixer, One amplifier, 4 wireless micro phones

FIXED SOUND SYSTEM (small size) with 3 speakers of watts each, One audio mixer, 2 wireless micro phones

MOBILE SOUND SYSTEM around the place of Entertainment (**small size**) with 3 speakers of watts each, One audio mixer, 2 wireless micro phones

One Music Artist: Super star recognized at National level with several music hits (songs) played on radio and TV stations

Group of Music Artists/ Drama group under one label: **between 4 and 10** musicians

One Music Artist: New Upcoming musician/ star recognized at District level of residence (underground)

Supply of Tent with sitting capacity of 500 people and 500 chairs covered, four small tables for guests

Wooden Pulpit – AGATUTI with Hight of **45 to 48 inches (114 to 122 cm)**

Supply of Tent with sitting capacity of 100 people and 100 chairs covered, one small table for guests

Carpet: Red or Green in VIP seats measured per square meter

Decoration of Tent with ceiling and sitting capacity of 500 people and 500 chairs covered, four small table for guests

Decoration of Tent with ceiling and sitting capacity of 100 people and decoration of 100 chairs with one decorated small table

Tent for Speeches (Small size)

Projector with Screen

OUTDOOR LED Screen PER ONE (1) square meter

Video coverage (with Editing and Provision of One Original flash Disk of events covered)

Photographic coverage (with provision of Digital photos of events covered shared by a link with high resolution)

Podium of metallic - aluminum material with standing capacity of between 8 to 10 people

Generator with minimum of 4KVA

Generator with minimum of 10 KVA

MOBILE DIGITAL VAN With Stage Platform; Full Branding of The Truck in SFH colours; Digital Led Screen of at least 5 square meters, below stage banner of at least 8 meters, sound system, Space Video Displaying for live events and other accessories

Total cost for services VAT Exclusive

VAT 18%

Total cost for services VAT inclusive

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PART V: STANDARD PROVISIONS

V.1 Definitions and Headings

Except otherwise provided contrary to what is herein, all time periods specified shall be consecutive calendar days. The term "Tender Package" refers to the entire document, including all attachments thereto. Any headings contained in the text of the Tender Package are for reference only, and do not alter, limit, or waive the content of the full provisions.

V.2 Donor Guidelines and Policies

(a) The procedures followed by SFH Rwanda in making any award and contract resulting from this Tender Package, as well as the terms and conditions of such award and contract, will be based on the SFH Rwanda *Procurement Manual*.

(b) Prospective companies providing this service should also note that a primary requisite for SFH Rwanda is to obtain the most valuable offer on the current market. Whenever possible, bids are sought on a competitive basis, and all prices offered will be subject to detailed scrutiny and, possibly, negotiation if necessary to ensure a reasonable contract price is obtained.

V.3 Tender Package

This Tender Package should not be considered an award or contract as it is intended solely for the provision of information to prospective service providers.

V.4 Review of Tender Package

Prospective service providers are solely responsible for examining carefully all of the terms and conditions of this Tender Package. Failure to do so will be at the prospective Service Provider's risk and expense, and any items requested by SFH Rwanda but not submitted by bidder are grounds for disqualification from the tender.

Any ambiguities in the technical specifications and standards or inconsistencies between or among the various provisions of the Tender Package shall be resolved against the prospective Service provider if she/he fails to seek clarification prior to the award.

V.5 Probity and Ethics

In the purchasing efforts SFH Rwanda follows, and by virtue of the submission of their bids, all bidders commit to follow the guidelines contained in the SFH Rwanda *Procurement Manual*.

V.6 Language

All documents submitted in response to this Tender Package, as well as all correspondences in connection with the Tender Package, shall be in the language specified in Section II.1, always in English. The final contract will be written and signed in English.

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V.7 Inquiries

Inquiries concerning this Tender Package and any return bid(s) must be submitted in writing five days before the submission deadline to permit a thorough and accurate response by SFH Rwanda. Such inquiries shall be sent by telephone at +250(0)788305685 or by email through procurement@sfhrwanda.org using the contact information included in Section II.1. SFH Rwanda is under no obligation to consider or respond to questions that are not received in a timely manner.

V.8: Evaluation of Bids.

Evaluation of bids submitted pursuant to this IFB will be carried out by SFH-Rwanda Evaluation Team based on the following criteria as all the bidders are pre-qualified in this category.

V.9: Issuance of Purchase Order

The timing of the Purchased Order will be determined by the contract signature. Purchase order will be subject to acceptance conditions from partial to final acceptance. The partial or provisional acceptance will be held after delivery and final acceptance will be held after one year of warranty.

V.10: Delivery period

The delivery period covers the period required from the date of reception of a signed purchase order to the final date of delivery of the ordered quantity at the designated location mentioned in the purchase order all on the same day the event.

A. ADMINISTRATIVE CRITERIA

The bidders must provide the following administrative documents:

- Copy of Business Registration certificate or Certificate of domestic Company Registration from RDB.
- Copy of VAT certificate (for domestic companies only) from RRA
- Valid tax clearance certificate (attestation de non-creance) from Rwanda Revenue Authority or statement of arrears from RRA
- Valid RSSB Contribution Clearance certificate- icyemezo cyo kutabamo Umwenda W'imisanzu
- Copy of Certificate of Good Standing (Attestation de non faillite) proving that your company was never bankrupt from RDB
- Proof of payment of a non-refundable fee of fifty thousand Rwandan francs (50,000 RWF) paid into: Bank Name: **Access Bank (Rwanda) Ltd**
Account Name: **SOCIETY FOR FAMILY HEALTH RWANDA**
Account Number: **1002190101953001**

The Company that will not have filled any of aforesaid conditions will be eliminated and their bids will not be considered for the next evaluation stage.

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B. TECHNICAL CRITERIA: (total marks 60%)

- At least two (2) Recommendation letters out of the thirty (30) districts in Rwanda recommended by *district leaders or JADF* as proof of operating/ doing business in Rwanda **at (6 marks)**
- At least six (6) Recommendation certificates (*good completion Certificate*) for good performance executed from former or current clients with full contact names and addresses for similar services in the field in Rwanda *at National level (Ministries, Embassies, NGOs, Gov Institutions....)* those with certificates in Behavior change communication or Social Marketing will be a plus) **at (14 marks)**
- At least 10 Copies of Contracts or Local Purchase orders from clients (Former or current) for any similar services in providing sound systems and creative events **at (10 marks)**
- Visit of stock to verify the equipment and Sound system related materials, Dress uniform for staff, crew and musicians, Adequate team to cover different angles and event moments **(20 marks)**
- Company profile for at least 2 pages of Company experience, List of Sound systems machines, Generators, Vehicle trucks used in transporting the machines and Catalogues and photos **as proof of machines owned by the company**, Technicians' and Operators' experience in live events and Specific experience working with different clients like NGOs, embassies, Gov institutions, live performances, and public audiences **(10 marks)**

C. FINANCIAL OFFER (Total marks 40%)

The financial criteria to be followed will be based on the lowest price that will be most preferred after the technical criteria score. The overall winner will be determined after combining both Technical and Financial Scores for companies that have been pre-qualified.

V.11 AMENDMENTS

If at any time prior to award SFH Rwanda deems there to be a need for a significant modification to the terms and conditions of this Tender Package, SFH Rwanda will issue such a modification as a written Tender Package amendment to all competing bidders using an addendum posted through all the channels used in sending out the tender package. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any Tender Package term or condition, and no bidder shall rely on any such statement.

V.12 PRICE VERIFICATION

If adequate competition is not achieved in the tendering process, the right is reserved for any otherwise compliant bid to be referred to SFH Rwanda who may, at their discretion, authorize a price verification exercise to be undertaken on their behalf by an organization or delegated SFH Staff. In such an eventuality, the bidder will be required to give details of the services tendered for, together with details of any costing used or undertaken in preparing the bid.

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V.13 EXTENSION OF BID VALIDITY DATES

When necessary and appropriate under the circumstances, SFH Rwanda may request bidders, in writing, to extend the validity period of their bids and Bid Securities (if any). A bidder may refuse to extend its bid; however, its bid will be disqualified. A bidder agreeing to extend will not generally be permitted or required to modify their bid in any manner other than to extend it.

V.14 REJECTION OF TENDERS

(a) SFH Rwanda is not bound to accept the lowest bid and reserves the right to reject any tender in whole or in part and to reject any or all tenders without assigning any reason. Circumstances in which rejection of all bids may occur include, without limitation, the following:

- (1) none of the bids is adequately responsive to the specifications,
- (2) there is evidence of insufficient competition,
- (3) the lowest bid exceeds the estimated value or funds available and cannot be reduced by negotiation,
- (4) the quality of the tender is deemed insufficient or the technical or financial bases of procurement have changed materially prior to the award, or
- (5) The prices of the bid are obviously and clearly high.

V.15 TERMS OF AWARDS

- (a) All awards are subject to the availability of adequate funds from SFH Rwanda and the receipt of all required approval from SFH Rwanda and the donors.
- (b) Upon receipt of SFH Rwanda and/or the indenter's approval of the recommended award, to the extent required, SFH Rwanda will send a Notice of Award to the winning bidder and will inform unsuccessful bidders that they have not been selected.

IV.16. NOTIFICATION OF TENDER AWARD

The bidder whose proposal attains the highest score, in accordance with the evaluation criteria in the present request for proposals shall be selected for award, subject to satisfactory conclusion of negotiations if deemed necessary. The procuring entity shall notify the successful bidder of its selection results and at the same time inform other unsuccessful bidders of the decision. In the absence of a challenge by any other bidders within seven (7) days of the notice, the contract shall be signed by both parties.

IV.17 PAYMENT TERMS

SFH Rwanda undertakes to pay 100% of invoice after service report to its satisfaction and this will be paid within 15 working days upon reception of an invoice. SFH Rwanda welcomes your bid in this competitive process;

Sincerely,

Janepher TURATSINZE

SFH Rwanda Chief Operating Officer



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