

**INVITATION TO BID FOR A CONSULTANT TO CONDUCT A BASIC NEEDS ASSESSMENT ON LEGAL SERVICES, CONFLICT RESOLUTION, AND MENTAL HEALTH AND PSYCHOSOCIAL SUPPORT (MHPSS) IN MAHAMA REFUGEE CAMP AND HOST COMMUNITY, KIREHE DISTRICT, EASTERN PROVINCE, RWANDA**

**PRISON FELLOWSHIP RWANDA**

**Title of the Tender: To Conduct a Basic Needs Assessment on Legal Services, Conflict Resolution, and Mental Health and Psychosocial Support (MHPSS) in Mahama Refugee Camp and Host Community, Kirehe District, Eastern Province, Rwanda**

**Tender Reference Number: 001/PFR2025**

**Procurement Method: OPEN TENDERING**

**Date of Issue: 12/05/2025**



## SECTION I: BID SUMMARY

The table below provides basic information about this Invitation to Bid; including the proposed type of award contract should a supplier be selected from this process. The contract template is included to give an idea of obligations and requirements involved;

However, **PFR** is under no legal obligation to award the proposed contract type. Please adhere to the submission deadline below. Late submissions will not be considered.

TENDER SUMMARY	
<b>Services being tendered</b>	<b>Basic Needs Assessment on Legal Services, Conflict Resolution, and Mental Health and Psychosocial Support (MHPSS) in Mahama Refugee Camp and Host Community, Kirehe District, Eastern Province, Rwanda</b>
<b>Planned contract duration</b>	Short term contract
<b>Possibility of renewal</b>	Fixed period
<b>Date tender launched</b>	12 <sup>th</sup> /05/2025
<b>SUBMISSION DEADLINE</b>	20 <sup>th</sup> /05/2025 at 4 PM
<b>Public opening date</b>	22 <sup>nd</sup> /05/2025 at 3:00PM
<b>Bid opening location</b>	PFR meeting hall
<b>Inquiry contact email</b>	<a href="mailto:rmuzima@pfrwanda.org">rmuzima@pfrwanda.org</a>
<b>Deadline for Inquiries</b>	Two days before submission deadline (Bidders are requested to keep all questions concise.)
<b>Starting date for contract</b>	26/05/2025



## SECTION II: BID SUBMISSION GUIDELINES.

### II.1 Format and Content of Bids.

A. 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.

<b>BID FORMAT AND CONTENT</b>	
<b># of bid copies required</b>	1 signed and stamped original, and 2 photocopies
<b>Bid language</b>	English
<b>Minimum Bid Contents</b>	Signed submission technical and financial Letters (see attached forms )
	Technical proposals (Technical Offer)
	Signed and stamped financial Proposal (Financial offer)
<b>Bid currency</b>	Rwandan Francs
<b>Bid pricing</b>	All charges inclusive with details
<b>Bid validity</b>	At least 90 days from bid receipt
<b>Bid submission format</b>	Hand delivery of hard copy in a <b>sealed envelope signed or stamped across the seal.</b>
	NO ELECTRONIC SUBMISSION ALLOWED. (Please note that Bid Submissions sent directly to the e-mail address, will result in disqualification of the offer)
<b>Complete Bid submission address</b>	<b>Invitation to Bid for a Basic Needs Assessment on Legal Services, Conflict Resolution, and Mental Health and Psychosocial Support (MHPSS) in Mahama Refugee Camp and Host Community, Kirehe District, Eastern Province, Rwanda</b>
	<b>PFR's HEAD OFFICE, Kicukiro DISTRICT, Niboyi SECTOR, Gatara CELL, Kigarama VILLAGE, behind IPRC kicukiro, KK 455 Avenue House No 4.</b> <b>Attention: Chairman Tender Committee.</b> <b>Telephone: 0787473588</b> <b>Tender Package: 1 LOT</b>



**NB:** Prison Fellowship Rwanda reserves the right to cancel a Solicitation at any stage of the procurement process prior to final notice of award of a contract.

## **B. CONTENT OF ADMINISTRATIVE TECHNICAL PROPOSALS**

**NB:** No pricing information should be included in the technical offer. Failure to comply may risk disqualification. The technical offer should contain all information required.

The bidders must provide the following documents or information:

1. Bid letter duly signed, stamped and dated;
2. Firm/consultant profile, including areas of expertise and relevant experience.
3. RBD & VAT Certificate, RRA/tax and RSSB clearances
4. Team qualifications, including resumes of key supporting staff in this needs assessment.
5. References from past clients or organizations served.
6. Description of proposed approach and methodology for this needs assessment including a proposed timeline.
7. Number of similar and successfully completed contract in the past 3 years or ongoing contracts if applicable.

Include any information that will facilitate our evaluation of your capacity to conduct the needs Assessment on Legal Services, Conflict Resolution, and Mental Health and Psychosocial Support (MHPSS) in Mahama Refugee Camp and Host Community, Kirehe District, Eastern Province, Rwanda, use annex B-**Technical Proposal Form** to provide the details.

## **C. CONTENT OF THE FINANCIAL PROPOSALS**

Your separate Financial Offer must contain a single currency which is RWF. The Financial Offer is to be submitted as per the Financial Proposal Form (Annex D). Bids that have a different price structure may not be accepted. You are requested to hold your offer valid for 90 days from the deadline of submission.

The cost of preparing a bid and negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment. Any activity undertaken or expenses incurred in preparation of a contract before an actual contract is signed shall be borne by the Bidder. An advance notice or information of award is not to be considered as a contract.



The bidders must provide the following documents or information:

1. Detailed budget breakdown, including consultancy fees and any other related expenses in Rwandan Francs.
2. Billing procedure
3. Value-added services

Include any additional information or documentation relevant to your financial proposal.

**Financial proposals will be evaluated based on the following criteria:**

Cost-effectiveness of Detailed budget breakdown,

Clarity and transparency of billing procedures.

Accuracy of cost estimates.

Value-added services

**D. 3: EVALUATION OF BIDS**

Only the bids that passed the preliminary examination will be subjected to detailed evaluation. Each proposal from a Bidder will be considered separately and independently. Award of a previous contract with Prison Fellowship Rwanda will not be considered as a preference or guarantee for the award of future contract on the same subject.

**Evaluation of Proposals:** The evaluation of Proposals will use the Quality Cost Based methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposal on a pass/fail basis;
2. Detailed Technical evaluation will contribute **60%**;
3. Financial scores will be allocated **40%** to determine the best evaluated bid.

**NOTE:** Proposals failing at any stage will be eliminated and not considered in subsequent stages. Evaluation is made on a technical and financial basis separately. only those proposals that qualify in the administrative and performance evaluation parts will be considered for subsequent stages.

**Formal/Administrative Criteria PASS/FAIL**

N/O	Criteria	Documents to be Provided	Assessment
1	Research expertise	demonstrates expertise in needs assessment or Research area, with documented experience of conducting research (including Certificate of completion for a similar work).	Pass/Fail
2	Registration certificate	Enclose your firm registration certificate in your technical offer	Pass/Fail
3	Valid tax clearance certificate.	Please attach your tax clearance certificate in your technical proposal	Pass/Fail

**Technical proposal Criteria:** Proposals shall be awarded scores out of the maximum number of points as indicated in below table.

N/O	Technical Evaluation Criteria	Information or documents to be provided	MARKS
1	Contextual Understanding	Using annex B attached, describe your understanding of the Humanitarian sector and host community context on Legal Services, Conflict Resolution, and Mental Health and Psychosocial Support (MHPSS).	15
2	Relevant Experience	Using annex B attached, demonstrate experience in conducting needs assessments, particularly in the sectors of legal services, conflict resolution, and MHPSS. Experience in refugee or humanitarian contexts is essential. Bidders must provide references and examples of similar assignments.	15
3	Team Composition & Qualifications	Using annex B attached, share the CVs of key team members showing qualifications and experience in legal aid, MHPSS, conflict resolution, and needs assessments. Strong preference for multidisciplinary teams and inclusion of local experts.	15
4	Technical Approach & Methodology	Using annex B attached, propose a clear, feasible, and appropriate methodology to the refugee and host community context. It should include data collection tools, ethical considerations, gender and inclusion sensitivity, and a participatory approach.	15



5	Work Plan & Deliverables	By filling the annex B attached, share a detailed work plan outlining key activities, milestones, and timeline for completion. Realistic scheduling that considers field constraints (e.g., security, access, cultural dynamics). Detail any specialized expertise or resources that you will utilize, such as interpreters or cultural liaisons	20
6	Quality Assurance & Risk Mitigation	Using annex B attached, Provide a clear plan for quality control, ethical safeguards, and risk mitigation (e.g., for trauma, security, or data protection).	20
	<b>GRAND TOTAL</b>		<b>100</b>

**Minimum technical score:** The mark required to pass the technical evaluation is **50/60**.

**Financial Criteria:** Pricing information should not appear in any other section of the proposals other than the financial proposal.

**Total scores:** Total scores shall be determined using a weighting of **60%** for technical proposals and a weighting of **40%** for financial proposals.

**Currency:** Proposals should be priced in Rwandan Francs.

**Best Evaluated Bid:** The best-evaluated bid shall be the firm/consultant with the highest combined score and shall be recommended for award of contract after Negotiation.

**Right to Reject:** PFR reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

## **II.2 Submission and Handling of Bids.**

(a) Bids are to be delivered by hand delivery/courier in a **sealed** envelope at **PFR's** reception Desk to the Submission Address above in Bid sheet.

Offers must bear bidder's official letter head, clearly identifying your company. They should be addressed to:

Chairperson of the bid opening committee.  
 Prison Fellowship Rwanda/Kicukiro

You must submit your technical and financial offers in 2 separate sealed envelopes labeled as follows:

**For the technical envelop:** Invitation to Bid: **001/PFR2025** Technical Offer

**For the financial envelop:** Invitation to Bid: **001/PFR2025** Financial offer.

Both envelopes must be enclosed in one bigger envelop labelled as follows:



**001/PFR2025 Needs Assessment on Legal Services, Conflict Resolution, and Mental Health and Psychosocial Support (MHPSS) in Mahama Refugee Camp and Host Community, Kirehe District, Eastern Province, Rwanda.**

(b) In order to be considered, the original bid must be received at the above address or number (as applicable) not later than the Submission Deadline in Bid sheet. Bidders are solely responsible to ensure the timely receipt of their bids. Bids received after the date and time required will generally not be considered unless no other bids are received.

(c) Bids must follow the format and content described in Technical and financial offer forms. Incomplete bid or bids, which do not follow the submission guidelines may be disqualified from consideration.

(d) Bids will be opened in public on the Public Opening Date and Location in Bid sheet.

(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 **PFR**, or any person unauthorized by **PFR**. However, **PFR** will not be liable to any bidder for any failure to comply with this bellows point.

(f) Bids may not be altered, corrected or withdrawn after the Last Bid Receipt Date. In exceptional cases, **PFR** may, at its sole discretion, permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes. This is only possible in cases where **PFR** 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 or minor mistakes, no mistakes alleged by a bidder after the Submission Deadline will be permitted to be corrected.

### **Section III: STANDARD PROVISIONS**

**III.1 Definitions and Headings.** Except as otherwise specifically provided 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.

### **III.2 Guidelines and Policies.**

(a) The procedures followed by **PFR** 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 **PFR Procurement Manual**.





(b) Prospective companies providing this service should also note that a primary requisite for PFR is to obtain the most advantageous 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, to ensure reasonable contract price is obtained.

**III.3 Tender Package.** This Tender Package should not be considered an award or contract. It is intended solely for the information of prospective suppliers.

**III.4 Review of Tender Package.** Prospective suppliers are solely responsible to examine carefully all of the terms and conditions of this Tender Package. Failure to do so will be at the prospective supplier's risk and expense, and any items requested by PFR 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 Supplier if the Supplier fails to seek clarification prior to award.

**III.5 Probity and Ethics.** In the purchasing efforts **PFR**, and by virtue of the submission of their bids, all bidders and Suppliers commit to follow the Guidelines contained in the *PFR Procurement Manual*.

**III.6 Language.** All documents submitted in response to this Tender Package, as well as all correspondence in connection with the Tender Package, shall be always in English. The final contract will be written and signed in English, as per PFR policy.

**III.7 Inquiries.** Inquiries concerning this Tender Package and any return bid(s) must be submitted in writing 2 days before the Submission Deadline to permit a thorough and accurate response by PFR. Such inquiries shall be sent by email, using the contact information included in Bid sheet. PFR is under no obligation to consider or respond to questions that are not received in a timely manner.

**III.8 Evaluation of Bids.**

Evaluation will be on Quality and Cost basis of the bid.

**III.9 Amendments.**

If at any time prior to award PFR deems there to be a need for a significant modification to the terms and conditions of this Tender Package, PFR will issue such a modification as a written Tender Package amendment to all competing bidders. 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.

**III.10 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 PFR who may, at their discretion, authorize a price verification exercise to be undertaken on their behalf by an organization of their choice. 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.

### **III.11 Extension of Bid Validity Dates.**

When necessary and appropriate under the circumstances, PFR may request bidders, in writing, to extend the validity period of their bids. A bidder may refuse to extend without forfeiting its Bid; however, its bid will be disqualified.

### **III.12 Rejection or Award.**

(a) PFR is not bound to accept the lowest or any tender and reserves the right to accept any tender in whole or in part and to reject any or all tenders without assigning any reason therefore and to Contract on any of the terms offered or on different terms. 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 by a significant amount and cannot be reduced by negotiation,
- (4) 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 excessively high.

(b) All awards are subject to the availability of adequate funds from PFR and the receipt of all required approval from PFR and the indenter.

(c) Upon receipt of PFR and/or the indenter's approval of the recommended award, to the extent required, PFR will send a Notice of Award to the winning bidder. PFR is under no legal obligation to inform unsuccessful bidders that they have not been selected.

### **III.13 Corruption, Fraud, Collusion, Coercion**

PFR are committed to the most transparent tender process possible, to ensure best value for money in all purchases. PFR prohibits any attempts by current staff, existing or prospective suppliers to influence the outcome of a tender process in order to award the job to a specific supplier, or to achieve non-competitive pricing.

Any suspected or proven, indirect or direct attempt on the part of any prospective bidder to influence the outcome of the tender process using the following means will be cause for immediate disqualification, and permanent delisting by PFR as a potential supplier.

- Corruption (giving or receiving items of value to influence the tender),
- Fraud (falsification of facts, misrepresentation of information or pricing resulting in a non-competitive price proposal),
- Collusion (an agreement between two or more suppliers to achieve an artificial or non-competitive price)
- Coercion (indirectly or directly menacing or threatening people, staff or the organization to influence the outcome of the tender).

**NGARUYINKA Celestin**  
**Executive Director,**  
**Prison Fellowship Rwanda.**



**ANNEX A:**
**Form A: Technical Proposal Submission Form**

Name of Bidder:	[Insert Name of Bidder]	Date	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Invitation to Bid (ITB) No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, for any part of the contract:

- is not under procurement prohibition by the RPPA
- have not been suspended, debarred, sanctioned or otherwise identified as ineligible by RPPA or any other National or International Organization;
- have no conflict of interest in accordance with Instruction to Bidders;
- do not employ any person(s) who is a PFR staff member.
- have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the Prison Fellowship Rwanda (PFR) or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the Prison Fellowship Rwanda (PFR) and we *embrace the principles of PFR procurement: transparency; competition; economy; efficiency; fairness.*

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

*We understand and recognize that you are not bound to accept any Proposal you receive.*

*I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should PFR accept this Proposal.*

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

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

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

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*



## ANNEX B

### Form B: Format of Technical Proposal

Name of Bidder:	[Insert Name of Bidder]	Date	Select date
ITB reference:	[Insert ITB Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

#### **Procuring Entity: Prison Fellowship Rwanda**

**Project Name:** To conduct Needs Assessment on Legal Services, Conflict Resolution, and Mental Health and Psychosocial Support (MHPSS) in Mahama Refugee Camp and Host Community, Kirehe District, Eastern Province, Rwanda.

**Locations:** Mahama Refugee Camp and Host Community, Kirehe District, Eastern Province, Rwanda.

Bid Deadline:

#### **Bidder's information**

Address:

Contact Person:

Phone Number:

Email:

#### **I. Introduction:**

[Bidder's brief introduction, emphasizing its expertise in conducting needs assessments, particularly in the sectors of legal services, conflict resolution, and MHPSS., commitment to human rights, and experience working with vulnerable populations.]

#### **II. Contextual Understanding:**

- Describe your understanding of the Humanitarian sector and host community context on Legal Services, Conflict Resolution, and Mental Health and Psychosocial Support (MHPSS).

#### **III. Methodology and Approach:**



- Propose clear, feasible, and appropriate methodology to the refugee and host community context while conducting this needs assessment. Include data collection tools, ethical considerations, gender and inclusion sensitivity, and a participatory approach.

#### IV. Work Plan & Deliverables:

- Share a detailed work plan outlining key activities, milestones, and timeline for completion. Realistic scheduling that considers field constraints (e.g., security, access, cultural dynamics). Detail any specialized expertise or resources that you will utilize, such as interpreters or cultural liaisons.

#### V. Qualifications and Expertise:

- Share the CVs of key team members showing qualifications and expertise in legal aid, MHPSS, conflict resolution, and needs assessments. Strong preference for multidisciplinary teams and inclusion of local experts.

#### Format for CV of Proposed Key Personnel

<b>Name of Personnel</b>	[Insert]
<b>Position for this assignment</b>	[Insert]
<b>Nationality</b>	[Insert]
<b>Language proficiency</b>	[Insert]
<b>Education/Qualifications</b>	<p><i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i></p> <p>[Insert]</p>
<b>Professional certifications</b>	<p><i>[Provide details of professional certifications relevant to the scope of services]</i></p> <ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>
<b>Employment Record/Experience</b>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <p>[Insert]</p>

<b>References</b>	<i>[Provide names, addresses, phone and email contact information for two (2) references]</i>
	Reference 1: [Insert]
	Reference 2: [Insert]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

\_\_\_\_\_  
 Signature of Personnel  
 (Day/Month/Year)

\_\_\_\_\_  
 Date

#### **VI. Relevant Experience:**

- Demonstrate experience in conducting needs assessments, particularly in the sectors of legal services, conflict resolution, and MHPSS. Experience in refugee or humanitarian contexts is essential. Bidders must provide references and examples of similar assignments.

#### **VII. Quality Assurance:**

- Provide a clear plan for quality control, ethical safeguards, and risk mitigation (e.g., for trauma, security, or data protection).

#### **VIII. Bidder's Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

#### **IX. Additional Information:**

[Include any additional information or documentation that supports your technical proposal, such as case studies, success stories, client testimonials, or examples of impact.]

#### **X. Submission Instructions:**

- Please submit your technical proposal in a sealed envelope to [Location in bid sheet] no later than the specified bid deadline. Late submissions will not be considered.

#### **XI. Evaluation Criteria:**

Technical proposals will be evaluated based on the following criteria:



Understanding of the context.  
 Methodology and approach.  
 Qualifications and expertise of the team.  
 Quality assurance procedures.  
 Relevant Experience  
 Work Plan & Deliverables

## **XII. Confidentiality:**

All information submitted in response to this Invitation to Bid shall be treated as confidential and used solely for the purpose of evaluating proposals.

## **ANNEX C**

### **Form C: Financial Proposal Submission Form**

Name of Bidder:	[Insert Name of Bidder]	Date	Select date
ITB reference:	[Insert ITB Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Invitation to Bid No. [Insert ITB Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Financial Proposal.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_





Signature: \_\_\_\_\_  
[Stamp with official stamp of the Bidder]

Name of Bidder:	[Insert Name of Bidder]	Date	Select date
ITB reference:	[Insert ITB Reference Number]		

## ANNEX D

### Form D: Format of Financial Proposal

The Bidder is required to prepare the Financial Proposal following the below format and submit the signed and stamped PDF version of financial proposal.

Any Financial information provided in the Technical Proposal shall lead to Bidder's disqualification.

#### Procuring Entity: Prison Fellowship Rwanda

**Project Name:** To conduct Needs Assessment on Legal Services, Conflict Resolution, and Mental Health and Psychosocial Support (MHPSS) in Mahama Refugee Camp and Host Community, Kirehe District, Eastern Province, Rwanda.

**Locations:** Mahama Refugee Camp and Host Community, Kirehe District, Eastern Province, Rwanda.

**Bid Deadline:**



**Bidder's information**

Address:

Contact Person:

Phone Number:

Email:

**I. Introduction**

Provide a brief introduction to your firm's financial proposal, emphasizing your firm's expertise in providing legal assistance to refugees and asylum seekers across various settings.

**II. Financial Proposal:****II.1. Cost-effectiveness of Detailed budget breakdown:**

Provide a breakdown of your proposed fee structure for conducting the needs assessment in the specified location.

**II.2. Clarity and transparency of billing procedures:**

The bidder must clearly explain how costs will be calculated and presented to ensure transparency and avoid hidden charges. Describe your firm's billing procedures, including invoicing frequency, payment terms, and accepted methods of payment.

**II.3. Accuracy of Cost Estimates:**

Present estimates for the total cost of needs assessment based on the anticipated work outlined in the Invitation to Bid.

Include any additional costs or expenses that may be incurred, such as travel expenses, and interpretation services

**II.4. Value-Added Services:**

Highlight any value-added services or complementary offerings that you can provide while conducting this needs assessment.

Provide examples of successful outcomes or initiatives implemented by you or your firm in similar contexts.

**II.5. Additional Information:**

[Include any additional information or documentation relevant to your financial proposal.]

### **Submission Instructions:**

Please submit your financial proposal in a sealed envelope to [Location in bid sheet] no later than the specified bid deadline. Late submissions will not be considered.

### **II.7. Evaluation Criteria:**

Financial proposals will be evaluated based on the following criteria:

Cost-effectiveness of the fee structure for each location.

Clarity and transparency of billing procedures.

Accuracy of cost estimates.

Value-added services and complementary offerings.

### **II.8. Confidentiality:**

All financial information submitted in response to this Invitation to Bid shall be treated as confidential and used solely for the purpose of evaluating proposals.

## **ANNEX E**

### **Form E: Bidder Information Form**

<b>Legal name of Bidder</b>	.....
<b>Legal address</b>	.....
<b>Year of registration</b>	.....
<b>Bidder's Authorized Representative Information</b>	Name and Title: ..... Telephone numbers: ..... Email: .....
<b>Are you a PFR vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Countries of operation</b>	.....
<b>No. of full-time employees</b>	.....
<b>Contact person PFR may contact for requests for</b>	Name and Title: ..... Telephone numbers: .....



**clarification during Proposal evaluation**

**Please attach the following documents:**

Email: .....

- ☒ Technical and Financial proposals should be submitted as separate PDF files.
- ☒ Bidder's Profile, details of employees, CVs of key professionals and available facilities/expertise;
- ☒ Tax Registration/Payment Certificate issued by Rwanda Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- ☒ Certificate of Registration of the bidder's company
- ☒ Demonstrated Relevant experience in providing similar services in the past Three (03) Years. Provide proof of completion of Two (02) similar nature projects/contracts in last Five years;
- ☒ Statement of Satisfactory Performance from the Top Three Clients in terms of Contract Value the past Five (05) years for reference. Note: Please provide the latest contact details of the focal point at client for which performance certificates will be provided.
- ☒ All information regarding any past and current litigation during the last three (3) years, in which the bidder is involved, indicating the parties concerned, the subject of the litigation, the amounts involved, and the final resolution if already concluded,
- ☒ CVs of all the personnel that will be assigned to this job.



## ANNEX F

### Form F: Returnable Bidding Forms / Checklist

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This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the ITB.

#### Technical Proposal:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Format of Technical Proposal	<input type="checkbox"/>
▪ Form C: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form D: Financial Proposal Form	<input type="checkbox"/>
▪ Form E: Bidder Information Form	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section II?</b>	<input type="checkbox"/>

