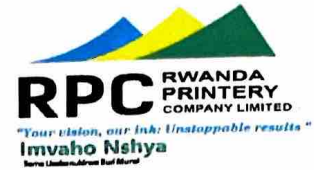




REPUBLIC OF RWANDA
RWANDA PRINTERY COMPANY LTD
TEL: 0785474045 P.O.BOX 3854 Kigali-Rwanda



30/10/2024

OPEN COMPETITIVE TENDER

Rwanda Printery Company (RPC) Limited is a state-owned company, a subsidiary of Agaciro Development Fund, the Rwanda Sovereign Wealth Fund. RPC Ltd wishes to recruit capable and interested firms to fill the position of an external law firm/advocate and a recruitment agency/firm.

The requirements are hereunder.

Rot I. Recruitment agency/Firm:

a) SCOPE OF THE ASSIGNMENT

The firm will work closely with the Chief Executive Officer (CEO) to provide the following services:

- Conduct a comprehensive global search to identify potential candidates through various channels, including international job boards, professional networks, and direct outreach. Emphasis should be placed on diversity, local and international expertise and ensure that candidates align with the organization's values and development objectives,
- Screening, interviewing, and rigorously assess potential candidates based on the defined profiles and qualifications. Completely verify candidates' professional backgrounds, qualifications, references, and suitability for the positions.
- Present to RPC a shortlist (preselected) of highly qualified and diverse candidates.
- Conduct comprehensive reference checks for final candidates to verify their professional and personal backgrounds, as well as their past work experience.
- Assist in the negotiation and finalization of offers
- Able to provide assistance on review of HR policy, Company Structure and job grading.
- Able to provide other related Human Resource Management.

b) COMPANY QUALIFICATIONS AND REQUIREMENTS

The recruitment firm must meet the following specifications:

- The assigned firm must demonstrate experience in sourcing senior position, Middle management and Junior positions with a minimum of 5 years' Experience in the field of human resource management.
- A team of experienced and qualified key experts specializing in executive recruitment and candidate evaluation,
- A deep understanding of RPC industry (Printing services) and a proven ability to identify talent that aligns with the institution's mission.
- Ability to maintain highest standards of confidentiality and professionalism.

c) DURATION OF THE ASSIGNMENT

This will be a framework contract for a period of one year, renewable based on performance, between RPC and the firm whereby the services will be delivered on demand. The successful firm's appointment will commence as soon as the contract has been signed.

d) GENERAL TERMS AND CONDITIONS

- During the entire period of the assignment, the firm (staff) shall make themselves available for providing the Service to RPC as stipulated in the scope of the assignment.
- In providing the Services to RPC, the firm shall ensure to the best of its/their reasonable endeavours the highest professional standards and exercise all due care, skill, and competence to ensure that the Services provided shall be to the full satisfaction of RPC and requirement of the tasks. The firm shall render the Services in a proper and timely manner.
- The firm shall always comply with the relevant internal laws and policies of RPC in providing the Service,
- All reports and documents prepared during the assignment will be treated as RPC property,
- The reports / documents or any part, therefore, cannot be used and reproduced in any manner without prior written approval of RPC. Additional terms and conditions shall be mentioned in the agreement.

e) CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified firm is expected to submit both the Technical and Financial Proposals. Accordingly, the firm will be evaluated based on Cumulative Analysis as per the following scenario:

Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the service. In this regard, the respective weight of the proposals are:

a. Technical Criteria weight is 70%

- General experience of the firm in the field
- Relevant experience in similar services
- Provision of clear methodology and work plan
- Team qualification and experience

b. Financial Criteria weight is 30%

8. CONTENTS OF THE PROPOSAL

- Presentation of how the firm understands the work to be performed.
- Description of technical approach and methodology including typical timelines.
- Profile of the bidding firm and the proposed team members - the profile should include relevant case studies from the last five years and references (if available)
- Financial proposal clearly showing the firm's fee structure.

Rot II. External law firm/advocate

ADMINISTRATIVE REQUIREMENTS

The request of interest should include but not limited to the following documents:

- The Law Firm/Advocate should have a physical address known by the Rwanda Bar Association;
- Tax clearance from Rwanda Revenue Authority;
- Current Advocate Cards issued by the Rwanda Bar Association for the Law Firm's Managing Partner/Managing Director and those of his/her Partners and/or Associates where applicable;
- Cubiculum Vitae for the Law Firm's Managing Partner/Managing Director and those of his/her Partners and/or Associates where applicable;
- Clearance document from the Rwanda Social Security Board;
- Criminal Record Certificate for the Law Firm's Managing Partner/Managing Director and those of his/her Partners and/or Associates where applicable;

ACADEMIC QUALIFICATIONS AND EXPERIENCE REQUIREMENTS FOR LAWFIRM MEMBERS

- At least a bachelor's degree in law (L.L.B);
- Having at least three (3) active lawyers within the firm
- an experience of at least five (5) years as a Law Firm/Advocate;
- The Law Firm/Advocate should have proven working experience as external lawyers with at different business companies proven by at least three Recommendation letters from at least three (3) reputable institutions

ELIGIBLE BIDDERS

Participation is open equally to all qualified Law Firms/Advocates fulfilling the above requirements and conditions, except when :

- The Law Firm/Advocate is under suspension or has been expelled from the Rwanda Bar Association;
- The Advocate has been convicted or is presumed guilty, including on appeal to corruption
- The Law Firm/Advocate is declared bankrupt

Due to the urgency of the above needed services, the deadline for submission is 15th November, 2024.

Please send your application to: info@rpc.rw and copy to eddie.kayonga@rpc.rw



Jerome BIZIMANA
Ag. Chief Executive Officer