

**CATHOLIC RELIEF SERVICES**

**UNITED STATES CATHOLIC CONFERENCE OF BISHOPS**

**OPEN TENDER FOR PRINTING OF CHILD SCORECARDS UNDER GIKURIRO KURI BOSE  
PROJECT**

**Title of the Tender: PRINTING OF CHILD SCORECARDS UNDER GIKURIRO KURI  
BOSE PROJECT**

**Tender Reference Number: CRS-Rwanda 003- FY25-TN/2024**

**Procurement Method: Open Tender**

**Date of Issue: November 7<sup>th</sup>, 2024**

**Date of Submission: November 21<sup>st</sup>, 2024**

**OPEN TENDER NOTICE**  
**OPEN TENDER FOR PRINTING OF CHILD SCORECARDS UNDER GIKURIRO KURI BOSE**  
**PROJECT**  
**CRS-Rwanda 003- FY25-TN/2024**

**Call for Tender for Printing of child scorecards**

**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 80 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 programing areas include youth empowerment, agriculture, early childhood development, economic strengthening, justice, and peace building. To achieve this, CRS collaborates with the government of Rwanda, donors, the Catholic church, private sector, and civil society organizations.

**About Gikuriro kuri Bose**

Catholic Relief Services (CRS) was awarded a five-year USAID project (Oct 1, 2021 - Sept 30, 2026), the Inclusive Nutrition and Early Childhood Development Program (INECD) implemented in consortium with four members; Humanity & Inclusion (HI), Umuhuza, Three Stones International (TSI), the University of Global Health Equity (UGHE) and four sub-partners; CARITAS, AEE, YWCA, DUHAMIC implementing the Program in 10 districts (Kayonza, Ngoma, Rwamagana, Kicukiro, Nyarugenge, Rulindo, Burera, Nyabihu, Nyamasheke and Nyanza). The Program aims to improve the health, functioning, nutritional status, and wellbeing of women of reproductive age and children under five years of age, with an emphasis on the 1,000-day window, strengthen inclusion of children and adults with disabilities, and improve positive parenting and child development. The intervention target groups are households with children 0-6 years old for ECD services, 0-5 years old for nutrition interventions, pregnant and lactating women, persons with disability, all individuals in need of inclusion services, adolescent girls, young women, and women of reproductive age.

**The purpose of the printing services request**

Support districts to print the child scorecard sheets to allow to guide parents, community health workers and local leaders to timely identify the intervention gaps that need to be addressed at early stages before children nutrition situation deteriorates.

**Printing Service of printing of Child Scorecards**

#	Item name	Item Specification	Quantity	UOM
1	Village Dashboard	Printing Village dashboard (double-sided A3, Full color) 250 gr glossy	4,592	Each
2	Cell Dashboard	Printing Cell-level dashboard (A2, full color) 250 gr glossy one side	616	Each

3	Sector Dashboard	Printing Sector-level dashboard (A2, full color) 250 gr glossy one side	131	Each
4	District Dashboard	Printing District-level dashboard (A2, full color) 250 gr glossy one side	10	Each
5	Child scorecards	Printing Child scorecard (A4) 250 gr Bristol full color one side	489,441	Each

**Note:**

- The bidder is required to quote for all items. The offer with few items will not be considered.
- The Service Provider will be responsible to pack all materials per distribution plan that will be provided later.
- 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 15 days after receipt of the invoice and acceptance of goods.

**A. For evaluation purpose, the bidder must submit the following documents:**

**SECTION I: ADMINISTRATIVE DOCUMENTS**

1. RDB certificate of company registration (duly mentioning that the supplier is registered in this business area).
2. VAT and Tax clearance certificates: a copy of a valid Tax clearance certificate issued by Rwanda Revenue Authority (RRA).
3. Bid should be signed and stamped by the legal representative of the company.
4. **Company profile** clearly showing the Physical address/Location of the office (street number, building, office number, official e-mail of the company and phone number) for due diligence purposes.

**SECTION II. TECHNICAL DOCUMENTS**

1. At least **3 copies of certificates** of good completion for similar services executed in Public Institutions, International Organizations agencies or NGOs.

**SECTION III: FINANCIAL OFFER**

1. Price schedule dated and signed, using the form provided along with the tender document. **The prices must include all applicable taxes.**
2. Bid should specify maximum **delivery period after receiving the purchase order.**
3. The prices quoted by the Bidder **shall not be adjustable** during the contract period.

**B. Clarification of the Bidding Document**

Bidder requiring any clarification on the tender document, may notify CRS by email. The response to any request for clarification will be provided by email. All request for clarification must be received within 5 days prior to the Deadline for the Submission of Bids. Clarification may be sought in writing to:

**CRS Email:** [rwandabids@crs.org](mailto:rwandabids@crs.org)

**Attention to CRS Rwanda Procurement Team**

**C. Submission of bid**

Bid written in French or English addressed to the attention of the CRS / Rwanda Program Country Representative must be submitted to the following e-mail address [rwandabids@crs.org](mailto:rwandabids@crs.org) on or before **November 21<sup>st</sup>, 2024, at 11:00AM local time.**

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 at Kigali, Rwanda, November 7, 2024.



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

# 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.

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<sup>1</sup> Refer to pages 6 and 7 of CRS' Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.

### 3) ENVIRONMENT

- 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 mention 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.

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

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

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