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USCCB Rwanda Program
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CATHOLIC RELIEF SERVICES - UNITED STATES CATHOLIC CONFERENCE OF BISHOPS

Tender for Supply of Mother-Child scales.

Title of the Tender: Supply of Mother-Child scales

Tender Reference Number: CRS-Rwanda 004- FY25-TN/2024

Procurement Method: National Competitive Bidding

Date of Issue: November 12th , 2024

Date of Submission: November 29th , 2024

Tender for Supply of Mother-child scales.

NO.CRS-Rwanda 004- FY25-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, nutrition and economic strengthening. To achieve this, CRS collaborates with the government of Rwanda, donors, the Catholic church, private sector, and civil society organizations.

2. The purpose of the procurement services request

CRS Rwanda invites sealed bids from eligible companies for the supply of mother-child scales for malnutrition screening in Kayonza, Kicukiro, Nyarugenge, Rulindo and Nyabihu districts. The bid shall remain valid for a period of 90 days starting from the submission deadline.

3. Technical Specifications of Scale, mother/child, batteries, solar

4. Electronic scale for infants, children, and adults (Mother-child scale).
5. Measuring range: up to 250 kg. Minimum graduation: 100 g.
6. Load bearing: 300 kg
7. Accuracy: better than $\pm 0.15\%$ / $\pm 100\text{g}$ for operating temperature of $0/45\text{ }^{\circ}\text{C}$ and humidity up to 95%.
8. Precision: better than $\pm 0.15\%$ / $\pm 100\text{g}$ for operating temperature of $0/45\text{ }^{\circ}\text{C}$ and humidity up to 95%.
9. Features:
 - 9.1. The display and control panel can be set up separately from the base for convenient reading and control.
 - 9.2. Taring function can be controlled using the control panel positioned on the wall or desk, no need to bend over.
 - 9.3. The on/ off button can be operated in two ways: by using the pedal with feet or the control panel.
 - 9.4. Main on/off button has a feature to prevent accidental switching on during transportation.
 - 9.5. Power saving feature automatically turns off the scale after 2-6 minutes of non-use.
 - 9.6. Foot mat to avoid heating if exposed to direct sunlight.
 - 9.7. Levelling and removable feet on the bottom of scale base for safe and secure placement.

10. Material:

Body: Corrosion-resistant steel frame with ABS plastic (Acrylonitrile butadiene styrene).
Display cover: durable, clear plastic.

11. Dimensions:

Scale Measure (L x W x H): 36 x 30 x 5 cm (Levelling feet not inclusive)
Display Measure (L x W x H): 17.1 x 3 x 9 cm with a 2.5m length of cable

Net Weight: 2.5 kg.

Portability: Comfortable carrying bag is provided for easy carrying in the field.

12. Display:

Easily readable in low light working situations (<450 lumens).

Reading time less than approx. 5 seconds.

13. Power supply: Power adapter, batteries, and Solar Panel

Can be powered by battery power, power adapter and solar panels:

Batteries: 4 AA batteries (customer replaceable).

Adapter: 100 - 240 V / 50-60 Hz, 0.2 Amp.

Solar panels are fully rechargeable within 2 - 4 hours of sunlight. Solar panels can power the scale independently.

14. Environmental conditions:

Operating temperature: minimum range: 0 to 45 degrees C.

Storage/transport temperature: minimum range: -20 to 65 degrees C.

Humidity: up to 80% RH.

15. Supplied with:

Instructions for assembly, use, and cleaning in English and French; illustrated with pictograms.

Separately packed batteries.

Solar panel.

AC adapter with European standard plugs.

Comfortable rain and splashproof carry bag appropriate for transport by walking up to 2 hours.

Contact details for after-sales services.

16. Warranty and service:

Warranty: 1 year

Product lifespan: 3-5 years

17. Primary packaging:

One (1) unit per box

18. Quality Management System: ISO 9001

19. Price schedule

Item	Quantity	Unit Price (RWF)	Total Price (RWF)	Delivery time
Mother-child scale	788			

4. Eligibility criteria

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

4.A. Administrative documents

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

4.B. Technical documents

- Rwanda FDA License to operate as a Wholesale/Retail Pharmacy.
- Bid should specify maximum delivery period.
- Technical specifications of the item quoted.
- Two (2) completion certificates of providing similar services.
- Manufacturer authorization letter.
- ISO certificate.
- User Manual/Brochure.

4.C. Financial Offer should be submitted with the following requirements/Documents

1. Submit your final best financial offer for each service quoted in Rwanda Francs (Rwf).
2. The offer must be VAT inclusive or mention if taxes are exempted.

N.B:

- The successful supplier will be responsible of packaging according to the distribution plan showing quantity for each district which will be shared with him. CRS will be responsible for distribution to district level.
- 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.

5. CRS Contact Information:



Address:	Catholic Relief Services Chadel house 3 rd floor in Nyarugenge District P.O.Box 65 Kigali-Rwanda
Attention to:	CRS Rwanda Procurement Team.
Email address:	rwandabids@crs.org

6. Application process

Interested bidders are encouraged to send their applications to rwandabids@crs.org no later than **November 29, 2024, at 11:00am Kigali time**. The title of the email must include: **"Supply of Mother-Child scales"**. **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 November 12, 2024.



Hans Fly
Country Representative

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.¹ 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 management 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 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
- 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: _____