

TENDER NOTICE FOR UBUZIMA BWIZA FOUNDATION

Ubuzima Bwiza Foundation (UBF) under the name of "Ubuzima Bwiza Mutual Insurance Foundation" was established by ADEPR Church with one of main purpose to provide health insurance to the staff of ADEPR Church, those of its institutions and their respective eligible family members. The Foundation also provides optional cover for funeral services. The establishment of the Foundation followed the law governing the Foundations in Rwanda (Law n°059/2021 OF 14/10/2021 in the Official Gazette n°41 Bis of 01/11/2021).

UBF is granted legal personality No:25/RGB/FDN/LP/06/2023 as registered under the Rwanda Governance Board to operate its activities in Rwanda since 29th June 2023.

To be operational in Rwanda, the license from the regulator BNR (National Bank of Rwanda) has been acquired on 30th October 2023 under the **BNR Insurance License N°: I 01/20232**.

Ubuzima Bwiza Foundation (UBF) intends to apply a portion of its funds to eligible payments under the contract for the tender re-advertised of Provision of office stationaries to Ubuzima Bwiza Mutual Insurance

Ubuzima Bwiza Foundation invites all eligible bidders to submit bids for the Re-advertised tender for the provision of Office Stationeries as indicated in detail in the statement of requirements.

1. General qualifications and required documents.

The Bid shall comprise the following:

- a) Bid submission form and price schedules well printed and properly organized.
- b) Original or a notified copy of clearance certificate from Rwanda Social Security Board (RSSB).

- d) Having RDB registration Certificate.
- e) Declaration of commitment.
- f) Proof of purchase of tender documents.
- g) Proof of providing EBM invoice.
- h) Having experience of three years in providing similar services, especially Companies or Insurance, Foundations, NGo's evidenced by at least three good completion certificates.
- i) The Bidder must submit two bid documents: ORIGINAL AND ONE COPY sealed in one envelope.

2. Tender Validity period

The tender validity period shall be 15days

3. Rejection of tender responses

UBF reserves the right to reject any tender responses which:

- is received after the submission deadline.
- contains omissions, gaps, misrepresentations, errors and/or uncompleted sections.
- contains handwritten amendments with no initial of the authorized signatory.
- contains ambiguous information that might mislead the tender evaluators.
- is not submitted in a manner consistent with the provisions set out in this tender.

4. Tender costs

You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. UBF will not be responsible for any cost you incurred during the preparation of this procurement, irrespective of whether or not your tender response is successful.

5. Quotations

Quotations in response to this tender must be all taxes inclusive and presented in Rwanda currency (Frw). They must remain valid for not less than fifteen (15) calendar days after the offer deadline. Bidders are requested to provide quotations on official letterhead.

6. Confidentiality and Information Governance

All documents related to this tender shall remain the property of UBF and must be returned on demand. Unless requested otherwise, UBF reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with UBF.

7. Technical Specifications

Tender Documents in English may be obtained from our head office located at Gisozi (Dove Hotel), upon presentation of proof of payment of a non-refundable fee of 10,000 RWF to Account **N° 100121344984** named **Ubuzima Mutual Insurance Foundation** opened in **Bank of Kigali** (BK). Tender Documents may be obtained starting from 18th June 2025 from 9:00Am-5:00Pm.

8. Evaluation Criteria and award

The award will be made to the offer whose offer follows the tender instructions, meets eligibility requirements, and receives the highest score out of a determined set of technical and financial criteria weighed.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this tender, an offer may be deemed "non-responsive" and thereby disqualified from consideration. It is anticipated that the award will be made solely on the basis of these original quotations. However, Ubuzima Bwiza Foundation reserves the right to conduct any of the following:

- UBF may conduct negotiations with and/or request clarifications from any offer prior to the award.
- While preferences will be given to the offer who can address the full technical requirements of this tender, UBF may issue a partial award or split the award among various suppliers.

9. Withdrawal

- UBF reserves the right to withdraw this tender at any time and without notice and liability.
- UBF reserves the right to accept or reject any quotation without being obliged to give any reasons in this respect.

10. Submission method

Interested companies submitting their bid documents should be deposited at the head office of Ubuzima Bwiza Foundation no later than 9th July 2025 at 10:30 AM local time, bids will be opened on the same date at 11h00: AM. Late bids will not be accepted by UBF's tender committee.

Done at Kigali, on 18th June 2025

André Rurangangabo

Executive Secretary

Ubuzima Mutual Insurance Foundation

