



**Terms of Reference  
(TOR) for  
(Clearing services)**

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries, while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>.

CHAI is therefore looking for suppliers or service providers to submit competitive bids for the clearing services for CHAI vehicles.

Interested and qualified service providers are encouraged to express their interest in providing clearing services to CHAI. Actual vendors in our database are encouraged to participate in this tender.

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned services:

**I. Administrative Documents and other required documents:**

- The letter of submission of the tender correctly filled, signed and sealed
- Brief Overview of company (Company profile) including physical business address and postal address
- Latest Business Registration Certificate
- Valid clearing license from customs
- Evidence of Tax registration and valid RRA Tax clearance certificate
- Valid RSSB clearance certificate
- Proof of using EBM
- Proof of the last tax declaration of the company
- At least three (3) proven previous experience with recommendations in performing similar services

*J. Lee*

## **II. Requirements**

The clearing agent shall:

- Maintain offices at MAGERWA or Airport managed by at least one (1) person and which office shall be identifiable by a clear sign post;
- Liaise with the client with regard to payment of Customs duty and VAT and any other related taxes, prepare exemption certificates where appropriate;
- Ensure that both quality and quantity of the Client's imports at the airports or Magerwa warehouse is not tampered with;
- Regularly file copies of all customs and other documents necessary for compliance with customs and/or Bank procedures/regulations with the Client;
- Comply with the provisions of Rwanda laws as far as the clearing service is concerned;
- Advise the client on all approvals or certificate needed for smooth clearing of goods;
- Any other tasks assigned by the client related to the clearing services.

The bidders can include in the bid other necessary information that can help the client in the evaluation.

The client shall:

- notify the clearing agent of the expected time of arrival of the Client's imports at the ports, borders/airports and, to that extend, avail the clearing agent with the registration number of the carrier's truck/trailers/aircraft, invoices, the documents necessary for taking delivery from the airport and all other related details;
- promptly provide the clearing agent with the relevant Bills of lading, supplier's invoice, packing lists and other related documents necessary for the clearing and delivery of the client's imports;
- notify the clearing agent of the delivery destination of the goods.

### **TECHNICAL DOCUMENTS TO BE CONSIDERED IN THE TECHNICAL EVALUATION:**

- The company should have at least one (1) employee who has certificate or diploma in clearing and forwarding.
- Provide a copy of certificate or diploma in clearing and forwarding services.

## **III. Pricing**

Interested service provider to submit in his offer the price list of available clearing services (eg. For Laptops, vehicles, servers, etc...).

#### IV. Submission and selection

Well written bids documents prepared in English, will be sent to this email address [rwandaprocurement@clintonhealthaccess.org](mailto:rwandaprocurement@clintonhealthaccess.org), with "Tender reference number" in the subject line not later than **Friday 21<sup>st</sup> March 2025 at 05:00 pm local time**. It shall remain your responsibility to ensure that your bids will reach the address email above on or before the deadline. Bids documents that are received by CHAI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Bidders will be first evaluated on terms of the requirements, those who do not fulfil all the requirements or do not submit the required administrative documents will be disqualified. Only shortlisted suppliers/service providers will be contacted.

Successful vendors or service providers will be added in our database and can be contacted when it deemed necessary. The database may be updated in the middle of the year and new qualified suppliers or service providers can be added to the database.

CHAI reserves the right to confirm the information given by applicants in order to validate the information and make informed decisions.

CHAI reserves the right to accept or reject any application based on the evaluation criteria.

**Note:**

- **Data Protection and Consent:**  
*"By submitting a proposal in response to this Request for Expression of Interest (REOI), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."*
- **Conflict of Interest Declaration:**  
*"By responding to this Request for Expression of Interest (REOI), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."*