

CALL FOR EXPRESSIONS OF INTEREST
FOOD AND NON-FOOD ITEMS SUPPLIER

Type of assignment	Supply of food and non-food items (Short Term)
Issue Date	11 June 2020
Application Deadline	18 June 2020
Applications to be sent to	procurement@iphr-ipdh.org

1. ABOUT ORGANIZATION

Initiatives for Peace and Human Rights (iPeace) is a Rwanda-based non-governmental organization that strives to enhance the culture of peace in the Great Lakes region through human rights and good governance education.

iPeace is proud to be an Equal Employment and Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), gender identity, age, status as individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, competence, and business need.

2. BACKGROUND

As a global pandemic, COVID-19 has having a dire impact on poor and vulnerable people especially teenage mothers. In a time like this one of the global threat, the satisfaction of basic needs such as access to food and shelter becomes paramount for the enjoyment of other rights. This is why iPeace has launched a COVID-19 Rapid Response Project to address the need to keep the provision of legal aid services especially for survivors of Domestic and Gender-Based Violence and victims of child abuse during this COVID-19 pandemic, and to provide a rapid relief to tackle the scarcity of food and non-food items by supplying them to the most vulnerable members of the community.

IPeace has identified groups of teenage mothers who live in conditions of extreme precarity with their babies in Kigali, and Gisagara. These groups will benefit from a COVID-19 Relief Package composed of some food and non-food items.

It is against this background that iPeace would like to recruit a supplier to deliver food and non-food items.

3. TERMS OF REFERENCE

3.1. TYPES AND QUANTITY OF ITEMS

The bidder will be required to supply and distribute and th direct supervision of iPeace Project Manager the following items:

No.	Item description	Quantity
1.	Maize flour	700 Kgs
2.	Beans	700 Kgs
3.	Rice	700 Kgs
4.	Cooking Oil	280 liters
5.	Sugar	700 Kgs
6.	Salt	140 Kgs
7.	Porridge flour for babies	700 Kgs
8.	Bar soap	140 Bars
9.	Powdered soap	140 Kgs
10.	Sanitary pads	140 Packets
11.	Baby diapers	70 Packets
12.	Washable face masks	140 Pieces

3.2. REQUIREMENTS AND CONDITIONS

It is required from the potential supplier to provide an official quotation in Rwandan Francs (RWF) with unity and total prices for each of the items. The supplier must be able to supply ALL the items in full quantity as described above. Quotation for partial offer will not be considered.

The quotation should also include prices for packaging these items in 70 individual lots, and prices for transport to distribute in two different locations with Kigali and in Gisagara.

The supplier is also required to fulfill the following:

- Be registered with Rwanda Development Board
- Be VAT registered with Rwanda Revenue Authority
- Be able to keep their offer open for at least 14 days after the submission deadline

Notes:

- 1) Only the bidder who meets the above requirements shall be selected and contacted.
- 2) The successful bidder will be required to bring a sample of every item before the delivery date which is subject to the iPeace's procurement team assessment and approval.
- 3) The successful bidder will make arrangement with iPeace on the delivery timeline of the items

3.3. HOW TO APPLY

iPeace invites potential suppliers to indicate their interest in providing the above-described items. Interested suppliers shall provide documents testifying that they fulfill the above conditions and requirements in **one single pdf document** emailed as attachment to procurement@iphr-ipdh.org no later than 18 June 2019 at 5:00 pm local time (Kigali – Rwanda) and specifically mentioning “Supply of Food and Non-food Items / COVID-19 Rapid Response” in the subject.

Done at Kigali, on 11 June 2020

Paulin Muhozi
Country Director