

Terms of Reference for Courier transport Services

Context and background

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by Districts and City of Kigali to enable them to fulfil the responsibilities entrusted to them under the decentralization policy adopted in 2000. It was legally registered in 2003 as a Non-Governmental Organization and renewed its registration in 2013 to comply with the new laws Governing Non-Governmental Organizations.

RALGA has the responsibility of representing local Government entities, carrying out their advocacy and capacity building in the following sectors.

A General Secretariat was established to manage the daily business of the association following the overall guidance of the General Assembly and under the supervision of the Executive Committee. It is in support of the General Secretariat that RALGA is hereby soliciting bids from interested courier services providers to RALGA. The successful bidder shall be contracted for a period of one year subject to an extension depending on RALGA's satisfaction about the quality of the services rendered.

The courier service provider is expected to render to RALGA following services:

- 1) Pick up mails, documents, samples and materials from the client and distribute them as indicated by the client, within Kigali or to Province, Districts, Sectors and Cells headquarters;
- 2) Provide proof of delivery (POD) to the Client to ensure delivery has been done properly within the agreed time frames and to the designated destination(s);
- 3) Package tracking system (preferably IT based);
- 4) Be responsible for collecting and distributing courier hand to hand.

Technical requirements

- a) The courier Service Provider should quote their tariff rates in the following manner:

Within the City of Kigali					
Weights in Kg	0.01-1	1.5-2	2.5-3	3.5-4	4.5-5
Prices in Rwf	-----	-----	-----	-----	-----
Upcountry- Provincial offices					
Weights in Kg	0.5-1	1.5-2	2.5-3	3.5-4	4.5-5
Prices in Rwf	-----	-----	-----	-----	-----

Upcountry- District offices					
Weights in Kg	0.5-1	1.5-5			
Prices in Rwf	-----	-----			
Upcountry- Sector offices					
Weights in Kg	0.5-1	1.5-5			
Prices in Rwf	-----	-----			
Upcountry- Cells offices					
Weights in Kg	0.5-5				
Prices in Rwf	-----				

b) Time taken to reach the destination

Destination	Time
Within Kigali City	
Upcountry- Provinces	
Upcountry- Districts	
Upcountry- Sectors	
Upcountry- Cells	

c) Provide proof of available transport means of mails distribution to the above destinations.

Note:

Interested bidders shall submit their bids with price schedules, signed and stamped. They shall fill the tables above for ease of comparison of bids.

Administrative requirements:

- 1) Submission letter;
- 2) Copy of RDB Certificate;
- 3) A valid certificate of Rwanda Social Security Board (RSSB);
- 4) Valid tax clearance certificate from Rwanda Revenue Authority (RRA);
- 5) Certificates of good completion from 3 previous clients.

Access to tender documents, submission and opening of bids

Interested bidders can obtain the document related to this tender on RALGA website www.ralga.rw and they are invited to submit their bids well-sealed addressed to the Secretary General of Rwanda Association of Local Government Authorities (RALGA) not later than 27th February 2020 at 2:00 p.m at RALGA Office in Masaka, Kicukiro District. The opening of the bids shall take place the same day at 2:00 p.m, and the bidders or their representatives are allowed to attend this opening.

Selection method

The selection method to be used is Cost-Based Selection and compliance with technical requirements.

Evaluation criteria

- 1) Administrative requirements(pre-selection);
- 2) Compliance to technical requirements;
- 3) Cost of services and items (local tariff rates);

Notification

The outcome of the selection shall be notified to the bidders on RALGA website, and thereafter the successful bidders shall be invited for contract negotiation and signing.

Validity of bids

The validity of bids shall be 3 months starting with the deadline for submission of bids. RALGA may cancel the tender at any time before the signing of the contract, including the reduction on prices of services and items that RALGA will judge to be out of the normal range.

For any additional information, send an email to info@ralga.rw

Done at Kigali, on 13th February 2020



Ladislas NGENDAHIMANA
Secretary General

