



PREQUALIFICATION OF SUPPLIERS

RFP No.	TENDERS-EAGC-2020-001
Issue date	Monday, February 17, 2020
Title	PREQUALIFICATION OF SUPPLIERS
Email address for submission of questions	procurement@eagc.org The email address in the synopsis is the sole point of contact at EAGC for any questions.
Address for submission of Tenders	Eastern Africa Grain Council Nyarugunga sector, Rwimbogo cell, Kabaya village P.O Box 4497 Kigali, Rwanda
Deadline for Receipt of Tenders	Friday, February 28 th , 2020 at 1700hrs Kigali Time
Anticipated Award Type	EAGC anticipates awarding a service contract to the successful bidders for the provision of specific the services or deliverables.
Basis for Award	An award will be made based on the experience of the bidder to offer similar services. The award will be issued to the responsible and reasonable offeror who provides the best value to EAGC using a combination of technical and cost/price factors.



1. INTRODUCTION

Eastern Africa Grain Council (EAGC) is a not for profit limited by guarantee Regional private sector membership organization representing stakeholders in the grain value chain in Eastern and Southern Africa with a vision to be the leading voice of the grain sector in Africa.

The mandate of EAGC is to develop, promote, and influence structured grain trading system in the Eastern Africa region including Tanzania, Rwanda, Kenya, Uganda, Burundi, Ethiopia, South Sudan, Zambia, Malawi and the Democratic Republic of Congo. Some of our program interventions include: Promotion of Regional Structured Grain Trade including Warehouse Receipt Systems; Promotion of Market Information Services through our Regional Agricultural Trade Intelligence Network, RATIN; Capacity building & strategy of stakeholder; Policy advocacy to create an enabling environment for the grain sector to develop and thrive. For more information please visit www.eagc.org, www.ratin.net

EAGC is inviting tenders of the following categories in Rwanda:-

1. Design, Printing, Branding & Advertising
2. Accommodation, Conferencing / Catering
3. ICT / Computer Equipment and Accessories
4. Creative Services / Photography/ Video Services
5. Stationery Suppliers
6. Transport / Transfers / Car Hire
7. Travel Agents
8. Courier services

Interested firms or bidders are required to download the tender documents from the link <http://.....> upon payment of a non-refundable fee of Rwf 23,500 to be deposited to:-

Account Name: Eastern Africa Grain Council

Account No: 4401904176

Bank: KCB Bank Rwanda

Branch: any branch



The payment receipt / bank deposit slip MUST be attached to the tender document. The fee can also be paid directly at the EAGC office as above.

2. Reservation

Eastern Africa Grain Council reserves the right to accept or reject any tender without assigning any reason thereof.

3. Proposal Cover Letter

A cover letter shall be among the tender documents submitted and should be on the bidder's company letterhead with a duly authorized signature and company stamp.