



LETTER OF INVITATION

Kigali on 05th/10/2018

SELECTION OF THE CONSULTANCY SERVICES FOR RECRUITMENT OF SUPER DEALERS FOR SELLING ELECTRICITY ON BEHALF OF EUCL FOR ITS PREPAYMENT METERS

TENDER REFERENCE N^o: 11.07.022/1627/S/QCBS-NCB/18/PROC-COM/JCK/rm

CLIENT: ENERGY UTILITY CORPORATION LIMITED (EUCL)

1. The **Energy Utility Corporation Ltd (EUCL)**, (hereinafter called ‘Client’) has funds towards the cost of the **Recruitment of Super Dealers for Selling Electricity on behalf of EUCL for its Prepayment Meters**.
2. The Client now invites proposals to provide the following consulting services (hereinafter called ‘Services’): **Recruitment of Super Dealers for Selling Electricity for EUCL Prepayment Meters**. More details on the Services are provided in the Terms of Reference (Section 6).
3. This Request for Proposals (RFP) has been addressed to the above-mentioned shortlisted Consultants.
4. It is not permissible to transfer this invitation to any other firm.
5. A firm will be selected under **Quality and Cost Based Selection (QCBS) Method** procedures and in a **Full Technical Proposal (FTP)** format as described in this RFP, in accordance with the REG Procurement User Manual.
6. This invitation is not applicable to the companies that signed contracts with EUCL in relation to recruitment of super dealers.
6. The RFP includes the following documents:

- Section 1 - Letter of Invitation
- Section 2- Instructions to Consultants
- Section 3- Instructions to Consultants, Data Sheet
- Section 4 - Technical Proposal (STP) - Standard Forms
- Section 5 - Financial Proposal - Standard Forms
- Section 6 - Terms of Reference
- Section 7 - Standard Forms of Contract (Time-Based)



7. Please inform us by writing at Energy Utility Corporation Limited (EUCL) Headquarter Office's, KN82 ST 3, Nyarugenge District, Kigali City, 1st Floor, Room N° G114, at the Secretariat of the Procurement Management, by facsimile: P.O Box 5634 Kigali. Tel.: +(250) (0) 78 818 1294, or by E-mail: rmukiza@eucl.reg.rw/ procurement@eucl.reg.rw

- (a) That you have received the Letter of Invitation; and
- (b) Whether you intend to submit a proposal alone or intend to enhance your experience by requesting permission to associate with other firm(s) (if permissible under Section 2, Instructions to Consultants (ITC), Data Sheet 14.1.1).

8. Well printed technical and financial proposals, properly bound and presented in two copies one of which is the original must reach the Secretariat of the Procurement Management at the address mentioned below not later than **29th/10/2018 at 9:00 am**. Late proposals will be rejected and returned unopened.

9. Technical Proposals will be opened in the presence of bidders or their representatives who choose to attend at EUCL conference room on **29th/10/2018 at 9:30 am**.

10. The Outer envelope should clearly indicate the tender name and title.

Yours Sincerely,

Eric BUGINGO
Head Procurement Management

Maj. Eng. Jean Claude KALISA
Managing Director