
LETTER OF INVITATION

TITLE OF THE TENDER: RECRUITMENT OF A FIRM FOR CONSULTANCY SERVICES FOR TRAINING OF TRAINERS UNDER FRAMEWORK CONTRACT.

**TENDER REFERENCE N°: 11.07.21/531 /C/2021-2022/QCBS/PROC-HR/REG
CEO/RW**

SELECTION METHODE: QUALITY AND COST - BASED SELECTION (QCBS)

SOURCE OF FUND: RWANDA ENERGY GROUP (REG) BUDGET

CLIENT: RWANDA ENERGY GROUP (REG)

1. The Energy Utility Corporation Limited, (hereinafter called ‘‘Client’’) has funds towards the cost of the Consultancy Services for the **RECRUITMENT OF A FIRM FOR CONSULTANCY SERVICES FOR TRAINING OF TRAINERS UNDER FRAMEWORK CONTRACT**. The Client intends to apply a portion of the funds to eligible payments under the contract for which this Request for Proposals is issued.
2. The Energy Utility Corporation Limited now solicits proposals from the interested and competent firms to provide the required consulting services. More details on the required services including the scope are provided in the Terms of Reference as detailed in this Request for Proposals.
3. The Request for Proposal (RFP) may be obtained by interested consultancy firm for any working days **from 8:00 am to 5:00 pm** at EUCL-REG Headquarters, 1st Floor, Room N° G114, in the **Secretariat Office of the Procurement Management of EUCL**, P.O Box 5634 Kigali. Email: akarangwa@eucl.reg.rw or rmutungi@eucl.reg.rw; upon presentation of proof of payment of a non – refundable amount of Ten Thousand Rwandan Francs (**10,000 Frw**). This payment shall be made to Account N° **25044962001/RWF** opened at I & M Bank, Rwanda.
4. A Consultant firm will be selected using the **Quality and Cost Based Selection (QCBS) method** and procedures described in this RFP, in accordance with the Procurement User Manual of REG.
5. Well printed technical and financial proposals (in separate envelopes), properly bound and presented in **three copies one of which is the original** must reach the **Secretariat of the Procurement Management** at the address mentioned above not later than **19/01 /2022 at 10:00 am**. Late proposals will be rejected and returned unopened.
6. Technical proposals will be opened in a public session and in the presence of the bidders’ representatives who choose to attend in person in the conference room at EUCL Headquarter Offices at **10:30 am local time on the same day**.
7. The address referred to above is;



**Attention: The Chief Executive Officer,
Rwanda Energy Group (REG),
c/o
Secretariat of the Procurement Management Unit
REG Headquarter Office,
P. O. Box 537 Kigali- Rwanda
1st Floor, Room N° G114,
Email: akarangwa@eucl.reg.rw or rmutungi@eucl.reg.rw**

8. All offers will be accompanied by a Bid Security of One Hundred Thousand (**100,000 Frw**) Rwanda Francs issued by a reputable bank or a registered financial institution in Rwanda, the offers will remain valid for **120 days** starting from the deadline of bids submission
9. The Outer envelope should clearly indicate the tender title and reference number.

Done at Kigali, on **14 /12 /2021**

Ronald MUTUNGI
Head of Procurement Management

Ron WEISS
Chief Executive Officer