

**BIDDING DOCUMENT FOR GOODS & RELATED SERVICES**

<b>Title of the Tender</b>	<b>DOCUMENTARY PRODUCTION ON EACO SUCCESS STORY</b>
<b>Tender reference number</b>	<b>N° 004/EACO/ES/2023</b>
<b>Procurement Method</b>	<b>NATIONAL OPEN TENDERING</b>
<b>Date of Issue:</b>	<b>MAY 2023</b>

**TENDER NOTICE NO 004/005/2023**

**DATE: 9<sup>th</sup> May 2023**

**TITLE: DOCUMENTARY PRODUCTION AND PRINTING OF BOOKLETS ON EACO SUCCESS STORY.**

**CLIENT: EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO)**

EAST AFRICAN COMMUNICATIONS ORGANIZATIONS (EACO) hereinafter called “Client” has funds towards the cost of the tender for the Documentary Production and Printing of Booklets on EACO Success Story.

EACO invites qualified Bidders to submit their bids for the above mentioned Tender.

The tender document may be obtained from EACO website: [www.eaco.int](http://www.eaco.int), at any day from 11<sup>th</sup> May 2023.

All bidders must pay non-refundable fee of ten thousand Rwandan Francs (**10,000 Rwf**) to EACO Bank Account No 4002200499033, opened at Equity Bank Rwanda. **Swift code: EQBLRWRW**

All bids will be submitted online to EACO’s Human Resources and Administration on the following e-mail address: [emukarukundo@eaco.int](mailto:emukarukundo@eaco.int) and [nsitati@eaco.int](mailto:nsitati@eaco.int) not later **than 22<sup>th</sup> May 2023 at 10h00 am local time**. Bids will be opened on the same date at 11h00 am. Late bids will not be accepted.

The bids shall remain valid for a period of **120 days** starting from the submission deadline mentioned in the tender notice.

All interested Bidders may obtain complementary information by writing using EACO email at [info@eaco.int](mailto:info@eaco.int) not later than **five (5) calendar days** before the fixed deadline for the submission of bids.

**Dr Ally Simba**  
**Executive Secretary**

## Bidding Document for Procurement of Goods

### Section I. Instructions to Service providers, Bid Data Sheet (BDS)

No	A. General
1	The Procuring Entity is: <b>EAST AFRICAN COMMUNICATIONS ORGANISATION (EACO)</b>
2	Tender title: <b>DOCUMENTARY PRODUCTION AND PRITING OF BOOKLETS ON EACO SUCCESS STORY.</b>  Number of the lots comprising this tender are: 1
3	The Source of funds: <b>ORDINARY BUDGET</b>
4	A list of firms debarred from participating in Rwandan tenders is available on the following website: <a href="http://www.rppa.gov.rw">http://www.rppa.gov.rw</a>
	<b>B. Contents of Bidding Documents</b>
5	For Clarification of bid purposes only: Use EACO email: <a href="mailto:info@eaco.int">info@eaco.int</a> . Any clarification may be requested by writing not later than <b>five (5) calendar days</b> before the fixed deadline for the submission of bids, using the above email or EACO Secretariat address below:  <b>Attention:</b> The Liaison Manager of Human Resource and Administration Ex-Fair House, 1 <sup>st</sup> Floor P.O Box 6309, Kigali- Rwanda KN6 AV 11
	<b>C. Preparation of Bids</b>
6	The language of the bid is English.
7	The Bid shall comprise the following: a) Bid submission form and Price schedules well printed, sign and properly organized; b) Trading License/Certificate of incorporation; c) Valid Tax clearance certificate; d) Valid Social Security Certificate; e) At least 2 Reference of similar tenders executed
8	Alternative Bids <b>shall not be</b> considered.

9	The prices quoted by the Bidder <b>shall not be adjustable.</b>
10	Prices quoted shall correspond at least to 100 % of all items specified and <i>shall include taxes.</i>
11	The authority to establish the exchange rate shall be the “ <i>National Bank of Rwanda</i> ”
12	The bid validity period shall be <b>120 days.</b>
	<b>D. Submission and Opening of Bids</b>
13	The bids are submitted physically to EACO Secretariat to the following address:  <b>Attention:</b> The Liaison Manager of Human Resource and Administration Ex-Fair House, 1 <sup>st</sup> Floor P.O Box 6309, Kigali- Rwanda <b>KN6 AV 11</b>
14	All bids will be submitted on the above address not later than 22 <sup>nd</sup> May 2023, at 10h00 am. Bids will be opened on the same day at 11h00 am.
15	The bid opening shall take place at: <b>EACO Secretariat Headquarters</b>
	<b>E. Evaluation and Comparison of Bids</b>
16	Bid prices expressed in different currencies shall be converted in Rwanda Francs (RWF) The source of exchange rate shall be the National Bank of Rwanda. The date for the exchange rate shall be the bids opening date
17	Evaluation will be done for 1 lot as follows:  1. Documentary Production and Printing of Booklets on EACO Success Story.

## **Section II. Evaluation and Qualification Criteria**

This Section contains the criteria that the EACO Secretariat may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

### **1. Evaluation Criteria**

The EACO Secretariat's evaluation of a bid may take into account, in addition to the Bid Price quoted, one or more of the following factors:

- (a) Proposed Services and related prices.
- (b) Experience of the Company
- (c) Reference for similar assignments
- (d) Sample of the similar work done
- (e) Approach to be used in data collection
- (f) Delivery period

### Section III. Bidding Forms

#### 1. Identification Form

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number of tender notice]

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name *[insert Bidder's legal name]*

2. Bidder's actual or intended Country of Registration: *[insert actual or intended Country of Registration]*

3. Bidder's Year of Registration: *[insert Bidder's year of registration]*

4. Bidder's Legal Address in Country of Registration: *[insert Bidder's legal address in country of registration]*

5. Bidder's Authorized Representative Information

Name: *[insert Authorized Representative's name]*

Address: *[insert Authorized Representative's Address]*

Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*

Email Address: *[insert Authorized Representative's email address]*

## **Bid Submission Form**

*[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Invitation for Bid No.: *[insert No of IFB]*

To: *[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents,
- (b) We offer to perform the required service and supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services \_\_\_\_\_  
*[insert a brief description of the Goods and Related Services];*
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is:  
\_\_\_\_\_ *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*
- (d) The discounts offered and the methodology for their application are:  
  
**Discounts:** If our bid is accepted, the following discounts shall apply. \_\_\_\_\_ *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*
- (e) Our bid shall be valid for the period of time specified in the bidding document, from the date fixed for the bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We have no conflict of interest in accordance with the bidding requirements;
- (g) Our company, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by the RPPA, under Rwanda laws or official regulations, ;
- (i) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

(1) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: \_\_\_\_\_ *[insert signature and stamp of person whose name and capacity are shown]*

In the capacity of \_\_\_\_\_ *[insert legal capacity of person signing the Bid Submission Form]*

Name: \_\_\_\_\_ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ *[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## **Section IV: Terms of Reference: Documentary Production and Printing of Booklets on EACO Success Story**

### **Background**

The East African Communications Organization (EACO) is a regional organization that brings together telecommunication regulators and operators in East Africa. EACO's mission is to promote the development of ICT sector in the EAC region. As part of its activities, EACO intends to produce a documentary and printing booklets to showcase its success story in promoting the ICT sector in the EAC region.

### **Objective**

The objective of this assignment is to produce a documentary on EACO's activities and achievements for the past 10 years since its Secretariat was established, and thereafter printing booklets that summarizes EACO's vision, mission, objectives, key activities and achievements that impacted the ICT sector during the past ten (10) years in the EAC region.

**Scope of Work:** The assignment will involve the following activities:

#### **1. Documentary Production:**

- Conduct a pre-production meeting with EACO to discuss the concept and objectives of the documentary.
- Develop a script and storyboard for the documentary.
- Conduct interviews with key stakeholders in the ICT sector in the East African region.
- Shoot video footage of EACO's activities, events and achievements.
- Edit the footage into a 15-20 minutes documentary.
- Provide voiceover narration and background music for the documentary.
- Provide the documentary in high-definition digital format.

#### **2. Printing of Booklets:**

- Develop a design concept for the booklets in consultation with EACO.
- Write and edit the content of the booklets in consultation with EACO.
- Design and layout the booklets in three languages: English and French.
- Print the booklets in high quality, full color A5 format.
- Deliver both electronic and hard copy of the booklets to EACO.

### **Deliverables**

The following deliverables are expected from the consultant:

#### **1. Documentary:**

- Script and storyboard.
- Final edited documentary in high-definition digital format.

## **2. Booklets:**

- Design concept.
- Final edited content.
- Translated versions of the final edited content in English and French.
- Layout and design of the booklets.
- Printed booklets (20 copies)

## **Timeline**

The assignment is expected to end on 16<sup>th</sup> June 2023. The following timeline is proposed:

- Pre-production meeting: [date]
- Script and storyboard: [date]
- Video footage and interviews: [date]
- Editing and post-production: [date]
- Final documentary delivery: [date]
- Booklet's design and content: [date]
- Translation of the content: [date]
- Printing and delivery of booklets: [date]

Evaluation Criteria: The consultant will be evaluated based on the following criteria:

1. Relevant experience in documentary production and booklet printing.
2. Quality of previous work samples.
3. Competitive pricing.
4. Availability to complete the assignment within the proposed timeline.
5. Understanding of the objective and scope of the assignment.

## **Other Requirements for Bid Submission**

Interested consultants should submit their proposals which will include the following:

1. Technical proposal that outlines the approach, methodology, and timeline for completing the assignment.
2. Financial proposal that includes a detailed budget and breakdown of costs.
3. Samples of previous work.

**Contact:** All inquiries should be directed to EACO's Human Resources and Administration on the following e-mail address: [emukarukundo@eaco.int](mailto:emukarukundo@eaco.int) and [nsitati@eaco.int](mailto:nsitati@eaco.int)