

REPUBLIC OF RWANDA



**MINISTRY OF FINANCE AND
ECONOMIC PLANNING**

B.P. 158 Kigali

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LETTER OF INVITATION

**TITLE: RECRUITMENT OF AN EVEN MANAGEMENT FIRM FOR THE 2010
DEVELOPMENT PARTNERS MEETING**

TENDER N° 002/S/NCB/MINECOFIN/FRMU/GOR/10-11

SOURCE OF FUNDING: Government of Rwanda (GoR)

Kigali, 12th July, 2010

Dear Mr./Ms.:

1. **The Ministry of Finance and Economic Planning** (hereinafter called “Client”) has the funds from **Government of Rwanda, budget 2010-2011** towards the cost of **Recruitment of an Even Management Firm for the 2010 Development Partners Meeting**. The Client intends to apply a portion of the funds to eligible payments under the contract for which this Bidding Document is issued.
2. The Ministry of Finance and Economic Planning (MINICOFIN) now invites eligible firms to submit their proposals for the above mentioned consulting services. More details on the services are provided in the Terms of Reference.
3. The participation is open on equal conditions for all specialized companies fulfilling the necessary conditions.
4. A firm will be selected under **Quality and Cost Based Selection (QCBS)** and procedures described in the RFP.

5. Tender documents in English may be obtained any working day from the **19th July, 2010 at MINECOFIN Procurement Office, 1st floor, at MINECOFIN Building.**
6. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants (including Data Sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Forms of Contract
7. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **“TECHNICAL PROPOSAL”** Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked **“FINANCIAL PROPOSAL”** followed by the tender number and the name of the assignment, and with a warning **“DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”** The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the tender, and be clearly marked **“DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE 19th August, 2010.**

The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.

8. Well bounded and sealed proposals in **four copies one of which marked original and three copies**, should be sent to the **Director General, Corporate Services of MINECOFIN, Attn: Procurement Office not later than 19th August, 2010, at 9:30 a.m (7:30 am GMT).** Electronic bidding shall not be permitted. Late bids will be rejected.

Proposals will be opened physically in the presence of consultants’ representatives who choose to attend in person at the address below on **19th August, 2010 at 10:00 am (8:00 am GMT)** in the **MINECOFIN main board room at the ground floor.**

9. Please submit your bids at the following address :

The Director General, Corporate Services-MINECOFIN
Attn: Procurement Office
1st Floor, MINECOFIN Building
P O Box 158
KIGALI, RWANDA
Tel: 250.0252.575778
Fax: 250.0252.571045
Email: procurement@minecofin.gov.rw

Yours sincerely,

Enata DUSENGE
Director General, Corporate Services