



## REQUEST FOR TENDER: MANPOWER

**Date:** June 2021

### Request for Manpower

Africa Improved Foods Rwanda Limited (AIF) is actively looking for service provider to offer manpower activities for a one (1) year period.

### Background

Africa Improved Foods Rwanda Limited (AIF) is a producer of specialized nutritious foods. Our shareholders include Royal DSM, the International Finance Corporation (IFC), Dutch Development Bank (FMO) and the British Development Bank (CDC). At our site in Kigali, Rwanda we produce more than 45,000 tons of specialized food per year. Our customers include the World Food Program, Government of Rwanda, International Red Cross and others. Our consumer product range includes the Nootri range.

### Scope of Work

Providing manpower to carry out the following:

1. Offloading goods that arrive on site
2. Loading of goods that arrive on site
3. Transfer of finished goods from plant to site
4. Transfer of raw materials from warehouse to plant
5. Moving goods within AIF premises

Requirements:

1. Service provider is responsible for organizing the personal protective equipment (safety shoes, helmet, safety glasses, hi-visibility vest) for their own employees.
2. Service provider shall comply with the AIF's health, safety and environment (SHE) requirement. Guidelines on <https://africaimprovedfoods.com/tenders/>
3. The service provider will invoice AIF every month for all services provided in a specified month.
4. The employees of the service provider should have basic skills for offloading and rebagging of materials.
5. All invoices shall be supported with an EBM receipt
6. List of activities performed shall be signed off by AIF Warehouse Manager or Site Manager

### Bidding Instructions

- **Contact details:** requests for clarification and bids must be submitted in writing only to: [AIF.Purchases@africaimprovedfoods.com](mailto:AIF.Purchases@africaimprovedfoods.com)
- **Language:** only bids submitted in English, French, Kinyarwanda and Kiswahili will be accepted

- **Currency:** All bids must be in Rwandan francs
- **Deadlines** (submissions received after these dates will not be considered):
  - Questions/requests for clarification must be submitted by 5pm on 16<sup>th</sup> June 2021
  - Final bids must be submitted before 5pm on 23<sup>rd</sup> June 2021
- **Awarding of contract:** The most competitive bids will be shortlisted, and the respective suppliers will be invited to defend their proposals. Unsuccessful bidders will be informed of the outcome independently.

### **Bid documents**

Your bid must include the following documents:

1. Completed bid form (see attached word)
2. Company Certificate of Incorporation or Registration
3. Two recommendation letters from previous customers referring to the successful delivery of similar services.
4. Proof of handling of previous contracts worth at least Rwf 5,000,000
5. Valid tax certificate from relevant local authority (not older than 6 months from the submission of this tender) demonstrating you comply with your tax obligations

Please note the bid documents should not exceed 20 mb in size to avoid rejection by our email server. If the size of the documents exceeds 5mb separate emails can be sent.

### **Terms and Conditions**

- Bids should be valid for at least 21 days from the final submission deadline.
- All bids will be treated strictly confidentially.
- All suppliers are expected to adhere to the AIF Supplier Code of Conduct that can be found at the following [link](#)
- The tender award is non-exclusive. AIF reserves the right to award quantities to multiple service provider.
- AIF reserves the right to cancel the tender.
- AIF is not liable to disclose an explanation related to the outcome of the tender.
- Payment terms are negotiable but should not be shorter than 60 days. AIF can link suppliers to an invoice discounting facility if needed.