

REQUEST FOR TENDER: MANPOWER

Date: November 2023

Request for Manpower

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

1. 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). At our site in Kigali, Rwanda we produce more than 60,000 tons of specialized food per year. Our customers include the World Food Program, Government of Rwanda through its various institutions including; NCDA, RMS, RCS, International Red Cross and others. Our consumer product range includes the Nootri.

2. Scope of Work

Providing manpower to carry out the following:

Area	Work	Level
Cimbria	<ul style="list-style-type: none"> Offloading and loading rains (Maize, Soya) 	1 Job
	<ul style="list-style-type: none"> Rebagging the rejected Grains (Maize, Soya) and Loading them back to the trucks 	2 Jobs
	<ul style="list-style-type: none"> Rotation of grain received from different receiving station 	2 Jobs
Byproduct	<ul style="list-style-type: none"> Preparing byproducts Bagging byproducts Loading byproducts unto the truck(s) 	2 Jobs
Raw materials	<ul style="list-style-type: none"> Offloading incoming Raw materials from the trucks into our warehouse Stacking offloaded Raw materials on pallets Unstacking Raw materials Issuing Raw materials from warehouse(s) to production 	1 Job
	<ul style="list-style-type: none"> Offloading Soy Oil 	1 Job
Packaging Warehouse (Foils+ empty cartons+ empty bags)	<ul style="list-style-type: none"> Offloading Packaging materials Stacking Packaging materials Unstacking Packaging materials Issuing Packaging materials to production 	1 Job
Finished Products Warehouse	<ul style="list-style-type: none"> Receiving finish products from production into warehouse(s) Stacking Unstacking Support in reconditioning (repackaging into carton boxes) Coding Loading sold on the trucks Offloading during inter-warehouse transfers 	1 Job
	<ul style="list-style-type: none"> Stitching Bags 	1 Job
	<ul style="list-style-type: none"> Repairing the damaged pallets 	1 Job

3. Requirements:

- i. Service provider should be registered with Rwanda Cooperative Agency (RCS).
- ii. Having similar experience with managing manpower in the manufacturing sector.
- iii. The required number of manpower shall range from 120 to 150 people.
- iv. Service provider is responsible for organizing the personal protective equipment (safety shoes, helmet, coverall, safety glasses, hi-visibility vest) for their own employees.
- v. Service provider shall comply with the AIF's Health, Safety and Environment (SHE) requirements.
- vi. Working hours are 24hours/7 days on two shifts.
- vii. The employees of the service provider should have basic skills for offloading and rebagging of materials.
- viii. All invoices shall be supported with an EBM receipt.
- ix. Expect to have competent accountants that perform reliable bookkeeping in compliance with vast requirements including statutory in Rwanda.

4. Bidding Instructions

- i. Contact details: Requests for clarification and bids must be submitted in writing only to: AIF.Purchases@africaimprovedfoods.com.
- ii. Language: only bids submitted in English, French, Kinyarwanda will be accepted.
- iii. Currency: All bids must be in Rwandan francs.
- iv. Deadlines (Bids received after deadline will not be considered):
 - Questions/requests for clarification must be submitted by 22nd November 2023.
 - Final bids must be submitted before 5pm on 27th November 2023.
- v. Awarding of contract: Competitive bidders will be shortlisted, invited to defend their proposals to our tender committee in a meeting that shall be communicated. Unsuccessful bidders will be officially informed of the outcome independently.

5. Bid documents

Your bid must include the following documents:

- i. Company Certificate of Incorporation or Registration.
- ii. At least two (2) recommendation letters from previous customers attesting your successful delivery of similar services.
- iii. Proof of handling of previous contracts worth at least Rwf 5,000,000.
- iv. Valid Tax Clearance certificate from relevant local authority (not older than 1 month from the submission of this tender) demonstrating you comply with your tax obligations.
- v. Valid Rwanda Social Security Clearance Certificate not older than one (1) month.

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

6. Terms and Conditions

- i. Bids should be valid for at least 21 days from the final submission deadline.
- ii. All bids will be treated strictly confidentially.
- iii. The tender award is non-exclusive.

- iv. AIF reserves the right to cancel the tender at any time it deems it fit.
- v. AIF is not liable to disclose an explanation related to the outcome of the tender.
- vi. Payment terms are negotiable but should not be shorter than 60 days from the invoice date.
- vii. AIF is not employer.
- viii. The Service provider shall recruit, manage and employ its staff.