

Letter of Invitation (LOI)

1. The *NATIONAL BANK OF RWANDA* (hereinafter called ‘‘Client’’) has funds from *ordinary budget* towards the cost of consultancy for mechanisation of funds processing. The Client intends to apply a portion of the ordinary budget to eligible payments under the contract for which this Request for Proposals is issued.
2. The *NATIONAL BANK OF RWANDA* now solicits proposals to provide the following consulting services: Consultancy of mechanisation of funds processing. More details on the services are provided in the Terms of Reference.
3. Tender Documents in *English and French* may be obtained from **December 14th, 2009; 8:00 am** local time at the Secretariat of Finance and General Services Department during the working days upon presentation of payment proof of non-refundable fees of *hundred dollars (USD 100)* or the equivalent in Rwanda francs to Account n°**722.00.20** named ‘‘Recupération diverses’’ at Rwanda National Bank.
4. The technical proposal shall include the following documents:
 - Bid security issued by a Bank or an insurance company, up to the sum of one Five hundred dollars (USD 500) or the equivalent in Rwanda francs;
 - Certificate of completion of the similar works completed before;
 - Certified copies to the originals of personnel degrees or/and certificates;
 - The following official documents:
 1. Copy of the Trade Register;
 2. Declaration of Credit/Certificate of non-credit from the Tax Department;
 3. Bids submission **duly** signed stamped dated.
5. A Consultant will be selected under *the procurement method of quality cost based selection (QCBS)* and procedures described in this RFP, in accordance with the Law on Public Procurement.
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. Well printed bids, dated, signed, stamped, and properly bound, presented in four copies one of which is the original shall be put into tender box n°2, submitted to Finance and General Services Department, with the address mentioned above not later than ***January 27th, 2010 at 09h00 am.*** Late bids will be rejected.
8. Bids will be opened in the presence of bidders or their representatives who choose to attend at National Bank of Rwanda, ***January 27th, 2010 at 10:00 am*** local time.
9. The Outer envelope should clearly indicate the tender name and title
- 10 Bidding will be conducted in accordance with the Law N° 12/2007 of 27/03/2007 on Public Procurement.

Yours sincerely,

MUKANGANGO Anathalie
Manager Procurement and Maintenance

SAFARI Philémon
Assistant Director Procurement,
Maintenance and Security