



No: GGR/IMS/PRO/01/FM/11

Rev: 00

Approval Date: 30-JULY-2024

**BIDDING DOCUMENT FOR THE TENDER FOR THE SUPPLY AND INSTALLATION OF
DATA BACKUP AND SECURITY SYSTEM**

Tender Title	Tender for the supply and installation of data backup and security system
Tender ref NO.	RT/01/08/GGR/2024
Procurement Method	Restricted Tendering
Date of issue of tender	13/08/2024

Prepare by:

Dan NGOGA
Dir of Procurement



Approved by

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1: INSTRUCTION TO ALL BIDDERS

1. MANDATORY ADMINISTRATIVE DOCUMENTS THAT MUST BE SUBMITTED

- a) Copy of company registration certificate (Certificate of incorporation)
- b) A valid copy of contribution clearance from RSSB
- c) A valid copy of tax clearance from Rwanda Revenue authority
- d) A letter of commitment to provide services and within the agreed period
- e) Certificate of Good standing from RDB
- f) MAF (Manufacturer Authorization) where applicable

2. TECHNICAL SPECIFICATION

#	ITEMS	QTY	DESCRIPTIONS
1	Backup server	1	Dell R740 XEON 6148 <ul style="list-style-type: none">• 2.4GHZ/20C/40T• 2X128GB DDR4 RAM• 8X1.92TB SAS SSDs• Out-of-band management• 1GB 4-Ports• Dual power supplies redundancy• Lifecycle controller advanced license• Warranty and support for a minimum of 3 years
2	Fire wall	1	FortiGate 101F <ul style="list-style-type: none">• 22xGE Rj45 ports• 480 GB on board storage• Dual power supplies redundancy• Warranty and support for a minimum of 3 years
3	UPS	1	APCsmart-UPSon-line,10KVA/10KW, 230V/400V,6xC13+4xC19IEC outlets, Network card +smart Slot, 7" Touchscreen LCD, with inbuild 40PCS of 9Ah Battery, 2 years warranty + 1 year on battery.
4	Backup software	1	Veeam backup and replication
5	Licenses	2	Windows server 2022 license

BIDDING DOCUMENT FORM

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3. ELIGIBLE BIDDERS

- a) Bidders black listed/debarred or suspended by the Rwandan Public Procurement Authority (RPPA) shall not be considered for technical evaluation.
- b) A bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are associated, or has been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract. A firm that has been engaged by the Procuring Entity to provide consulting services for the preparation or supervision of the works, and any of its affiliates shall not be eligible.

4. COST OF BIDDING

The bidder shall bear all costs associated with the preparation, submission of his bid, appeal fee or any other expenses that s/he may incur during procurement proceedings, and Gasabo Gold Refinery shall in no case be responsible or liable for those costs. Gasabo Gold Refinery shall not be liable for any consequences related to the rejection of all bids or the cancellation of the procurement proceedings due to the reasons provided for by the company's procurement manual, unless it is proved that it was a consequence of its irresponsible conduct.

5. EVALUATION CRITERIA

This Section complements the Instructions to Bidders (ITB 10.1). It contains the criteria that the Procuring Entity may use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

Administrative Documents

The content of the administrative documents will be evaluated pursuant to the requirements described in this tender. If the administrative documents are evaluated as being fully-compliant, they will receive a "pass" score. If the contents of the administrative documents are determined as being non-compliant, they will receive a "fail" score and will not qualify for Technical evaluation and Financial Evaluation

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6. CONTRACT AWARD

The Bidder with the lowest price bid and quality of the items/service will be invited for contract negotiations and signature upon mutual agreement.

INSTRUCTIONS TO BIDDERS, BID DATA SHEET (BDS)

The following specific data for the services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Procuring Entity is GASABO GOLD REFINERY LTD
ITB 1.2	The name and identification number of the tender are: RT/01/08/GGR/2024 Tender for the supply and installation of data backup and security system
ITB 1.3	The Source of funds: GASABO GOLD REFINERY LTD
	B. Contents of Bidding Documents
ITB 2.1	Financial Proposal to be submitted together with Technical Proposal: YES <input checked="" type="checkbox"/> /NO <input type="checkbox"/>
ITB 2.2	A pre-proposal conference will be held: YES <input type="checkbox"/> /NO <input checked="" type="checkbox"/> Is there any pre-bid conference: NO
ITB 2.3	Proposals must remain valid 90 days after the submission date,
ITB 2.4	Clarifications may be requested not later than 2 days before the submission date during working days. For Clarification of bid purposes only, the Procuring Entity's address is: GASABO GOLD REFINERY Kigali Special Economic Zone Kigali - Rwanda Email: dan.ngoga@ggr.co.rw
	C. Preparation of Bids
ITB 3.1	The language of the bid is "English" <i>Bidders are permitted to submit their bids in ENGLISH. Bidders shall not submit bids in more than one language. The Contract to be signed with the winning Bidder shall be written in English, which will be the language that shall govern the contractual relations between the Procuring Entity and the winning Bidder.</i>
ITB 3.2	The Bidder shall submit the following documents in its bid: NB: As stated in Section 1

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ITB 3.3	Alternative Bids shall not be considered and shall lead to the automatic rejection of the offer
ITB 4.1	Training is a specific component of this assignment: YES ___ /NO <input checked="" type="checkbox"/>
ITB 5.1	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES <input checked="" type="checkbox"/> /NO ___
ITB 5.2	Service provider to state local cost in the national currency: YES <input checked="" type="checkbox"/> /NO ___ / Optional ___
ITB 5.3	In addition to the original of the bid, the number of copies is: 01 original copy.
ITB 5.4	Prices quoted for each article shall correspond at least to 100 % of the items specified for the Bidding Document.
ITB 7.1	The Bidder is required to quote in Rwandan Francs VAT inclusive
ITB 8.1	Bid shall include a Bid Security N/A
ITB 8.2	The amount of the Bid Security:
A. Submission and Opening of Bids	
ITB 9.1	The envelopes shall bear the following additional identification marks: GASABO GOLD REFINERY LTD PROCUREMENT OFFICE TENDER NO. RT/01/08/GGR/2024
ITB 9.2	Bids shall be received at Gasabo Gold Refinery procurement office no later than Date:19/08/2024 Hour: 10:00am
ITB 9.3	The bid opening shall take place at the following address: GASABO GOLD REFINERY LTD Date 19/08/2024 Hour: 10:15 am
A. Evaluation and Comparison of Bids	
ITB 10.1	The evaluation committee shall base on their confidential budget relevant to the service to be provided and the lowest offer shall not be the only criteria to award the tender, other factors shall be considered
ITB 11.1	Domestic preference: this is a local tender

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