

TENDER DOCUMENT/TENDER NOTICE

Tender for the Supply, Installation, and Annual Maintenance of Manual Electric Generators

TENDER REFERENCE: ASA/GEN/001/2025

1. Background

ASA International (Rwanda) Plc (subsequently referred to as “ASA Rwanda” or the Company) is a subsidiary of ASA International Holding Ltd., a Public Limited Company registered in Mauritius. ASA Rwanda was registered in 2014 and is licensed by the Central Bank of Rwanda (BNR) as a deposit-taking microfinance institution. The Company, which began operations in 2016, currently operates countrywide with 37 branches. Its primary aim is to alleviate poverty by providing small, socially responsible loans to low-income entrepreneurs, most of whom are women, across the country. ASA International Group Plc, the parent company, has established microfinance institutions in 13 countries in Asia and Africa to bring low-income people into the formal financial system and is listed on the London Stock Exchange.

Given its engagement with low-income communities and the inherent possibility of financial irregularities, the Company has established a department to prevent any form of misappropriation.

- **Vision:** To reduce poverty by improving the lives of the underprivileged with a key focus on female entrepreneurs.
- **Mission:** To demonstrate a strong commitment to financial inclusion and socioeconomic progress.
- **Objective:** To provide microfinance loans for business purposes to low-income entrepreneurs with the goal of improving financial inclusion and realizing socioeconomic progress. Our loans provide a vital alternative to those without access to credit from traditional banks, and we provide these loans using the established ASA Model.

2. INVITATION TO TENDER

ASA International Rwanda PLC invites sealed tenders from eligible and qualified bidders for the supply, installation, and annual maintenance of manual electric generators for its selected branches. The successful bidder will be responsible for the full lifecycle of the generators, including delivery, installation, warranty, and maintenance.

3. SCOPE OF WORK

The scope of work for this tender includes, but is not limited to:

4. Supply and Delivery:

- Supply of a manual gasoline electric generator suitable for small to medium branch-level backup power needs.
- Delivery of the generators to the six (6) designated branches located in Eastern Province, Northern Province, and Kigali City.

5. Installation:

- Professional installation of each generator at the designated branch locations. This includes all necessary connections to the branch's electrical system to ensure seamless backup power supply.

6. Maintenance:

- Provision of a comprehensive one-year maintenance plan, including regular oil and filter services. The annual maintenance plan should ensure the optimal performance and longevity of the generators.

7. REQUIRED SPECIFICATIONS

7.1. Generator Model:

- The recommended generator is a manual gasoline generator operating on **AC 220V**. The model should be known for its reliability, fuel efficiency, and suitability for small to medium branch-level backup power needs.
- The generator must have a **circuit protector**, a **battery charging output of DC 12V / 8.3A**, and a key and ignition. All generators supplied must be **brand new**. The generator must have a **capacity of 2.3 KVA**.
- Bidders proposing a generator must provide detailed specifications and a justification for the proposed model.

7.2. Warranty:

- The offered solution must include a minimum one-year warranty on all supplied equipment, covering parts and labor.

8. TARGETED BRANCHES

The generators are to be supplied and installed at the following six branches:

Province	Branch Name
Eastern Province	Kayonza
	Ngoma
	Kirehe
	Nyagatare
Northern Province	Gicumbi
Kigali City	Kimironko (Public Deposits Branch)

9. TENDER SUBMISSION REQUIREMENTS

Bidders are required to submit a comprehensive proposal that includes:

9.1. Technical Proposal:

- A detailed description of the proposed generator model, including full technical specifications.
- A clear work plan for the installation process.
- A detailed description of the annual maintenance plan, including a service schedule.

9.2. Financial Proposal:

- A unit price for each generator, inclusive of delivery, installation, a one-year warranty, and one year of maintenance (oil and filter service).
- All prices must be quoted in Rwandan Francs (Rwf) and be inclusive of all taxes applicable.

9.3. Submission Method:

- All bids must be submitted online as a single PDF document to the following email addresses: g.mayanja@asarwanda.rw and rwandatendercommittee@asarwanda.rw.

9.4. FINANCIAL QUOTATION

Bidders must use the table below to provide a detailed financial quotation. All prices must be taxes inclusive.

Item Description	Quantity	Unit Price (Rwf)	Total Price (Rwf)
Supply of Generator	6		
Installation	6		
One-Year Maintenance	6		
Total Price (Taxes Inclusive)			

10. TENDER EVALUATION CRITERIA

Proposals will be evaluated in three distinct stages:

10.1. Stage 1: Administrative Compliance This stage involves a preliminary review to ensure that all administrative requirements of the tender have been met. Bids that do not meet these requirements will be disqualified.

- **Submission Method:** Adherence to the specified online submission method and format.
- **Completeness:** All required sections of the proposal are submitted.
- **Required Documents:** The following mandatory documents must be included. ASA may render some of these documents optional:
 - ✓ Registration Certificate by RDB
 - ✓ RSSB Certificate
 - ✓ Tax Clearance Certificate
 - ✓ VAT Certificate
 - ✓ Proof of EBM

- ✓ Proof of payment of a non-refundable fee of **10,000 Rwf**, deposited to: Bank name: **Bank of Kigali, Account Name: ASA International (Rwanda) Plc, Account Number: 100010197273.**

10.2. Stage 2: Technical Evaluation Bids that pass the administrative stage will be evaluated on their technical merit. This will assess the bidder's ability to meet the technical and service requirements.

- **Similar Work:** Three certificates of similar work previously done.
- **Adherence to Specifications:** Adherence to the technical specifications outlined in this document.
- **After-Sales Services:** Provision of after-sales services.
- **Warranty:** Provision of warranty and its duration.
- **Technical Personnel:** Availability of technicians with valid training certificates.

10.3. Stage 3: Financial Evaluation Only proposals that are deemed technically acceptable will proceed to the financial evaluation stage. This stage will assess the competitiveness of the financial proposal.

- **Price:** The competitiveness and reasonableness of the financial proposal, as provided in the Financial Quotation table.
- **Cost Inclusivity:** Adherence to the requirement for prices to be inclusive of all applicable taxes.

11. GENERAL TENDER CONDITIONS

11.1. Discretionary Rights: ASA International Rwanda PLC reserves the right to adjust the evaluation criteria as may be deemed fit to get the most economically advantageous tender. The company also reserves the right to reject any offer at any time, and may also cancel the tender proceedings at any time without incurring any liability to the bidders.

11.2. CONFIDENTIALITY

All information provided in this tender document is confidential and must not be disclosed to any third party without the prior written consent of ASA International Rwanda PLC.

11.3. CLOSING DATE

The deadline for the submission of tenders is **12th September 2025, 5:00PM.**

. Any tender received after this date and time will not be considered.

11.4. CONTRACTUAL AGREEMENT

ASA International Rwanda PLC intends to enter a framework agreement with the successful bidder. The framework agreement will be for an initial period of one year, with an option for renewal annually based on successful and satisfactory delivery of services and products. ASA also reserves the right to procure more generators for other branches on the same contract, provided the specifications and conditions are the same.

11.5. CONTACT INFORMATION

For any inquiries regarding this tender, please contact the above email addresses.

11.6. TENDER APPROVAL

Approved By:

Christian Salifou

Chief Executive Officer

Signature: _____

