TITLE OF TENDER: Hiring a National Consultant Firm to Facilitate the Customization Of The Public Service Competency Framework in all Public Institutions in Rwanda

PROCUREMENT METHOD: National Open Tender

THE SOURCE OF FUNDS: Ordinary Budget

TENDER REFERENCE NUMBER: 03/PSM/MIFOTRA/2015-2016

The Ministry of Public Service and Labour within the framework of hiring a National Consultant Firm to Facilitate the Customization of The Public Service Competency Framework in all Public Institutions in Rwanda has decided to recourse to consultancy services funded by ordinary budget.

1. The Ministry of Public Service and Labour hereby invites the hereinafter consultant firms to Facilitate the Customization of The Public Service Competency Framework in all Public Institutions in Rwanda. More details on the services are provided in the Request for Proposal.

2. The present Request for Proposals has been addressed to all interested consultants firms.

3. Among Consultants firm a Consultant firm will be selected under and in compliance with the following selection method Quality-and Cost-Based Selection (QCBS) and procedures described hereinafter in the present Request For Proposals.

4. The present Request For Proposals includes the following documents:

   Section I - Letter of Invitation
   Section II - Instructions to Consultants
   Section III- Instructions to Consultants, Data Sheet
   Section IV - Technical Proposal - Standard Forms
   Section V - Financial Proposal - Standard Forms
   Section VI - Terms of Reference
   Section VII - Standard Forms of Contract.

5. The request for proposals can be obtained from the procurement office, Room number 39 in the 2nd floor at any working time.
7. Well printed and appropriately bound Technical and financial proposals, submitted in four (4) copies of which one is the original and 3 copies, contained in two separate and sealed envelopes with the mention “Hiring a National Consultant Firm to Facilitate the Customization of The Public Service Competency Framework in all Public Institutions in Rwanda” will be addressed to the Permanent Secretary of the Ministry of Public Service and Labour, Po Box 403 Kigali, Tel. 583371 and will be submitted to the procurement office, Room number 39 in the 2nd floor, not later than 24/09/2015 at 9:00 a.m.

8. The opening of bids will take place the same day at 9:30 a.m. in public session in procurement office, Room number 39 in the 2nd floor of its administrative building at Kacyiru.

9. Bidding will be conducted in accordance with the Law N° 05/2013 of 13/02/2013 modifying and completing the law n° 12 /2007 of 27/03/2007 on Public Procurement

Done at Kigali, on 19/08/2015