

**INVITATION TO TENDER FOR DISASTER RECOVERY SERVICES FOR JALI S.C PLC**

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|----------------------------|--|
| <b>TITLE OF THE TENDER</b> | <b>TENDER FOR THE PROVISION OF DISASTER RECOVERY SERVICES FOR JALI S.C PLC</b> |
| <b>PROCUREMENT METHOD</b>  | <b>NATIONAL OPEN COMPETITIVE BIDDING</b>                                       |
| <b>TENDER REF</b>          | <b>JIL/PRO/008/SVC/2026</b>  |
| <b>DATE OF ISSUE</b>       | <b>28/04/2026</b>  |
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## DOCUMENT SUMMARY

### PART 1 – BIDDING PROCEDURES

#### Section I. Instructions to Bidders (ITB)

This Section provides information to help Bidders prepare their bids. Information is also provided on the submission, opening and evaluation of bids and on the award of Contracts. Section I contains provisions that are to be used without modification.

#### Section II. Additional Instructions to Bidders, Bid Data Sheet (BDS)

This Section includes provisions that are specific to each procurement and that supplement Section I, Instructions to Bidders.

#### Section III. Evaluation and Qualification Criteria

This Section specifies the criteria to be used to determine the lowest evaluated bid and the Bidder's qualification requirements to perform the contract.

### PART 2 – KEY SUBMISSION REQUIREMENTS

#### Section IV. Bidding Information Forms

This Section contains the Bid Information Form to be completed and submitted by the Bidder as part of the bid.

#### Section V. Bidder Declaration Forms

This Section includes the details key **declaration by the bidder**, confirming several key commitments and compliance requirements.

#### Section VI. Pricing Schedule form

This Section includes the detailed pricing of goods or services to be supplied, including unit prices, quantities and total costs





**TITLE: TENDER FOR THE PROVISION OF DISASTER RECOVERY SERVICES FOR  
JALI S.C PLC Ref JIL/PRO/008/SVC/2026**

1. **JALI INVESTMENT LTD**, a holding company with diversified investments in transport, real estate and financial services, is inviting bids **on behalf of its subsidiary, Jali S.C PLC**, a licensed financial institution in Rwanda, seeking to strengthen its Disaster management and security systems through reliable Disaster recovery solutions.
2. **JALI INVESTMENT LTD** invites eligible bidders to submit bids for the **TENDER FOR THE PROVISION OF DISASTER RECOVERY SERVICES FOR JALI S.C PLC** in Musanze District, *under the NATIONAL OPEN COMPETITIVE BIDDING Method*, as detailed in the Statement of Requirements. Participation in this tender is open, on equal conditions, to all companies legally registered and licensed to provide IT and Disaster recovery services in Rwanda.
3. Tender documents in English may be obtained from **Jali Investment Ltd's Procurement Office** or requested via email at [jali.investmentltd@gmail.com](mailto:jali.investmentltd@gmail.com) upon submission of proof of payment of a non-refundable fee of **Ten thousand Rwandan Francs (10,000 RWF)**. Payment shall be made to the following bank account:

**Bank Name:** Bank of Kigali

**Account Name:** Jali Investment Ltd

**Account Number:** 00045-07751220-06

4. If a bidder opts to receive the tender documents by email, they must clearly indicate the email address. If none is specified, the documents will be sent to the email used to submit the payment proof. Only **Jali Investment Ltd** is authorized to distribute the tender documents and bidders are strictly prohibited from sharing them with any third party outside their organization.
5. Tender documents may be obtained on any working day from **JALI INVESTMENT LTD OFFICES** during working hours from **8:00 AM to 5:00 PM** at the Procurement Office.
6. A Bid Security of **One Million one hundred thousand Rwandan Francs (1,100,000RWF)** issued by a bank or reputable insurance company operating in Rwanda and must be submitted together with the bid shall accompany all bids.
7. Enquiries regarding this tender may be addressed in writing to **JALI INVESTMENT LTD** Headquarters, Procurement Office, not later than two (2) days before the submission deadline or via email at [jali.investmentltd@gmail.com](mailto:jali.investmentltd@gmail.com)
8. Well-prepared bids, properly bound, sealed and presented in **four (4) copies** (one original and three copies), must be submitted to the Procurement Office at the address mentioned above **NOT** later





than **5/05/2026 at 10:00 A.M.** Late bids will be rejected and returned unopened, please note that online submission is not acceptable.

9. Bids will be opened in the presence of bidders or their representatives who choose to attend, on **5/05/2026 at 10:30 AM** at **Jali Investment Ltd Offices**. Bidders who are not present at the time of opening will be deemed to have waived their right to attend and the process will proceed as scheduled. The outer envelope should clearly indicate the tender title as follows:

**TENDER TITLE: TENDER FOR THE PROVISION OF DISASTER RECOVERY SERVICES FOR JALI S.C PLC.**

**TENDER NUMBER: JIL/PRO/008/SVC/2026**

DO NOT OPEN EXCEPT IN PUBLIC.

Done at Kigali on **28/04/2026**

**TWAHIRWA Louis Dodo,**

Chief Executive Officer.





## Section I. INSTRUCTIONS TO BIDDERS

### 1. A.General

#### 1.1 Scope of Bid

The Procuring Entity, **JALI INVESTMENT LTD**, hereby issues these Bidding Documents for the provision of Disaster Recovery Services, as detailed in the relevant section of these Bidding Documents. The name and identification number of this National Open Competitive Bidding (NOCB) procurement are specified in the **Bidding Data Sheet (BDS)**

#### 1.2 Source of Funds

Jali S.C. PLC intends to allocate part of its budget to meet payments for the Disaster recovery services to be procured under this procurement process.





## 2. Fraud and Corruption

JALI INVESTMENT LTD requires that all bidders, suppliers, contractors, their subcontractors and the representatives of the procuring entity observe the highest standards of ethics during the procurement process and the execution of any contract/service. In pursuit and fulfilment of this requirement, Jali Investment Ltd:

- i. Defines the following terms for the purposes of this provision:
  - i. **Corrupt practice**” is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
  - ii. **Fraudulent practice**” is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;
  - iii. **Collusive practice**” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
  - iv. **Coercive practice**” is impairing or harming or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
  - v. **obstructive practice” is**  
deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede JALI INVESTMENT LTD’S investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or acts intended to materially impede the exercise of JALI INVESTMENT LTD’S inspection and audit rights of Jali Investment Ltd Therefore, **JALI INVESTMENT LTD** will:
    - a) *Reject a proposal for award if it determines that the bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for the contract in question;*
    - b) *Sanction a firm or individual, including declaring ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the firm has, directly or through an agent, engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for, or in executing, a contract; and Have the right to require that a provision be included in bidding documents and in contracts, requiring bidders, suppliers and contractors and their sub-contractors to permit Jali Investment Ltd to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by JALI INVESTMENT LTD*

2.1 The Invitation for Bids issued by Jali Investment Ltd is part of the Bidding Documents.

2.2 JALI INVESTMENT LTD is not responsible for the incompleteness of the Bidding Documents and their addendum, if they were not obtained directly from the Procuring entity.





2.3 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

### 3. Eligible Bidders

Participation is open on equal conditions to all companies or persons fulfilling the requirements herein except where:

- (i) The bidder is currently blacklisted
- (ii) The bidder has been prosecuted and found guilty in court, including any appeals process on corruption charges
- (iii) The bidder is bankrupt
- (iv) The Bidder has been excluded in accordance with regional or international conventions.

This criterion shall also apply to the proposed subcontractors or suppliers for any part of the Contract including Related Services.

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, under below circumstances:

- **Personal or Financial Relationships:** The bidder has **direct or indirect relationships** (family, business, financial) with staff of Jali Investment Ltd who are involved in the tendering process.
- **Bidder Influencing Decisions:** The bidder tries to **influence or manipulate the evaluation or award** process, directly or indirectly.
- **Multiple Submissions:** The same bidder (or related companies or individuals) **submit more than one bid**, either directly or through different entities, which affects competition.
- **Information Asymmetry:** A bidder has **access to privileged, confidential or insider information** not available to other bidders, giving them an unfair advantage.
- **Undisclosed Subcontracting:** A bidder secretly collaborates or enters into undisclosed arrangements with another bidder in the same process.

A bidder who is under a declaration of ineligibility, in accordance with ITB Clause 3, at the time of contract award shall be disqualified. It is the responsibility of the bidder to provide satisfactory evidence of continued eligibility as and when requested by JALI INVESTMENT LTD during this tendering process.





#### 4. Amendment of Bidding Documents

- i. At any time prior to the deadline for submission of bids, the Procuring Entity (JALI INVESTMENT LTD) may amend the Bidding Documents by issuing addendum.
- ii. Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have obtained the Bidding Documents directly from the Procuring Entity, **JALI INVESTMENT LTD.**
- iii. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Procuring Entity may, at its discretion, extend the deadline for the submission of bids.





## 5. Preparation of Bids and Documents Comprising the Bid

- i. The Bid shall comprise the following:
  - a) *Original or a certified copy of RDB certificate*
  - b) *Original or a certified copy of the tax clearance certificate*
  - c) *Original or a certified copy of Social Security certificate*
  - d) *At least three (3) References of similar tenders executed (Only Certificates of completion will be considered).*
  - e) *The contract shall be a fixed-term contract and shall remain valid until the completion of the services and fulfillment of all contractual obligations by both parties, to their mutual satisfaction.*
  - f) *Abid Security issued by a bank in Rwanda shall be attached during submission of the bid offer.*
- ii. Bid document should be in a language specified in the BDS
- iii. Any other information, any offers or favorable working terms and condition that can be generated as advantages to **JALI INVESTMEN LTD** the bidder should indicate them in bid document it will be additional advantages

## 6. Bid Information Form and Price Schedules

The Bidder shall submit the Bid Information Form using the form furnished in Section IV: Bidding Information Form. This form must be completed without any alterations to its format and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

The Bidder shall submit the Price Schedules using the forms provided in Section VI: Price Schedule Form.

## 7. Alternative Bids

Unless otherwise **specified in the BDS**, alternative bids shall not be considered.

## 8. Currencies of Bid

The Bidder shall quote in Rwandan Francs





## 9. Bid Security

- a. The Bidder shall furnish as part of its bid, a Bid Security, as required and **specified in the BDS.**
- b. The Bid Security shall be in the amount specified in the BDS and denominated in Rwanda Francs or a freely convertible currency and shall:
  - i. *at the bidder's option, be in the form of either a guarantee from a banking institution or another authorised financial institution;*
  - ii. *be issued by a reputable institution selected by the bidder and located in any country. If the financial institution, other than a bank, issuing the guarantee is located outside Rwanda, it shall have a correspondent financial institution located in Rwanda to make it enforceable.*
- iii. Be in a Bid Security form substantially in accordance with an acceptable format or any other form approved by the Procuring Entity prior to bid submission.
- iv. be payable promptly upon written demand by the Procuring Entity in case the conditions listed in this bid document are invoked;
- v. be submitted in its original form; copies will not be accepted;
- vi. Remain valid for a period of **28 days** beyond the validity period of the bids, as extended, if applicable, in accordance.
  - a. Any bid not accompanied by a substantially responsive Bid Security shall be rejected.
  - b. The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security.

## 10. Format and Signing of Bids

- i. The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it "**ORIGINAL.**" In addition, the Bidder shall submit copies of the bid, in the number specified in the **BDS** and clearly mark them "**COPY.**" In the event of any discrepancy between the original and the copies, the original shall prevail.
- i. The original and all copies of the bid shall be typed in indelible ink, stamped and signed by a person duly authorized to sign on behalf of the Bidder.
- i. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

## Submission and Opening of Bids

Bidders will submit their bid to JALI INVESTMENT LTD head office and bids will be opened in the presence of bidders or their designated representatives who choose to attend, on **5/05/2026**





## **Submission, Sealing and Marking of Bids**

- 1) Bidders shall submit their bids by hand delivery to the Procurement Office of JALI INVESTMENT Ltd on the date and time specified in the bidding document.
- 2) The original and the copies of the bid document shall be enclosed in one single envelope
- 3) The inner envelopes shall bear the name and address of the Bidder;
- 4) The outer envelopes must be anonymous and be addressed to the Procuring Entity.
- 8) If all envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

### **11. Deadline for Submission of Bids**

Bids must be received by the Procuring Entity at the address and no later than the date and time specified in the BDS.

The Procuring Entity may, at its discretion, extend the deadline for the submission of bids.

### **12. Late Bids**

The Procuring Entity shall not consider any bid that arrives after the deadline for submission of bids





### **13. Withdrawal, Substitution and Modification of Bids**

A Bidder may withdraw, substitute or modify its Bid after it has been submitted by sending a written notice in accordance duly signed by an authorized representative and shall include a copy of the authorization (the power of attorney).

The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must receive by the Procuring Entity prior to the deadline prescribed for submission of bids.

Bids requested to be withdrawn shall be returned unopened to the Bidders.

No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

### **14. Evaluation and Comparison of Bids**

#### **Clarification of Bids**

To assist in the examination, evaluation, comparison and post-qualification of the bids, the Procuring Entity may, at its discretion, ask any Bidder for a clarification of its Bid.

Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the Evaluation of the bids.





## 15. Responsiveness of Bids

The Procuring Entity's determination of a bid's responsiveness is to be based on the contents of the bid itself.

A substantially responsive Bid is one that conforms to all the terms, conditions and specifications of the Bidding Documents without material deviation, reservation or omission. A material deviation, reservation or omission is one that:

- a) Affects in any substantial way the scope, quality or performance of the Goods and Related Services specified in the Contract; or*
- b) limits in any substantial way, inconsistent with the Bidding Documents, the Procuring Entity's rights or the Bidder's obligations under the Contract; or*
- c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.*

If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation or omission.

## 16. Nonconformities, Errors and Omissions

- a. If a Bid is substantially responsive, the Procuring Entity may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- b. If a bid is substantially responsive, the Procuring Entity may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify non-material nonconformities or omissions related to documentation requirements. Such omissions shall not be related to any aspect of the Bid price. Failure of the Bidder to comply with the request may result in the rejection of its Bid

If the Bid is substantially responsive, the Procuring Entity shall correct arithmetical errors on the following basis:

- a) If there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line-item total shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the line-item total as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and





- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d) If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be rejected.

## 17. Comparison of Bids

The Procuring Entity shall compare all substantially responsive bids to determine the lowest-evaluated bid.

## Post-qualification of the Bidder

- The Procuring Entity shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.
- The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder.
- An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Procuring Entity shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

## 18. Award Criteria

The Procuring Entity shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.





## 19. Procuring Entity's Right to Vary Quantities at Time of Award

At the time of contract award, the Procuring Entity reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI (Schedule of Requirements), provided that such variation shall not exceed **twenty percent (20%)** of the indicated quantities and any such adjustment shall be made **without any change to the unit prices or other terms and conditions** of the bid and the Bidding Documents.

## 20. Notification of Award

- Before the expiry of the bid validity period, the Procuring Entity shall simultaneously notify the successful and the unsuccessful bidders of the provisional outcome of the bids evaluation.
- The notification shall specify that the major elements of the procurement process would be made available to the bidders upon request and that they have five (5) working days in which to lodge a protest, if any, before a contract is signed with the successful bidder.
- The successful bidder may be required to provide a performance security in accordance with the procurement regulations. Such a security shall not exceed 10 % of the contract Price;
- Upon signature of a contract, the Procuring Entity shall notify other bidders that their bids were not successful and will discharge their bid security.
- Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

## 21. Signing of Contract

- Promptly after notification, the Procuring Entity shall send the successful Bidder the Agreement and special conditions of the Contract.
- Within Fourteen (14) days of receipt of the Agreement, the successful Bidder shall sign, date and return it to the client.
- Notwithstanding the above, in case signing of the Contract Agreement is prevented by any export restrictions attributable to the Employer, the country of the Employer, or the use of the products, goods, systems or services to be supplied, where such export restrictions arise from trade regulations from a country supplying those products, goods, systems or services, the Bidder shall not be bound by its bid, provided however that the Bidder can demonstrate to the satisfaction of the Procuring Entity that the signing of the Contract Agreement has not been prevented by any lack of diligence on the part of the Bidder in completing any formalities, including applying for permits, authorizations, and licenses necessary for the export of the goods, systems, or services under the terms of the Contract.





## 22. Performance Security

a. Within seven (7) days of receipt of the notification of award from the Procuring Entity, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using a form acceptable to the Procuring Entity or a standard bank guarantee format approved prior to submission of the Performance Security.

b. Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Procuring Entity may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Procuring Entity to be qualified to perform the Contract satisfactorily.

### Section II. ADDITIONAL INSTRUCTIONS TO BIDDERS, BID DATA SHEET (BDS)

The following specific data for disaster recovery services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders (ITB). In the event of any conflict, the provisions herein shall prevail over those in the ITB.

| ITB Clause Reference | A. General  |
|----------------------|---|
| ITB 1                | The Procuring Entity is: <b>JALI INVESTMENT LTD</b>   |
| ITB 1.1              | The identification number: JIL/PRO/008/SVC/2026<br>Name of the tender is:<br><b>TITLE: TENDER FOR THE PROVISION OF DISASTER RECOVERY SERVICES FOR JALI S.C PLC</b><br>Number of the lots comprising this tender are: <b>one (1) indivisible lot</b> |
| ITB 2                | The Source of funds: <b>Company-funded Budget.</b>  |
| ITB 3                | Not under suspension or ineligibility by any regulatory authority   |
|                      | <b>B. Contents of Bidding Documents</b>   |
| ITB 4                | For Clarification of bid purposes will be done on email<br><a href="mailto:jali.investment@gmail.com">jali.investment@gmail.com</a>   |
|                      | <b>C. Preparation of Bids</b>   |
| ITB 5                | The language of the bid is: English<br>Bidders are permitted, at their choice, to submit their bids in one language above indicated.  |
| ITB 6                | <b>The Bidder shall submit the following additional documents in its bid:</b><br>a) Original or a certified copy of Trade License   |





|        |  |
|--------|--|
|        | <p>b) Original or a certified copy of the tax clearance certificate</p> <p>c) Original or a certified copy of Social Security certificate</p> <p>d) At least 3 References of similar tenders executed (Only Certificates of completion will be considered)</p> <p>e) Abid Security of; <b>One million one hundred thousand Rwandan Francs (1,100,000Rwf)</b> issued by a bank or reputable insurance company in Rwanda and shall be attached during submission. Of the bid offer.</p> <p>f) Certified copy of RDB certificate</p> <p>g) At least two (2) Curriculum Vitae (CVs) for key staff, including one (1) for the Technical Director and one (1) for a qualified Technician</p> <p>h) Manufacturer's Authorization for each proposed security solution.</p> <p>I) A valid networking certification relevant to disaster recovery services</p> <p>J) Certified Ethical Hacker (CEH)</p> <p>K) Certified Information Systems Security Professional (CISSP)</p> <p><b>Tender Documents in <i>English</i> may be obtained from the procurement office of JALI INVESTMENT LTD upon payment of a non-refundable fee of 10,000 Frw</b></p> |
| ITB 7  | Alternative Bids shall not be considered.  |
| ITB 8  | The bid validity period shall be <b>120 days</b> .   |
| ITB 9  | Bid shall include a Bid Security <i>issued by bank or a registered insurance company</i> .   |
| ITB 10 | The amount of the Bid Security of One million one hundred thousand Rwandan Francs (1,100,000Rwf) issued by a bank or reputable insurance company in Rwanda and shall be attached during submission.  |
| ITB 11 | In addition to the original of the bid, the number of copies is: <b>4 One original and three Copies</b>  |
|        | <b>D. Submission and Opening of Bids</b>   |
| ITB 12 | <p><b><u>NATIONAL OPEN COMPETITIVE BIDDING</u></b></p> <p><b>TITLE: TENDER FOR THE PROVISION OF DISASTER RECOVERY SERVICES FOR JALI S.C PLC</b></p>  |
| ITB 13 | The bid opening shall take place at: <b>JALI INVESTMENT LTD head office meeting room at 10:30 A.m.</b>   |
|        | <b>E. Evaluation and Comparison of Bids</b>  |
| ITB 14 | Bid prices accepted is Rwandan Francs.   |
| ITB 15 | <p><b>F. Award of Contract</b></p> <p>Only a successful bidder will be awarded the offer</p>   |





### Section III. EVALUATION AND QUALIFICATION CRITERIA

This Section complements the Instructions to Bidders. 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.

#### i. Evaluation Criteria

The Procuring Entity's evaluation of a bid may take into account of the following:

| <b>Legal and Regulatory Compliance (Mandatory / Pass-Fail)</b>   | <b>Rating</b> |
|--|---------------|
| RDB certificate  | Pass/Fail     |
| Tax clearance certificate  | Pass/Fail     |
| Not under suspension or ineligibility by any regulatory authority  | Pass/Fail     |
| A valid networking certification relevant to disaster recovery services  | Pass/Fail     |
| <b>TECHNICAL PROPOSAL</b>  |               |
| Compliance with Technical Specifications   | 15            |
| Product Quality & Performance (Disaster Integrity, Recovery Speed, Reliability, Security and System Compatibility) | 10            |
| Experience (Past Disaster Recovery Services, Client References and Technical Expertise)                            | 10            |
| Service Delivery Time (Ability to Meet Disaster Recovery Timelines and Response Requirements)                      | 10            |
| Key Staff Qualifications (2 CVs: Technical Director & Technician)  | 10            |
| Warranty period (Length and conditions of warranty)  | 5             |
| Support period   | 5             |
| A valid license for Disaster Recovery Services issued by National Bank of Rwanda (BNR).                            | 5             |
| <b>FINANCIAL PROPOSAL</b>  |               |
| Total Evaluated Price  | 20            |
| Payment Terms & Price Validity   | 5             |
| <b>Proposal Quality and Compliance with Tender Instructions)</b>   |               |
| Completeness and organization of the proposal  | 2             |
| Adherence to tender document requirements  | 2             |
| Clarity of documentation and responsiveness to requested information   | 1             |
| <b>Total</b>   | <b>100</b>    |





## PART 2 – KEY SUBMISSION REQUIREMENTS

### Section IV. BIDDER INFORMATION FORMS

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number of tender notice]*

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|   |
|---|
| 1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>  |
| 2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>  |
| 3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>  |
| 4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>   |
| 5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>   |
| 6. Bidder's Authorized Representative Information<br>Name: <i>[insert Authorized Representative's name]</i><br>Address: <i>[insert Authorized Representative's Address]</i><br>Telephone <i>[insert Authorized Representative's telephone number]</i><br>Email Address: <i>[insert Authorized Representative's email address]</i> |

### Section V. BIDDER DECLARATION FORMS

*[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Invitation for Bid No.: *[insert No of IFB]*





Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of procuring entity]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents
- (b) We offer to Deliver in conformity with the Bidding Documents and in accordance with the best standard as provided by the regulator and required by JALI INVESTMENT LTD for the \_\_\_\_\_ *[insert a brief description of the Disaster recovery services required]*
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: \_\_\_\_\_ *[insert the total bid price in words and figures, indicating the various amounts and the respective currencies];*

- (d) The discounts offered and the methodology for their application are:

**Discounts:** If our bid is accepted, the following discounts shall apply. \_\_\_\_\_ *[Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]*

**Methodology of Application of the Discounts:** The discounts shall be applied using the following method: \_\_\_\_\_ *[Specify in detail the method that shall be used to apply the discounts];*

- (e) Our bid shall remain valid for the period specified in the bidding document from the date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- (f) If our bid is accepted, we commit to obtain a performance security
- (g) We have no conflict of interest in accordance with the applicable provisions relating to conflict of interest.
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible, under Rwanda laws or official regulations, and as of now, we have not been disqualified by any other client or company.
- (i) The following commissions, gratuities or fees have been paid or are to be paid with respect to the bidding process or execution of the Contract: *[insert complete name of each Recipient,*





its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity]

| Name of Recipient | Address | Reason | Amount |
|-------------------|---------|--------|--------|
| _____             | _____   | _____  | _____  |
| _____             | _____   | _____  | _____  |
| _____             | _____   | _____  | _____  |
| _____             | _____   | _____  | _____  |

(If none has been paid or is to be paid, indicate "none." Or N/A if this is not applicable)

- ☒ We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- ☒ We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive and we are okay with this approach as selected by JALI INVESTMENT LTD

Signed: \_\_\_\_\_ [insert signature and stamp of person whose name and capacity are shown]

In the capacity of \_\_\_\_\_ [insert legal capacity of person signing the Bid Submission Form]

Name: \_\_\_\_\_ [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of \_\_\_\_\_ [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]





## Section VI. PRICE SCHEDULE FORMS

The Bidder shall fill in these Price Schedule Forms in accordance with the instructions indicated.

### SCHEDULE OF REQUIREMENTS

| NO. | DETAILS    | ITEM DESCRIPTION  | PROPOSED QUANTITY | UNIT PRICE | TOTAL PRICE |
|-----|------------|---|-------------------|------------|-------------|
| 1   | Servers    | HPE PROLIANT DL380 G10 Svr<br>Processor: Intel Xeon Gold 6138<br>Processor 20 cores<br>Memory: 128GB RAM<br>Storage: 40TB<br>Power supply: 1×HPE 800W<br>Warranty: One Year | 1                 |            |             |
| 2   | Desktop    | HP Pro Desktop Tower 400 G11 Intel<br>Core i7 14th Gen<br>16GB RAM, 1TB SSD, 24" Screen<br>Windows 11 Pro, Office 2019  | 1                 |            |             |
| 3   | Desktop    | HP Pro Desktop Tower 400 G9 Intel<br>Core i7 13th Gen<br>16GB RAM, 1TB SSD, 24" Screen<br>Windows 11 Pro, Office 2019   | 1                 |            |             |
| 4   | Network    | Cisco Switch 3650, POE 24 Port  | 1                 |            |             |
| 5   | Security   | Firewall XGS 2100 with Xstream<br>license – 1 Year  | 1                 |            |             |
| 6   | Backup     | Acronis Cyber Protect – Backup<br>Advanced Server – 1 Year  | 1                 |            |             |
| 7   | Cooling    | Air Condition 12 BTU  | 1                 |            |             |
| 8   | Power      | APC UPS 3 KVA   | 1                 |            |             |
| 9   | Power      | APC UPS 5 KVA   | 1                 |            |             |
| 10  | Rack       | Rack Mount 42U  | 1                 |            |             |
| 11  | Monitoring | Energy Monitoring Tool  | 1                 |            |             |
|     |            | Installation COST   |                   |            |             |
|     |            | <b>SUBTOTAL</b>   |                   |            |             |
|     |            | <b>VAT</b>  |                   |            |             |
|     |            | <b>TOTAL</b>  |                   |            |             |

