

REPUBLIC OF RWANDA



MINISTRY OF LOCAL GOVERNMENT

P.O Box 3445 KIGALI

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Fax: 582227

[www.minaloc.gov.rw](http://www.minaloc.gov.rw)

Kigali, on

Ref.: .....

## TENDER NOTICE

### TITLE: CONSULTANCY SERVICES FOR:

### **Study for reviewing Twinning and Partnership Policy**

**N°: 016-S/MINALOC/2012-2013**

1. The Ministry of Local Government (MINALOC)/ (hereinafter called "Client") funded by ordinary budget towards the cost for consultancy services for the **Study to review Twinning and Partnership Policy**.
2. The Client intends to apply the funds to eligible payments under the contract for which this proposal services is issued.
3. The Ministry of Local Government invites qualified individual consultant to submit proposal for the services as indicated in detail in the statement of requirements.
4. The request of proposal in both French and English may be obtained from *MINALOC*, in the procurement office, 1st floor, left corridor, door n°109 upon presentation of proof payment of a non-refundable fee of ten thousand Rwandan francs (*10,000Rwf*) to the Account n° 1200046 of RRA.
5. The request of proposal may be obtained on any working day from 11/02/2013
6. Enquiries regarding this service may be addressed to the Permanent Secretary of the ministry of Local Government.
7. Technical and Financial proposals must be separated and each in its own envelop marked TECHNICAL PROPOSAL or FINANCIAL PROPOSAL accordingly.
8. Well printed proposal, properly bound and presented in four copies one of which is the original must reach the Procurement Officer at the address mentioned above not later

A handwritten signature in blue ink, appearing to be a stylized 'P' or similar character.

than 11/03/2013 at 09:00 am at MINALOC, 1<sup>st</sup> floor door n<sup>o</sup>109, late bids will be rejected.

9. Proposals will be opened in the presence of consultants or their representatives who choose to attend on 11/03/2013 at 10:00 am at MINALOC, 1<sup>st</sup> floor door n<sup>o</sup>109
10. The Outer envelope should clearly indicate the tender name and title.
11. Bidding will be conducted in accordance with the Law N<sup>o</sup> 12/2007 of 27/03/2007 on Public Procurement



**MUNYESYHAKA Vincent**

**Permanent Secretary /MINALOC**