



Invitation to Tender for the supply of LPG of forklifts and its special cylinders

Tenders are to be submitted in a sealed envelope marked:

“Submission of tender for the of forklifts and its special cylinders”

Contracting Authority: SKOL BREWERY LIMITED
Attention: Eric Gilson
info@skolbrewery.rw
Phone: +250 788 381 640

Date of Publication: 25th October 2023

Deadline for Tender Submission: 20th November 2023, 5:00PM



Tender Checklist

Please ensure that the following required documents are included in your tender document:

➤ **Information and Documents required for Eligibility Criteria**

- i. Full registration information of Domestic company from RDB
- ii. Tax Clearance Certificate from RRA
- iii. Notarized annual financial statements for the past 3 Years
- iv. Company Profile
- v. A minimum of 5 years of experience and expertise relevant to the LPG supply sector
- vi. A minimum of 2 recent contactable references of similar installation and supply
- vii. Offer (technical, financial, and general requirements)
- viii. Any other supplementary information deemed necessary

The above checklist is for guidance purposes only and the Contracting Authority will not accept any responsibility for omissions from this checklist. Tenderers are advised to read all tender documentation and appendices in full in order to provide a comprehensive response.



REQUEST FOR PROPOSAL FOR THE SUPPLY OF FORKLIFTS AND ITS CYLINDERS FOR SKOL BREWERY LIMITED

I. COMPANY BACKGROUND – SKOL BREWERY LTD.

Skol Brewery Limited (SBL) is a brewing company established under Rwandan law with VAT number 101374021, having its offices at 1070 plot, at Nzove, Ruyenzi Cell, Kanyinya Sector, Nyarugenge District, Kigali-Rwanda, PO Box 2200 Kigali, duly represented by Mr. Eric Gilson, the General Manager.

In order to produce, supply efficiently its growing market and to remain environmental friendly SKOL BREWERY LTD (SBL) is required to have and be supplied with LPG of forklifts and its cylinders.

It is in this regard that SBL hereby invites bidders to submit their offers for the supply of LPG whose specifications, terms and conditions are disclosed in this document.

II. OFFER CONTENT

A. TECHNICAL REQUIREMENTS

The LPG to be supplied must comply with the following specifications below:

Individual Components (at 60 °F)	Method	Result	Unit	Result	Unit	Result	Unit
Methane	Average		% Vol.		% Mole		% Mass
Ethane	Average	0.65	% Vol.	0.74	% Mole	0.43	% Mass
Propane	Average	35.89	% Vol.	39.33	% Mole	33.09	% Mass
Isobutane	Average	21.15	% Vol.	19.48	% Mole	21.60	% Mass
n-Butane	Average	42.15	% Vol.	40.31	% Mole	44.70	% Mass
Isopentane	Average	0.14	% Vol.	0.11	% Mole	0.16	% Mass
n-Pentane	Average	0.02	% Vol.	0.02	% Mole	0.02	% Mass
Neopentane	Average		% Vol.		% Mole		% Mass
Trans-2-Butene	Average	0.00	% Vol.	0.00	% Mole	0.00	% Mass
Propylene	Average		% Vol.		% Mole		% Mass
n-Hexane	Average		% Vol.		% Mole		% Mass
Cis-2-Butene	Average		% Vol.		% Mole		% Mass
Total Hydrocarbon	Average	100.00	% Vol.	100.00	% Mole	100.00	% Mass
Total C4	Average	63.30	% Vol.	59.80	% Mole	66.31	% Mass
Total Pentane & heavier	Average	0.16	% Vol.	0.13	% Mole	0.18	% Mass
Total Olefine	Average	0.00	% Vol.	0.00	% Mole	0.00	% Mass



Density at 15°C, (Vacuum 15/4°C)	ASTM D2598	0.5506	kg/l
Specific Gravity at 60/60°F	ASTM D2598	0.5505	
Density in vacuum at 15,0 °C	T54E	0.5506	kg/l
True Vapour Pressure at 37.8 °C	Dalton	691	kPag
True Vapour Pressure at 100 °F	ASTM D2598	100.2	PSIg
Average Liquid Molecular Mass	Average	52.4	g/mol
Methanol	Average	Nil	ppm-vol
Total Sulphur	Average	3.7	ppm-wt
Hydrogen Sulphide	Average	Nil	ppm-wt
Copper Strip Corrosion	ASTM D1838	1A	
Volatile Residue	ASTM D2158		
Free Water	Visual		

Standard code: RS 140 : 2012

Notes:

We need 20 pcs of specific bottles with L-plunger.

1. Products Quality/Controls

Every batch to be supplied shall be accompanied by a valid certificate of quality falling under the above-mentioned specifications. Should there be any deviations in the specifications, the Client (SBL) shall give its approval prior to being supplied.

The Client (SBL) reserves the right to proceed with random checks on the LPG quality at any time during the duration of the supply. Should the LPG quality not comply with the agreed specifications, such batch shall be immediately rejected, and the selected bidder will be required to replace it at no cost, within precise time frame set by the client to avoid shortage of the product.

2. Technical assistance

The winning bidder must ensure that it has qualified human resources to provide technical assistance on the usage of its products as well as their handling during the period of supply.

B. FINANCIAL REQUIREMENTS

1. Price

The price needs to be a reviewable price based on the market Kg price established by RURA (Rwanda Utilities Regulatory Authority). The insurance costs and delivery costs at premises shall be excluded and be borne by the winning bidder.

The LPG price must be quoted in Rwandan Francs with all applicable taxes included.



The discount per Kg need to be precised in the offer.

2. Payment terms

The payment terms are to be mentioned in the offer (at least after 30 working days from the delivery, after the reception of the invoice and approved delivery note), with some payment flexibilities during specific periods that are to be communicated by the Client.

C. GENERAL REQUIREMENTS

1. Capacity of supply

The winning bidder must have the full capacity to supply SBL with the following minimum quantities: More or Less: **1500 kg/Month** (to be reviewed in case there are additional forklift).

Bidders are required to have a minimum consignment stock of 2 weeks consumption at SBL which will paid after consumption.

Bidders are required to submit all documents proving their capacity of supply of such quantities of LPG.

2. Delivery conditions

The products will be delivered at SBL site located in Nzove, Kanyinya Sector, Nyarugenge District, Kigali City. The winning bidder will deliver 2 – 3 times a month, the quantity to be delivered will be shared with the purchase order in advance according to the framework agreement.

Should there be an emergency delivery request from SBL, the winning bidder must ensure that it has the necessary financial and human resources to respond immediately to such a request.

3. Insurance

The Bidders must submit a valid product insurance covering the client against any sinister arising out of the product itself or arising out of the product delivery services for the whole period of service provision.

4. Duration

The winning bidder will be appointed for a period of **1 years** with an option to renew the contract for an additional period and under the terms and conditions to be agreed between the parties.

5. Complaints treatment

The Bidders need to provide a clear procedure on how complaints will be handled from the moment they are communicated in writing, the alternative solution to be provided during the complaint handling and any action plan to be undertaken to ensure the business continuity of the client.



III. RESERVATIONS

A. Clarification of Tenders

To assist in the evaluation and comparison of tenders, SBL may, at its discretion, ask bidders for clarification of their bids. To assist in finalising the tender evaluation, selected bidders may be invited to attend clarification meetings with SBL.

B. Suppliers Due Diligence

SBL reserves the right to conduct supplier due diligence prior to final award or at any time during the contract period. This may include site visits and requests for additional information.

IV. FINAL PROVISIONS

A. Bidder's Eligibility and Qualifications

The documentary evidence of the tenderers eligibility to tender must establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is eligible.

The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction:

- i. that the tenderer has the necessary administrative, financial, and technical capability to perform the contract.
- ii. that, in the case of a tenderer not doing business within Rwanda, the tenderer is or will be (if awarded the contract) represented by an Agent in Rwanda equipped and able to carry out the Tenderer's installation, maintenance, calibration, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

B. Submission of Tenders

The selection of the bidder shall be based on the SBL procurement guidelines and bid opening will be done internally by SBL Procurement Team at closed door.

The bidders are required to submit One (1) copy of the proposal and One (1) Original in a **sealed envelope address to the General Manager of SBL**.

It is the responsibility of the tenderer to ensure that their tender is complete and reaches the correct address by the designated deadline.

The tenders should be prepared in English or French and submitted at the SBL headquarters office in Nzove at the Secretariat office **not later than 20th November 2023 at 05:00 PM local time (GMT +2)**.



Addressed to: **Skol Brewery Ltd.**
PO BOX 2200
KIGALI-RWANDA
Phone : +250 788 381 640

Attention to: General Manager
Eric Gilson
info@skolbrewery.rw

C. Tender Evaluation Process

The selection of the bidder shall be based on the SBL procurement guidelines and bid opening and evaluation will done internally by SBL Procurement Team behind closed doors. After their opening, tenders shall be evaluated in 4 stages, namely:

- (1) Administrative evaluation (Presence of all required documents)
- (2) Technical evaluation
- (3) Financial Evaluation
- (4) Contract Negotiation