



Tender Document

For

Outsourcing of semi-skilled and unskilled casual workers

At

Skol Brewery Ltd.

Tenders are to be submitted in a sealed envelope marked:

“Submission of Outsourcing of semi-skilled and unskilled casual workers”

Contracting Authority: SKOL BREWERY LIMITED

Attention: Eric Gilson
info@skolbrewery.rw
Phone: +250 788 381 640

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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. Valid tax certificate from relevant local authority (not older than 6 months from the submission of this tender) demonstrating you comply with your tax obligations
 - iii. Valid Social Security certificate (RSSB)
 - iv. The financial offer which indicates the detailed price structure of salary and other costs is required.
 - v. Company Profile
 - vi. A minimum of 5 years of experience and expertise relevant work
 - vii. A minimum of 2 recent contactable references of similar service
 - 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 to provide a comprehensive response.



REQUEST FOR PROPOSAL FOR OUTSOURCING OF SEMI-SKILLED AND UNSKILLED CASUAL WORKERS AT SKOL BREWERY LIMITED

I. COMPANY BACKGROUND – SKOL BREWERY LTD.

Skol Brewery Ltd (SBL) is a subsidiary of UNIBRA, a Belgium-based company dealing in Breweries, Real Estate and Financial Services.

SBL is proud to produce and commercialize SKOL and VIRUNGA brands since 2010. Since beginning its operations in Rwanda, Skol brewery Ltd has introduced different brands to the market providing a refreshing choice of beers to satisfy various tastes.

At Skol brewery, we see consumers at the heart of everything we do. That is why our consumers have been offered high quality beer with very refreshing taste, brewed with natural ingredients and no added sugar.

We have proudly adopted Rwandan identity and have embraced the country culture.

It is in this regard that SBL hereby invites bidders to submit their offers for service provision of semi-skilled and unskilled for casual workers whose requirements, terms and conditions are disclosed in this document.

II. OFFER CONTENT

A. Scope of work

The selected service provider shall be responsible for providing semi-skilled and unskilled casual workers for various tasks, which may include but are not limited to:

- Provision, manage and remunerate +/- **150 casual workers (following the demand)** on monthly basis to SBL for a period of **1 year** in different categories: **cleaning and housekeeping, loading or offloading movement, construction works, electrical and mechanical, and drivers etc.**
- Provide report of actuals for the previous week based on corresponding proof of activity signed off by service demanding manager, every Monday no later than 12:00noon.
- Ensure remuneration of Casual workers on time for the duration of the assignment which payment shall be done not later than 5th day of the following month.
- Ensure the timely payment via an electronic system and remission of all taxes, levies and any employee contribution to appropriate government bodies as provided in LAW N° 016/2018 OF 13/04/2018 ESTABLISHING TAXES ON INCOME article “Article 56: Withholding tax on employment income “and share supporting documents with SBL finance on Monthly basis.
- The service provider should ensure the following:
 - PPE (safety shoes, safety vest, gloves, identification badge) for all
 - Medical insurance for all (at least mutuelle sante)
 - Provide RSSB contribution for all and give proof of declaration to the client.
- Ensure compliance with Labor law, rules, policies and work practices as provided in LAW N° 66/2018 OF 30/08/2018 REGULATING LABOUR IN RWANDA
- Ensure resolving through any appropriate means, any issues of misconduct, incapacity and/or operational requirements, dismissals and/or any other matter raised by SBL regarding Casual Labor



- Ensure that all Casual labors are trained and aware that they shall work under the direct supervision of SBL Management and shall under an obligation to follow all the reasonable directions and advice of the line Manager/Immediate supervisor.
- Ensure that all casual workers respect the internal rules of SBL (SHE, working hours, restricted area zone, alcohol forbidden, ...)
- Ensure all appropriate measures are taken and adequate remedies are timely availed to ensure continuity of the Casual workers services within SBL' premises in relation to the above agreed services.

Obligations of SBL:

- Provide lunch for causal laborers following the timeline fix by SBL in order to not interrupt operations
- Provide to the service provider every week on Wednesday at 5pm latest with a list of need for the next week.

B. Bid Requirements

All bids must comply with the below requirements:

- Must meet the required Terms and Conditions for the tender/bid.
- Payment terms: to be fixed in the proposal after reception of invoice

C. Bidding Instructions

- Contact details: requests for clarification and bids must be submitted in writing only to: info@skolbrewery.rw
- Language: only bids submitted in English or French will be accepted
- Currency: All bids must be in RWF
- Awarding of contract: The most competitive bids will be shortlisted, and the respective suppliers will be invited to defend their proposals. Unsuccessful bidders will be informed of the outcome independently.

D. Bid Evaluation Criteria

The selection of the service provider will be based on the following evaluation criteria:

- Experience and reputation in providing semi-skilled and unskilled workers
- Cost- effectiveness and competitive pricing
- Compliance with terms and conditions
- Capability to meet our requirements
- References and client feedback
- Any other factors relevant

E. Terms and Conditions

- Bids should be valid for at least 30 days from the final submission deadline.
- All bids will be treated strictly confidentially.
- All service providers are expected to adhere to the SBL Supplier Code of Conduct
- SBL reserves the right to cancel the tender.
- SBL is not liable to disclose an explanation related to the outcome of the tender.
- SBL reserves the right to ask service provider for proof of financial capabilities.



- 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.

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 office visits and requests for additional information.

IV. FINAL PROVISIONS

A. Bidder's Eligibility and Qualifications

The documentary evidence of the tender eligibility must align to the Procuring entity's satisfaction that the tender, 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 that the tenderer has the necessary administrative, financial, and technical capability to perform the contract.

B. Submission of Tenders

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**