



EAST AFRICAN UNIVERSITY RWANDA (EAUR)

ADVERTISEMENT FOR TENDER N°: 04/EAUR/PROC/2023-2024

TITLE OF THE TENDER: TENDER FOR THE PROCUREMENT, INSTALLATION, AND TRAINING OF ASSISTIVE TECHNOLOGY (AT) EQUIPMENT FOR SUPPORT CENTERS FOR STUDENTS WITH DISABILITIES AT THREE RWANDAN UNIVERSITIES: UNIVERSITY OF RWANDA (UR), INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGERI (INES-RUHENGERI), AND EAST AFRICAN UNIVERSITY RWANDA (EAUR), UNDER THE ERASMUS+ CO-FUNDED ANSWER PROJECT – 101083032

East African University Rwanda (EAUR) is a private higher learning institution accredited by Ministerial Order N° 013/2015 of 22/06/2015. Its headquarters are based in Nyagatare in the Eastern Province, with a branch campus in Kigali, Remera-Kisementi.

EAUR invites all interested and qualified bidders, both international and local, to submit their best proposals for the above-mentioned tender, adhering to the technical specifications outlined in the tender document.

The tender document in English can be obtained from EAUR's Kigali Campus starting **August 8, 2024**, during office hours (**9:00 AM to 5:00 PM, CAT**). Interested parties must present proof of payment of a non-refundable fee of Ten Thousand Rwandan Francs (10,000 RWF) for local bidders or Ten Dollars (10 USD) for international bidders. Payments should be made to Account N° 100155577837 of EAUR at the Bank of Kigali (BK) for local bidders and Account N° 4016200941123 at Equity Bank for international bidders.

Well-bound, sealed, and properly printed bids written in English in two copies (one original marked "Original" and one copy marked "Copy") should be submitted to EAUR's Kigali Campus no later than **2:00 PM, CAT on August 29, 2024**. International bidders may use DHL or FedEx to submit their bids.

The bids shall be enclosed in a sealed envelope, clearly labeled with the bidder's name, address, and the title of the tender, and marked as follows:

“PROCUREMENT, INSTALLATION, AND TRAINING OF ASSISTIVE TECHNOLOGY (AT) EQUIPMENT FOR THREE RWANDAN UNIVERSITIES”

Bids will be opened on the same day, **30 minutes** after the submission deadline, in the presence of bidders or their representatives who wish to attend the opening session at the EAUR Kigali campus

Enquiries regarding this tender or the tender document may be addressed in writing to:

Procurement Officer at procurement@eur.ac.rw

Prof. Kabera Callixte (PhD)
Vice Chancellor
East African University Rwanda



The Fountain of Knowledge and Character

Table of Contents

1	Introduction	1
2	Purpose	1
3	Title of the Tender:	1
4	Tender Beneficiaries	1
5	Tender Notice	2
6	Scope of Work.....	3
7	Submission Deadline.....	10
7.1	Late Bids.....	11
8	Bids Validity Period	11
9	Language of Bid.....	11
10	Eligibility Criteria and Submission Documents Requirements Comprising the Bid.....	11
11	Delivery and Installation and payment.	12
12	Evaluation and Award Criteria	13
12.1	Financial Offer	13
12.2	Technical Solvency	13
12.3	Additional evaluation criteria.....	13
13	Contact Information.....	13
14	Additional Notes	14

TENDER REFERENCE N°: 04/EAUR/PROC/2023-2024

TENDER FOR THE PROCUREMENT, INSTALLATION, AND TRAINING OF ASSISTIVE TECHNOLOGY (AT) EQUIPMENT FOR SUPPORT CENTERS FOR STUDENTS WITH DISABILITIES AT THREE RWANDAN UNIVERSITIES: UNIVERSITY OF RWANDA (UR), INSTITUT D'ENSEIGNEMENT SUPÉRIEUR DE RUHENGIERI (INES-RUHENGIERI), AND EAST AFRICAN UNIVERSITY RWANDA (EAUR), UNDER THE ERASMUS+ CO-FUNDED ANSWER PROJECT – 101083032

1 Introduction

East African University Rwanda (EAUR) is a privately-owned institution accredited by Ministerial Order N° 013/2015 of 22/06/2015. Its headquarters are based in Nyagatare in the Eastern Province, with a branch campus in Kigali, Remera Kisementi. EAUR offers a diverse range of academic programs, including Education, Business Administration, Tourism and Hotel Management, Industrial Design and Fine Art, Filmmaking and Film Production, and Mass Communication.

2 Purpose

EAUR is seeking to procure Assistive Technology (AT) equipment on behalf of three Rwandan universities: University of Rwanda (UR), INES-Ruhengeri, and EAUR. This procurement aims to equip the Support Centers of these universities with AT equipment to enhance the management of disability programs and activities, support the teaching-learning process, improve accessibility, and provide learning opportunities for students with disabilities. This tender document outlines the specific requirements and specifications for the acquisition of AT equipment, ensuring compliance with our institutional standards and promoting an equitable educational environment.

3 Title of the Tender:

PROCUREMENT, INSTALLATION, AND TRAINING OF ASSISTIVE TECHNOLOGY (AT) EQUIPMENT FOR THREE RWANDAN UNIVERSITIES.

4 Tender Beneficiaries

East African University Rwanda (EAUR) (hereinafter referred to as the "Client") intends to purchase and install Assistive Technology (AT) equipment for three Rwandan universities. The beneficiary entities of this tender are:

- 1. East African University Rwanda (EAUR)**



- Address: P.O. Box 179, Nyagatare District, Eastern Province, with a campus in Kigali.

2. University of Rwanda (UR)

- Address: P.O. Box 4285, Kigali, Rwanda

3. Institut d'Enseignement Supérieur de Ruhengeri (INES-Ruhengeri)

- Address: P.O. Box 155, Musanze, Rwanda

East African University Rwanda (EAUR) acts both as a representative of the consortium and as a beneficiary of the products tendered.

5 Tender Notice

The Client hereby invites all eligible and qualified bidders to submit their proposals for the aforementioned tender, as detailed in the tender document available at the EAUR Kigali Campus. International bidders may obtain the tender document by contacting EAUR via the provided email address.

Participation in this tender is open on equal conditions to all companies specialized in the field. Local companies must be registered with the Rwanda Development Board (RDB). For international companies, please provide equivalent registration or certification from your respective countries.

The tender document in English can be obtained from EAUR's Kigali Campus starting August 8, 2024, during office hours (8:30 AM to 5:00 PM, CAT) upon presentation of proof of payment of a non-refundable fee of Ten Thousand Rwandan Francs (10,000 RWF) for local bidders and Ten Dollars (10 USD) for international bidders. Please reach out to us via procurement@eur.ac.rw to receive the tender document or visit our Kigali Campus to obtain a hard copy. The payment should be deposited into the following accounts:

For local bidders:

- Account number: 100155577837
- Bank: Bank of Kigali (BK)
- Currency: Local (Rwandan Francs)

For international bidders:

- Account name: EAST AFRICAN UNIVERSITY RWANDA Ltd (EAUR)

- Account number: 4016200941123
- Bank: Equity Bank Rwanda Plc
- Swift code: EQBLRWW
- IBAN: EQBLRWRWXXX
- Branch code: 4016
- Town/City: NYAGATARE, RWANDA

The specified equipment is intended to support students with a range of disabilities, including visual and auditory impairments, physical challenges, and other special educational needs.

6 Scope of Work

Estimated Contract Value: €49,422 (VAT exclusive). The total price is contingent upon the resources allocated by EACEA (European Commission Executive Agency) under the ANSWER PROJECT - 101083032.

Contract Term: The contract duration is two months from the date of formalization. All equipment must be delivered, installed, and accompanied by training at the three universities no later than October 2024.

Project Requirements: The work involves the supply, delivery, installation, and training for equipment at the following Rwandan universities: University of Rwanda (UR), INES-Ruhengeri, and East African University Rwanda (EAUR).

Detailed Equipment List and Specifications

No	Quantity	Nature, type and specifications of the item	Remarks (please explain how the AT equipment will serve the activities of the SC)	Observations
INES-RUHENGARI				
1	3	ECS Professional Word Commander Voice to Text USB Voice Recognition Dual Speaker Headset with Noise Canceling Boom Microphone	It will help students with hearing impairment. Yet we have a student who is using a kind of this device where the Professor wears the Wireless	

			microphone connected to android device of the student by USB. The android device having the software/ App for live transcribe, the student is having simultaneously the text from the speech of the Prof.	
2	1	Dolphin Pen SuperNova USB (software for Visual Impairment)-SuperNova Magnifier & Screen Reader	Magnifier & Screen Reader as you do your work- Complete screen reader Explore with keyboard Announces punctuation, formatting, spelling errors and on-screen changes Braille display support	
3	1	Prodigi Duo 20 in (electronic magnifier)	It will help students to see well or more clear during reading	
4	1	Focus Braille Display - PAC MATE (PAC Mate 40-cell Portable Display)	outputting text from a computer screen in Braille	
5	2	Wireless Lavalier Microphone Compatible with iPhone iPad, USB-C Android Device, Plug-Play Mic for Phone Video Recording Interview Vlog.	It will help students with hearing impairment. Yet we have a student who is using a kind of this device where the Professor wears the	

			Wireless microphone connected to android device of the student by USB. The android device having the software/ App for live transcribe, the student is having simultaneously the text from the speech of the Prof.	
6	3	ZHUFON Microphone Cravate sans Fil Microphone Connecteur Lightning iOS pour Enregistrement Vidéo iPhone iPad, Intervieweur Tiktok Youtube Stream en Direct (Aucune Application nécessaire)	It will help students with hearing impairment. Yet we have a student who is using a kind of this device where the Professor wears the Wireless microphone connected to android device of the student by USB. The android device having the software/ App for live transcribe, the student is having simultaneously the text from the speech of the Prof.	
7	1	Pro portable Magnifier	for students with lower vision	
8	1	Victor Reader Stream (Voice Reader)	lets you listen to books, newspapers, web radio, music, podcasts, and other online resources	

9	1	BRAILLER PRINTER (EMBOSSER) Everest-D V5	it prints braille in any format on cut sheets	
10	3	72GB Digital Voice Recorder	Voice Activated Recorder with Playback, Audio Recording Device for Lectures Meetings, Dictaphone Sound Tape. For students with hearing impairment and students with a physical impairment preventing them from taking notes in class.	
11	6	Text to Speech Software Audio Reader XL (American) (2024) - Text to Speech Reader for Windows PC	Text to Speech Software Audio Reader XL (American) (2024) - Text to Speech Reader for Windows PC. Easy to use for students with visual impairment	
12	3	Telescope MonoZoom 7-21	For students with low vision. Already we have a student suffering from this impairment; She is struggling.	
13	1	OpenBook Scanning and Reading Software	OpenBook converts printed documents or graphic-based text into an electronic text format on your	

			PC, using high-quality speech and the latest optical character recognition (OCR) technology. OpenBook is innovative software designed to enhance success for people who are blind or have low vision who need access to printed and electronic materials.	
UNIVERSITY OF RWANDA (UR)				
14	1	Magnilink Desktop	This cctv (closed circuit television) allows people with low vision impairment and also blind people to read printed materials, books, pamphlets, etc. by magnifying and reading texts aloud, after automatically OCR processed the image. It can also save a digital file of the scanned material in an external usb device.	
15	3	Victor Reader 3rd Generation Audio formats: AAC, AMR-WB+, FLAC, MP3, Ogg Vorbis, Speex, WAV, Text-to-speech: Acapela (2	This assistive device lets you listen to books, newspapers, web radio, music, podcasts, and other	

		<p>voices) to play BRF, TEXT, HTML, XML, DOCX, EPUB SD slot supports up to 32GB SDHC cards</p> <p>Li-Ion battery. Rechargeable via USB or AC adapter.</p>	<p>online resources.</p> <p>The improved 3rd Generation Victor Reader Stream builds on the extensive functionality of the Victor Reader Stream 2, while offering several operational improvements, including better sound and speakers, larger textured keys</p>	
16	2	EPSON EB-695WI Interactive finger-touch projector	<p>Allows teachers and students with coordination challenges to share content simultaneously.</p> <p>The moderator function allows teachers to remain in control, choosing what content to display.</p>	
17	2	FM SYSTEM	<p>An FM hearing system is an assistive listening device designed to improve the hearing experience for hearing aid wearers, particularly in challenging environments.</p>	
18	1	Magnilink portable	<p>This CCTV allows people with low vision impairment and also blind</p>	

			people to read printed materials, books, pamphlets, etc. by magnifying and reading texts aloud, after automatically OCR processed the image.	
EAST AFRICAN UNIVERSITY RWANDA (EAUR)				
19	3	COMPUTER i7, HDD 1TB, RAM 1TB BRAND HP(DESKTOP)	It will help students to do their work and Computers in a resource room can be equipped with specific assistive technology software and hardware that cater to the needs of students with disabilities. Computers will be equipped with various specific assistive technology accessibility software making it easier for students with disabilities to access information and participate in learning activities. So, the computers are necessary in the Student Access Ability Support Center to cater for the needs of students with disabilities.	



20	1	Prodigi Duo 20 in (electronic magnifier)	It will help students to see well or more clear during reading	
21	1	Focus Braille Display - PAC MATE (PAC Mate 40-cell Portable Display)	outputting text from a computer screen in Braille	
22	1	Interactive finger-touch projector + normal screen (EPSON EB-695Wi)	used for teaching	
23	3	Victor Reader Stream (Voice Reader)	lets you listen to books, newspapers, web radio, music, podcasts, and other online resources	
24	1	BRAILLER PRINTER (EMBOSSER) Everest-D V5	it prints braille in any format on cut sheets	
25	1	Dolphin Pen SuperNova USB (software for Visual Impairment)-SuperNova Magnifier & Screen Reader	Magnifier & Screen Reader as you do your work- Complete screen reader Explore with keyboard Announces punctuation, formatting, spelling errors and on-screen changes Braille display support	

7 Submission Deadline

Bids must be submitted no later than **August 29, 2024 at 2:00 PM CAT** via physical Submission. Late bids will not be accepted. Bids will be opened on the same day, 30 minutes after the submission deadline.

7.1 Late Bids

Late bids will not be accepted. The Procuring Entity will not consider any bid that arrives after the submission deadline. Any bid received after this deadline will be declared late and rejected. The bidder will be informed upon rejection

8 Bids Validity Period

The bids shall remain valid for a period of 120 days starting from the submission deadline mentioned above.

9 Language of Bid

The bid, along with all correspondence and documents related to the bid exchanged between the Bidder and the Purchaser, must be written in English.

10 Eligibility Criteria and Submission Documents Requirements Comprising the Bid

Interested local bidders shall submit the following documents with their bid:

- a) Trading License issued by RDB
- b) Social Security certificate issued by RSSB
- c) Tax clearance certificate issued by RRA
- d) At least one completion certificate for similar executed tenders from a recognized institution, company, or organization, accompanied by the respective contract
- e) Proof of purchase of the tender document;
- f) Detailed technical specifications, compliance statements
- g) Proposed pricing (prices are VAT exclusive), inclusive of delivery, installation and training costs.
- h) A bid security or bond from a recognized financial institution, which is a form of guarantee that the bidder will execute the contract if awarded.
- i) Commitment letter of supplying within 60 days after receiving a related purchase order

Interested international bidders shall submit the following documents with their bid:

- a) Business registration document
- b) At least one completion certificate for similar executed tenders from a recognized institution, company, or organization, accompanied by the respective contract



- c) Compliance with international or local standards relevant to the field of the tender
- d) Proof of tax compliance in the bidder's home country, which might include tax clearance certificates.
- e) Any specific requirements to comply with local laws, such as obtaining a local business license or registration with a relevant local authority.
- f) Detailed technical specifications, compliance statements
- g) Proof of purchase of the tender document;
- h) A bid security or bond from a recognized financial institution, which is a form of guarantee that the bidder will execute the contract if awarded.
- i) Proposed pricing (prices are VAT exclusive), inclusive of delivery, installation and training costs.
- j) Commitment letter of supplying within 60 days after receiving a related purchase order

11 Delivery and Installation and payment.

The successful bidder will be responsible for:

- Delivery of equipment to the specified locations at East African University Rwanda (EAUR), PO Box 179, Nyagatare District, Eastern Province, with a campus in Kigali, Rwanda; University of Rwanda (UR), PO Box 4285, Kigali, Rwanda; and Institut d'Enseignement Supérieur de Ruhengeri (INES-Ruhengeri), P.O Box 155 Musanze, Rwanda.
- All costs necessary for international shipment and delivery of the equipment must be covered by the successful tenderer for each of the lot and shipments. The awarded company must assume all the costs derived from this import/export action

The applicable INCOTERMS edition is **DDP (Delivery Duty Paid)**.

- Installation, setup, and testing of equipment to ensure full functionality.



- Conducting training sessions for staff at East African University Rwanda (EAUR), Institut d'Enseignement Supérieur de Ruhengeri (INES-Ruhengeri), and the University of Rwanda (UR) on the use of the equipment.

12 Evaluation and Award Criteria

Bids will be evaluated based on the following criteria:

12.1 Financial Offer

The financial offer will be the predominant criterion. The lowest offer will be assigned 100 points, and all other offers will be valued inversely proportional using the following formula:

$$\text{Score of Economic Offer} = 100 \times (\text{Lowest Offer} / \text{Offer of the Bidder})$$

12.2 Technical Solvency

Bidders must demonstrate technical solvency by providing a list of the main supplies completed in the last three years. This list should include the following details:

- Amounts
- Dates
- Recipients (public or private) of supplies similar in nature to those required by the contract
- An accumulated annual amount for the year of greatest execution that is equal to or greater than 70% of the tender budget for each lot

12.3 Additional evaluation criteria

- Technical compliance with specifications
- Price competitiveness
- Past performance and reliability of the bidder
- Ability to provide comprehensive after-sales support

13 Contact Information

For inquiries and clarification on this tender, please contact:

Name: Mudaheranwa Jackson

Title: Procurement secretary

East African University Rwanda

Email Address: procurement@eur.ac.rw

CC: mudaheranwajackson9@gmail.com

Phone Number: +250788303569

14 Additional Notes

East African University Rwanda (EAUR) reserves the right to reject any or all bids without providing any reasons. This tender does not constitute a binding contract.