

ADDENDUM N°1 to the TD “DEVELOP AND DELIVER BUSINESS DEVELOPMENT SUPPORT SERVICES TO EXISTING MICRO AND SMALL ENTERPRISES IN 3 DISTRICTS: KARONGI, RUTSIRO AND NYAMASHEKE” – RWA21002-10056.

Dear Sir, Madam.

With reference to the tender document which was launched on 31st October 2023 and considering the **clause 3.4.4** of the tender document (How to submit tenders) and **clause 3.4.6**. (opening of tenders)

Considering the request from some of the interested bidders for additional period to better prepare the proposals for this tender.

We are pleased to announce that the **clause 3.4.4** of the tender document: “How to submit tenders” and **clause 3.4.6**. (opening of tenders) are slightly modified as follow:

- The new deadline for submission of bids is extended for additional 28 days and new submission date is scheduled for not later than **Wednesday , January 10th , 2024 at 10:00 a.m.** Kigali time to allow interested bidders to submit their bids/proposals.
- The new public opening of tenders is scheduled on **Wednesday , January 10th , 2024 at 10:30 a.m.**

With this addendum, we also share with you the overview of the answers provided for questions/clarifications asked by some of the bidders (see annex).

The rest of these clauses of the INITIAL TENDER DOCUMENT which are not modified by this addendum remain unchanged and other clauses of the tender documents remain valid.

We thank you for your understanding and valuable collaboration,

Kind regards,



Evariste SIBOMANA (Dec 8, 2023 11:53 GMT+2)

Evariste SIBOMANA

Enabel Rwanda _Contract Office

Annex: Overview of question & answers

QUESTIONS ASKED	ANSWERS PROVIDED
<i>Please clarify about the profile of the companies targeted by this project. Is the focus on businesses at ideation stage, or early stage? For example, would companies established for one year be eligible?</i>	At the stage of generating concrete business ideas, starting up a business establishment, and one year or less in existence. The tenderer may define in the technical proposal start-ups based on international best practices.
<i>Please confirm whether any activities are foreseen to be conducted in the City of Kigali, Rubavu and Rusizi under the scope of this assignment.</i>	With reference to the clause 5.4 of the tender document, page 35 (scope of the work) , The tender scope covers start-up in Karongi, Nyamasheke and Rutsiro
<i>Could you please provide some practical examples of potential synergies between the assignment and the ongoing bilateral program?.</i>	This will be explained during the inception meeting with the winner of the tender
<i>Please clarify how the selection committee is constituted, its specific role and who is expected to make the final decision about startups to be selected to participate in the program.</i>	The tenderer should propose who in local system is deemed necessary to be become a member of the selection committee/quality assurance committee.
<i>Are the TEVT schools mentioned in the ToR expected to play a role in the technical training? Also, could you please clarify whether Enabel has already established a relationship with these TVET schools?</i>	The tenderer needs to propose how vocational trainings will be conducted. No specific relationships with the schools. Relationships will be established once needs have been assessed.
<i>Considering that some business ideas might not be viable whereas other businesses might take a little longer to be established, please clarify whether all the 1,500 startups are foreseen to participate in all the stages of the program.</i>	The technical proposal must respond to this question following the tender specifications
<i>One of the deliverables is “submission of draft training modules, coaching plan and any other training materials Can we assume that the said materials will be prepared and submitted to Enabel in English?</i>	Obviously
<i>Please confirm the number of person days foreseen for the actual training of the new start-up entrepreneurs on business development.</i>	The technical proposal has to define this following the guidelines in the ToRs
<i>Could you extend the submission deadline by one week?</i>	Yes, the submission deadline is extended up to 10 th January 2024
<i>We assume that there is no standard format for the Technical Proposal and the CVs.</i>	You can use your own format for the technical proposal and CVs but the CVs

	should be signed by their respective owners
<i>Can we propose one expert, for example entrepreneurship expert, for all three districts?</i>	Each district must have its own experts.
<i>It is mentioned that we should assign competent coaches and mentors (page 34 in Start-up and page 33 in MSMEs of the ToRs). Are these persons others than the experts requested? If yes, who is going to pay for the remuneration of the coaches and mentors? And how many days are they expected to be delivered?</i>	The three experts required are expected to conduct coaching and mentoring among other deliverables. The service provider can also deploy its internal capacities to meet these needs.
<i>Can you confirm that the experts can be situated in Kigali City or other locations in Rwanda?</i>	Experts are expected at the duty station/ designated districts.
<i>We would like to split the role of the team leader into two positions. One for the Team Leader, located in Rwanda, and managing the operations in Rwanda and one Co-Team leader in the HQ of the contractor (outside of Rwanda) that is managing administration and finance. Would this be possible?</i>	No. The team leader should be on the field where the services will be provided.
<i>Do you provide a budget for entrepreneurship awareness activities, network events and matchmaking events (besides the expert days), such as venue rent, catering, etc?</i>	No – the service provider should budget for them.
<i>You are providing transportation allowance to the participants. What about cost coverage for catering during training?</i>	No – these should be imbedded in the budget of the service provider.
<i>Do you have a budget foreseen for stationery and venue rent for trainings? ToRs are clear on the training venue (they will be provided by districts).</i>	The training venue will be provided by the district as indicated in the ToRs but the rest must be budgeted by the service provider.
<i>What do you understand with Business Development Service Plan? Please elaborate if you want a general one or one for each beneficiary</i>	Business plan per each beneficiary
<i>Page 39 of the ToRs: Enable will provide facilities in TVET schools. Is that for the conducting of training and events for MSMEs? If not do you provide other spaces?</i>	The training venue will be provided by the district as indicated in the ToRs but the rest must be budgeted by the service provider.

<i>Is there an indication of the budget ceiling for this assignment?</i>	This being a competitive procedure, the budget can't be disclosed
<i>Does the TVET skilling component involve any additional for example start up kits?</i>	Please refer to the information, which is provided in the tender specifications, and if you need to comment or propose some additions, these should be in the comments to the ToRs.