

ADDENDUM N°1 to the TD “DEVELOP AND DELIVER BUSINESS DEVELOPMENT SUPPORT SERVICES TO START-UPS IN 3 DISTRICTS: KARONGI, RUTSIRO AND NYAMASHEKE” – RWA21002-10057.

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 **Tuesday , January 16th , 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 **Tuesday , January 16th , 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	ANSWERS
<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 distribution of man days in the ToRs are only indicative and the bidder is free to proposal the suitable distribution of man days. The three experts 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 we propose one expert, for example entrepreneurship expert, for all three districts?</i>	Each district must have its own experts.
<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 in 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>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
<i>Page 37 of the ToR is missing the number of expert days for the position ‘Train new start entrepreneurs on business development’. Could you please clarify how many days are foreseen on this deliverable? Tenderer should propose man days</i>	The distribution of Man-days in ToRs is only indicative, the bidder is free to propose the suitable distribution of man days among team members/activities

<p><i>Page 41 of the TORs it says that 'The Client shall provide training space facilities in the selected TVET schools', but it does not state that the client provides the technical equipment and material to conduct the technical training mentioned on page 35 of the ToRs. Who is covering for this training material of practical vocational training?</i></p>	<p>Districts will provide training venue for free. The rest should be budgeted under the financial proposal.</p>
<p><i>Page 37 of the ToRs 70 days are given to conduct the training on TVET. How do you think it will be possible to give technical training to e.g 700 start-ups in e.g carpentry, tailoring, farming, food processing, etc with just 70 expert days. Will you provide additional trainer capacities with partnering TVET? or please define the maximum number of start-ups benefiting from TVET training</i></p>	<p>The distribution of Man-days in ToRs is only indicative, the bidder is free to propose the suitable distributions.</p> <p>Skills needs need to be assessed and support based on gaps identified, may not be identical for all beneficiaries.</p>
<p><i>We seek clarification regarding the eligibility of international experts who possess a strong understanding of the Rwanda context but might not be fluent in Kinyarwanda. Typically, we arrange for translation services during training sessions.</i></p>	<p>Please note that the minimum requirements (including the mastery of Kinyarwanda for some of the key experts) have been set based on the nature of assignment, and should be used for the selection stage, to ensure proper implementation of assignments, by the winner of the tender.</p>