



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 21/06/2017

REQUEST FOR EXPRESSION OF INTEREST: No. EOI/PREQ/001

**FOR THE SUPPLY OF SUSTAINABLE CLEAN COOKING SOLUTIONS FOR
REFUGEES IN RWANDA**

CLOSING DATE AND TIME: 14/07/2017– 1700 hrs

1. BACKGROUND

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, and Rwanda is currently hosting nearly 170,000 refugees, of which 126,000 are living in six refugee camps across the country. Refugees in camps currently depend on WFP for their food needs, and UNHCR for all their non-food needs, including cooking energy. Reliance on firewood as main source of cooking energy remains a challenge in the Refugee camps due to the fact that it is becoming increasingly scarce and causing deforestation. The quantity of firewood which UNHCR distributes in camps covers only between 40 to 75% of families' monthly needs depending on the camps, hence firewood is not sustainable and causes conflict with the local host communities. Government policy is to gradually reduce reliance on firewood as main source of cooking.

UNHCR Rwanda SAFE (SAFE Access to Fuel Energy) and Environment strategy is to mitigate the current environmental concerns in the Refugee camps by developing a reforestation program and promoting alternative (clean and sustainable) domestic energy solutions. With the current population figures (and the refugee population continue to increase), it is clear that the status quo in Refugee camps is facing challenges to respond to the basic energy needs of refugees in Rwanda and around the world. Rwanda is one of the countries selected by UNHCR globally to pilot the implementation of Cash-Based Interventions (CBI), with a view to fully capitalize on the benefits of using this form of assistance in its operations worldwide.

In line with UNHCR Global strategy and Rwanda's environment policy and strategy, UNHCR Rwanda, will begin to progressively implement Cash-Based Interventions (CBI). Refugees will therefore be able to use the cash to purchase fuel for cooking and other basic needs.

This is a notable development, given that CBIs offer a cost-effective form of assistance that allows refugees to determine and meet their priority needs with more independence over the use of assistance, and with a greater degree of dignity. The solutions should significantly reduce health risks linked to cooking fuel, environmental degradation and tree cutting, while preferably generating employment / self-reliance opportunities for refugees and host communities. The six refugee camps are located in different parts of the country which include Gihembe, Nyabiheke, Mahama, Kiziba, Mugombwa and Kigeme. UNHCR

¹ For further information on UNHCR, please see <http://www.unhcr.org>

also recognizes that one solution may be most appropriate for one location, while another solution may be better for another.

UNHCR Representation in Rwanda, intends to prequalify suppliers for the supply of **SUSTAINABLE CLEAN COOKING SOLUTIONS FOR REFUGEES IN RWANDA** in six refugee camps located in different parts of the country to replace the current system which is centred on firewood. However, proposals targeting one camp, several camps, or all camps are welcome too.

This is an invitation for suppliers to express interest in supplying the above mentioned solutions. Suppliers interested in participating in the planned solicitation process shall find herewith the necessary requirements for registration with UNHCR, solutions and qualification information.

UNHCR invites all interested suppliers to carefully follow the instructions described below.

2. REQUIREMENTS

SUSTAINABLE CLEAN COOKING SOLUTIONS FOR REFUGEES IN RWANDA.

3. INSTRUCTIONS:

3.1 SUPPLIERS REGISTRATION

For Registered Suppliers: If your company has already been registered with UNHCR during the last three years, you may ignore this part. You must ensure that the information and documentation (e.g. financial statements, address, contact name, etc.) provided in connection with your application are up to date.

For Suppliers not Registered: Supplier not yet registered with UNHCR should apply for registration. Please use the UNHCR Vendor Registration Form (ANNEX A) which should be completed and returned to UNHCR with the supporting documents as indicated in Section 3 below.

To be considered, your application must meet the following minimum requirements:

1. The products and/or services your company offers are of interest to UNHCR programmes.
2. Your company has sustainable clean cooking solutions experience.
3. Technical specifications of sustainable clean cooking solutions
4. Your company has a minimum of three (3) years' experience in the present field of business.
5. Your company accepts the UNHCR General Conditions of Contract for the Provision of [Goods and/or Services- 2010] and Payment Terms. See ANNEX B.
6. The UNHCR Vendor Registration Form is duly and fully completed, and signed.
7. The required documents are attached (company registration certificate, financial statements, detailed list of products/services, quality assurance certificates, and any other important documents related to your company).

Applications which do not meet the above indicated minimum requirements will not be retained nor acknowledged.

Please note that registration will take place with the suppliers whose solutions are of interest to UNHCR.

IMPORTANT:

Any false, incomplete or defective vendor registration may result in the rejection of the application or cancellation of an already existing registration.

3.2 QUALIFICATION PROCESS

Interested suppliers should send the below listed qualification documents and information as indicated in section 3:

1. Profile of the company
2. Detailed information on solutions required
3. Major clients, references and relevant sustainable clean cooking solutions past experience
4. Quality test certificate if applicable
5. [Previous experience in the sustainable clean cooking solutions delivery
6. Suppliers capacity and capability to meet the agencies specified requirement
7. Previous experience with the UN (if any)
8. Correct physical address of Supplier
9. Acceptance to visit Supplier's premises
10. After sales services (on a need basis) if applicable
11. Warranty and liability period
12. Shelf life and usable lifespan if applicable
13. Inspection certificates if applicable
14. Delivery capacity of the supplier
15. Evidence of financial capabilities (bank statements/bank letter);
16. Product compatibility and availability;
17. No pending legal action against the company; and
18. Not insolvent or under bankruptcy proceedings
19. Rwanda Environment Management Authority (REMA) authorization to utilize sustainable clean cooking solutions proposed in Rwanda,
20. Provision of samples, sent to
UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR)
REPRESENTATION IN RWANDA
PLOT NO.5744, NYARUTARAMA ROAD, OPPOSITE MTN CENTRE
B.P. 867, KIGALI, RWANDA

Prices are not required at this stage.

The cost of responding to this EOI is to be entirely born by the suppliers, whether they will be prequalified or not and whether they will be invited or not to participate in further bidding procedures.

IMPORTANT:

Only suppliers meeting UNHCR registration criteria and whose solutions have been approved by UNHCR will be invited to participate in the formal bidding process.

4. EOI VERIFICATIONS:**4.1 PRELIMINARY CHECKING**

Expression of Interest will undergo a preliminary checking and verification process to determine whether the claims made in submissions to response to EOI appear credible and legitimate. As part of this process, UNHCR may contact people and organizations for references to justify their capabilities and past experiences. Companies will be contacted and requested to provide further information or documentation if necessary.

4.2 SUFFICIENT INFORMATION

Suppliers must provide sufficient information about their companies e.g. location & availability, resources (financial and human resources), track record and timeliness. This is done so as to fairly assess all the attributes against each other. The information is to be concise and must be related directly to the services covered under EOI.

5. EOI SUBMISSION:

Interested suppliers should send the required **qualification documents**, including the registration documents for suppliers not yet registered, not later than **14/07/2017, 1700hrs** to **UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES (UNHCR) REPRESENTATION IN RWANDA**.

UNITED NATIONS HIGH COMMISSIONER FOR REFUGEES
Plot 5744, NYARUTARAMA Road, in front of MTN centre
B.P. 867, Kigali, Rwanda
Reference:

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Thank you for your interest.

Marina Runday-Cao
Supply Officer
UNHCR Rwanda

