



TENDER NOTICE/ INVITATION TO BID

TENDER TITLE: SUPPLY OF HYGIENIC AND OFFICE MATERIALS TO ADRA RWANDA

Tender Number: 05-01-2024 – PROJECT – ADRA RWANDA

The Adventist Development and Relief Agency in Rwanda (ADRA Rwanda) hereinafter referred to as the **Client** invites all qualified bidders specialized in the field of supplying office and hygienic materials to submit their bids for the **“SUPPLY OF HYGIENIC AND OFFICE MATERIALS TO ADRA RWANDA”** for a period of one year depending on the availability of funds. The items needed are divided into 2 lots as follows:

Lot #1: HYGIENIC MATERIALS

Lot #2: OFFICE MATERIALS

Detailed documents for this tender can be obtained during working hours (from 9am to 4pm except weekends and public holidays) from ADRA Rwanda Headquarters located at KG2 567 ST 14, Kacyiru Sector, Gasabo District, Kigali City, upon presentation of proof of payment of a non-refundable fee of Twenty Thousand Rwanda Francs (20,000 Rwf) to Account N° 00040-00291835-92/RWF of ADRA Rwanda opened at Bank of Kigali.

The bidder will be expected to submit well-printed bidding documents, properly bound and sealed in 2 copies. One of which specifying the **technical offer and the other specifying the financial offer**. The tender must reach ADRA Rwanda Headquarters not later than **31/01/2024 at 10:00 am**. Late bids shall be rejected.

NOTE: The technical offer should be submitted separately from the financial offer. Each proposal should be put in smaller ‘inner envelopes’ having the name and address of the company. Both will then be put in a bigger “outer envelope” marked with the reference number of tender notice with the following mentions: Tender title: **“SUPPLY OF HYGIENIC AND OFFICE MATERIALS TO ADRA RWANDA”**

Bids will be opened in the presence of bidders or their representatives who choose to attend the opening session at ADRA Rwanda boardroom on **31/01/2024 at 10:30 am**. The bids must have a validity period of ninety (90) days from the bids opening date.

Done at Kigali on the 5th of January 2024.

Geoffrey S.N. Kayonde
Country Director



Adventist Development & Relief Agency

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