



Tender Notice n° IF/PO/GS/01/2022

1. Imbuto Foundation invites the qualified bidders to submit their bids for the tenders divided into nine (9) separated lots as follows:

Lot 1: IF/PO/GS/CO/01/2022/001: Production and maintenance of website & video, photos, Media and email management services.

Lot 2: IF/PO/GS/DP/01/2022/002: Designing, printing, branding and photocopying services.

Lot 3: IF/PO/GS/OS/01/2022/003: Supply of office stationeries and consumables.

Lot 4: IF/PO/GS/OF/01/2022/004: Office Furniture and Toys supply.

Lot 5: IF/PO/GS/TD/01/2022/005: Rent of Tents and Decoration services.

Lot 6: IF/PO/GS/LSS/01/2022/006: Lighting, Stages and Sound system.

Lot 7: IF/PO/GS/IT/01/2022/007: Supply, installation and configuration of IT Equipment.

Lot 8: IF/PO/GS/AS/01/2022/008: Arts Materials Supply.

Lot 9: IF/PO/GS/OS/01/2022/009: Supply of T-Shirts, umbrella and other related materials.

2. The participation in tendering is open on equal terms to all registered companies, having a Rwandan trade license and specialized in the field. The bidder is allowed to bid on two (2) lot, no more.
3. Tender Document in both French and English is available at Imbuto Foundation office/Village Urugwiro from 28th March 2022. Call 0788599172 Monday to Friday, in working hours; 7:00 am to 5:00 pm; upon presentation of proof of payment of a non-refundable fee amounting to **Ten thousand Rwandan Francs only (Rwf 10,000)** to Account N° **000400029280491** named "Imbuto Foundation/Operating Fund" opened at Bank of Kigali (BK).
4. Well prepared bids in English or French, presented in the original documents will be submitted at Kimihurura Incubation Center; opposite to « Institut Francais du Rwanda » not later than **27th April, 2022 at 10:30 am**, a submission Letter will be addressed to **Director General, Imbuto Foundation, P.O Box 7141 Kigali - Rwanda**, clearly indicating the name of the tender/Lot.
5. The proposals and Bids will be opened on **27th April, 2021 at 11:00 am**, and late bids will be rejected,
6. Those who submitting the tenders or their representatives are allowed to attend the meeting of tenders opening.

Done at Kigali, 25th March 2022

for

(digitally signed)
Sandrine Umutoni
Director General