



### **Tender Notice n° Imbuto/002/2020-2021**

Imbuto Foundation invites qualified consultancy firm to submit their proposals and qualified bidders to submit their bids for the tenders divided into four (5) separated lots as follows:

- Lot 1: **Imbuto/S/002/2020-2021/Audit Firm/05**: Consultancy for External Financial Audit Services.
- Lot 2: **Imbuto/G/002/2020-2021/06**: Providing SMS/USSD services to Imbuto Foundation.
- Lot 3: **Imbuto/G/002/2020-2021/07** Designing, printing, branding and photocopying services;
- Lot 4: **Imbuto/G/002/2020-2021/08** Fabrication and maintenance of Imbuto Foundation billboards, panels, sign posts, bus shelters
- Lot 5: **Imbuto/G/002/2020-2021/09** Production and maintenance of website & video, photos, Media, email & event management, translation services

For the consultancy services, the Request for Proposal (RFP) is open on equal terms to all interested consultants firm fulfilling the requirements herein, operating in Rwanda.

For the goods, 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 one lot.

The Request for Proposition or Tender Document in both **French and English** is available at Imbuto Foundation office/Village Urugwiro from **19<sup>th</sup> March 2021**. Call **0788599172** Monday to Friday, in working hours; 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)**.

Well prepared proposals or bids in **English or French**, presented in the original documents will be submitted in PDF format, on email [tenders@imbutofoundation.org](mailto:tenders@imbutofoundation.org), not later than **27<sup>th</sup> April 2021 at 2:30 pm**, 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.

The proposals and Bids will be opened on **27<sup>th</sup> April, 2020 at 3:00 pm** in **virtual meeting**, and late bids will be rejected, those who submitting the tenders or their representatives are allowed **to attend the virtual meeting of tenders opening**, due to the strategies for fighting against Covid 19.



**(digitally signed)**  
Sandrine Umutoni  
**Director General**