



Tender Notice n° IF/PO/GS/01/2023-2024

1. Imbuto Foundation invites the qualified bidders to submit their bids for the tenders divided into Ten (10) separated lots as follows:

Lot 1: IF/G/01/2023-2024/OF/01:	Office furniture supply.
Lot 2: IF/G/01/2023-2024/DP/02:	Designing, printing, branding and photocopying services.
Lot 3: IF/G/01/2023-2024/HS/03:	Conference/workshops/Hotels services (2* & 3*).
Lot 4: IF/G/01/2023-2024/OS/04:	Supply of office stationeries.
Lot 5: IF/G/01/2023-2024/FMB/05:	Fabrication and maintenance of IF billboards, panels, Signposts, and bus shelters.
Lot 6: IF/G/01/2023-2024/SB/06:	Supply of the books.
Lot 7: IF/G/01/2023-2024/IT/07:	Supply, installation and configuration of IT Equipment.
Lot 8: IF/G/01/2023-2024/EM/08:	Event Management services.
Lot 9: IF/G/01/2023-2024/PA/09:	Plastic Arts materials supply.
Lot 10: IF/G/01/2023-2024/VM/10:	IF Vehicles maintenance and repair.

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 **12th December 2023**. Call **0788599172/0788547296**, **Monday to Friday**, in working hours; **from 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 fondation / Operat. Fund**" opened at **Bank of Kigali (BK)**.
4. The bid security of one hundred thousand Rwanda francs (100,000 FRW) each lot, is required,
5. Well prepared bids in English or French, presented in the original documents will be submitted at Kimironko « Maison du quartier » near to Bibare Cell's office, not later than **12th January, 2024 at 10:30 am**, a submission Letter will be addressed to **Ag. Director General, Imbuto Foundation, P.O. Box 7141 Kigali - Rwanda**, clearly indicating the name of the tender/Lot.
6. The proposals and Bids will be opened on **12th January, 2024 at 11:00 am**, and late bids will be rejected,
7. Those who submitting the tenders or their representatives are allowed to attend the meeting of tenders opening.

Done at Kigali, 08th December 2023

Jackson Vugayabagabo
Ag. Director General