I. INVITATION TO TENDER N° 010/T.USC/2026/USACCO

RE: Provision of communication services to produce and disseminate radio serial drama episodes, radio sketches and community outreach skits promoting Umwalimu SACCO services

In order to strengthen its marketing and advertising activities with the aim of sustaining and further rebuilding its corporate image to attain the desired brand equity; Umwalimu SACCO is seeking to source/hire a qualified and eligible communications company to produce and disseminate radio serial drama episodes, radio sketches and community outreach skits promoting Umwalimu SACCO services as indicated in terms of reference.

This document outlines the terms of reference for the selection of service providers for the production and dissemination of radio serial dramas episodes, radio sketches and outreach skits promoting Umwalimu SACCO services as-and-when a need arises, for a period of two (2) years renewable once.

This tender is divided into two lots: one for the dissemination of Umwalimu SACCO messages through existing radio serial dramas and outreach skits, and another for the production and dissemination of new radio sketches and outreach skits promoting Umwalimu SACCO services.

Service providers are encouraged to submit proposals for the lot for which they fulfil the required qualifications. They may also submit proposals for both lots, provided they meet the requirements for each lot.

The Tender Document in English may be obtained on any working day from UMWALIMU SACCO Head office KIMIRONKO – GASABO – KIGALI; Street No: KG 205ST with effect from 16./11./2026 upon presentation of a proof of payment of a non-refundable fee of Ten thousand Rwandan francs (Frw 10,000) on account N°. 00040-00288891-58 of UMWALIMU SACCO opened in Bank of Kigali

Enquiries regarding this tender may be addressed to UMWALIMU SACCO; P.O BOX 2257 KIGALI Street No: KG 205ST and Telephone: +250781469546 or 7575.

Well detailed bids containing one original copy and two other copies with a mention on the outer envelope **"Provision of communication services to produce and disseminate radio serial drama episodes, radio sketches and community outreach skits promoting Umwalimu SACCO services, LOT ....."** shall be presented to the secretariat of Umwalimu SACCO at Head Office in a sealed envelope addressed to the Director General of Umwalimu SACCO, P.O BOX 2257 KIGALI, **Street No KG205ST, E-mail: umwalimu.sacco@umwalimusacco.rw, Tel : (+250)781469546** not later than 07./12./2026 at **10:00 AM** Local time. The public opening of the bids shall be held on the same day at **10:30 AM** Local time in the Umwalimu SACCO Meeting room in the presence of bidder's representatives who choose to attend. Late bids will be rejected and returned unopened.

Done at Kigali, on 04./.11./2026.

Anna MURUNGI
Procurement & Administration Manager

UMWALIMU SACCO SAVINGS AND COOPERATIVE — Together we thrive

UWAMBAJE Laurence
Director General