



Urunana Development Communication

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TERMS OF REFERENCE

REQUEST EXPRESSION OF INTEREST TO SUPPLY OFFICE REFRESHMENTS

Reference No.: 21/Supply of Office Refreshments/01/UDCPP/2023

February 2023

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Background

Urunana Development Communication (Urunana DC) is a National Non-Government Organization specialised in social behaviour change communication (SBCC). The organization was founded in 2004 by Rwandans with the support of a UK based organization, Health Unlimited, currently trading as "Health Poverty Action (HPA)". Urunana DC secured its legal entity under ministerial order N° 138/11 of 27th December 2006 which was published in the National Gazette in 2007. Urunana Development Communication office is located at Kimironko opposite Engen petrol station at plot No. 628 along KG 17 AV.

Currently, the organization implements a national SBCC program that uses various communication approaches, notably; Entertainment – Education (commonly known as Edutainment), community engagement through interpersonal communication and other community outreach activities. Urunana Radio Soap Opera is the flagship program of Urunana Development Communication. To-date, over 2370 Urunana Radio Soap Opera episodes have been broadcast since 1999. Recent program assessment reports indicate that over 70% of the population in Rwanda listen to Urunana Radio Soap Opera. It is also estimated that about 3.5 million people in the great lakes region listen to Urunana Radio Soap Opera episodes, weekly.

The Urunana DC SBCC program is implemented by Urunana Development Communication in collaboration with partners and key stakeholders. Urunana DC has skilled and experience staff team and creative artists who ensure that the program is audience driven and therefore responds to the identified gaps in knowledge, attitudes, behaviours and increases positive/healthy practices among the target population. Much of the SBCC program production activities are carried out in-house but with strong program monitoring approaches mainly involving field activities to engage the target audience.

Urunana DC wishes to request expression of interest from qualified and competent companies in Rwanda to supply office refreshments as specified below. The company that will offer the best quotation as per this terms of reference will conclude a one-year contract with Urunana DC for the supply of office refreshments.

Objective of this offer

To supply office refreshments to Urunana Development Communication as per the need that shall be described in a purchase order that shall be provide by the organization to the successful bidder;

Specifications of the required refreshments:

For purposes of this offer the successful bidder will be required to supply office refreshments with the following specifications:

1. Inyange or Mukamira Long Life UHT fresh milk (whole milk and low fat) in cartons of 500mls packets
2. Mineral water in cartons of 500mls bottles
3. Mineral water in 20litre bottles
4. Fresh juice in cartons of 500mls bottles

Profile of the supplier

- Company must be registered with Rwanda Development Board as Inyange/Mukamira Authorized Product Distributer
- Must be able to deliver the required supplies to the client

Duration of the contract:One Year (12 months) which may be renewed

Number of Suppliers required: 1

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Application requirements:

The application file will be comprised of;

- Letter expressing interest to carry out the consultancy service;
- A technical and financial proposal written in English describing; office location with full address, experience in supply of similar commodities, price quotations with discounts and other incentives;
- Copy of valid Tax Clearance Certificate issued by RRA;
- At least one proof of similar engagements

Deadline for application

The Expression of Interest bid documents should be submitted to Urunana Development Communication via email: urunanadc2004@gmail.com copy to: bmutanguha@gmail.com not **later than 7th March 2023 at 2:00 Pm Kigali Time**. For any clarification about this offer, you can send an email to urunanadc2004@gmail.com not later than **3rd March 2023**.

NB:

1. *All application documents must be in pdf format and put in one Zip folder*
2. *Applications documents in hard copy shall NOT be accepted*

Done at Kigali on the 17th February 2023


MANAGEMENT
URUNANA DEVELOPMENT COMMUNICATION

