



Vi Agroforestry

Vi Agroforestry
P.O. Box 2911
Kigali

EXPRESSION OF INTEREST

About Vi Agroforestry

Vi Agroforestry is a Swedish Non-Governmental Organization operating in Eastern Africa since 1983 and in Rwanda since 2005. In Rwanda, Vi Agroforestry operates through partnerships with local farmers' organizations to fight poverty and improve the environment through agroforestry.

Vi Agroforestry purchases a range of materials while executing its daily activities. It is in this regard that we request all interested suppliers to inform us about their business location, the exact supplies, and prices they are interested in supplying to us.

The required goods and services are as detailed bellow:

- Section 1 Office supplies**
 - Detailed list is available at the head office
- Section 2 Garage Services (car reparation & maintenance of Toyota)**
 - Attach a certificate to repair Toyota cars from Toyota manufacture
- Section 3 Security Services**
 - Attach a certificate that allows the company to operate
- Section 4 Insurance Services (Moto Vehicles and Office Assets)**
- Section 5 Hotel in Kigali (accommodation and conference venue)**
 - minimum of a conference room that can accommodate up to 50 participants
 - specify if the meeting room has a daylight.
 - minimum of 30 accommodation rooms per week
 - picture of hotel, meeting room, accommodation rooms & restaurant space.
 - tax clearance of the 2017 year.
 - Experience in organization trainings (copy of the contract in 2018).
 - Specify how the meeting room easily accessible to disabled persons
- Section 6 Hotel in Kayonza, Gicumbi, Huye and Nyamagabe (accommodation incl. breakfast)**
 - Should be at least a two-star hotel
- Section 7 Car hire Service**

VI AGROFORESTRY

Postal Address: Vi Agroforestry, P.O Box 2911, Kigali, Rwanda.

Visiting Address: Fairview Building, KG 622St, Kimihurura. Second floor, house A. Opposite Lemigo Hotel.

Phone: +250 788 204 868 E-mail: rwanda@viagroforestry.org Website: www.viagroforestry.org



Vi Agroforestry

- Section 8 Transport (Cargo & passengers with driver. Both short and long distances; in Kigali up country or East Africa)**
- Section 9 Designing & Printing Service (promotion material; posters, roll ups etc.)**
- Section 10 Design and sewing service (shirts and caps including embroidered and printed logos)**
- Section 11 Provision of fuel (diesel around the country)**
- Section 12 Provision of internet services**
- Section 13 Provision on snacks, international and local food for tea and parties**
- Section 14 Traveller service (Including International and local travels in East Africa. Tickets and bookings etc.)**
- Section 15 Media services (print, internet and broadcast)**

You are therefore, invited to submit your letter of interest written in English to the head office in Kigali, addressed to;

Country Manager

Via mail: Rwanda@viagroforestry.org

The deadline for submission is 31st January 2022 at 17h30

For more information, contact 0781167366/0782303288

Yours Sincerely,



Albert Taurai MUTASA
Country Manager

VI AGROFORESTRY

Postal Address: Vi Agroforestry, P.O Box 2911, Kigali, Rwanda.

Visiting Address: Fairview Building, KG 622St, Kimihurura. Second floor, house A. Opposite Lemigo Hotel.

Phone: +250 788 204 868 E-mail: Rwanda@viagroforestry.org Website: www.viagroforestry.org