TENDER NOTICE

SUPPLY AND DELIVERY OF CLEANING EQUIPMENT, SUPPLIES, KITCHENWARE, TABLEWARE AND DINING ACCESSORIES FOR THE DUHAMIC-ADRI APARTMENT BUILDING (SERENITY RESIDENCE)

Kicukiro District, Niboye Sector, Kigali – Rwanda

1. BACKGROUND

1.1 About DUHAMIC-ADRI

DUHAMIC-ADRI is a local Non-Governmental Organization (NGO) based in Kigali, Rwanda, established and/ legally recognized under Ministerial Order No. 943/05 of 12 July 1985. The organization operates in compliance with the applicable laws and regulations of Rwanda, including Law No. 058/2024 of 20 June 2024, governing non-governmental organizations.

Vision

A rural world responsible for its self-socio-economic development.

Mission

Supporting integrated initiatives for the holistic development of rural population in their struggle for self-reliance.

Objective

The Objective of the Organization is sustainable economic self-development of rural populations through strengthened community structures, capacity building, and integrated support services.

Strategic Pillars

- Livelihoods and economic capacity development
- Environment protection and conservation
- Mobilization for social change and family promotion
- DUHAMIC-ADRI organizational sustainability

1.2 Project Context/ tender background

In pursuit of institutional sustainability, DUHAMIC-ADRI has invested in the construction of a multi-storey apartment building, located in Kicukiro District, Niboye Sector. The building is nearing completion and will shortly be opened for use as furnished, rental apartments.

Unit type	Number	Composition
Studio apartments	4	GF + FF + 2F (1 each) + Penthouse (1)
One-bedroom apartments	7	GF + FF + 2F (2 each) + Penthouse (1)
Two-bedroom apartments	3	GF + FF + 2F (1 each)
Total residential units	**14**	Plus, common areas and compliance items

2. PURPOSE AND OBJECTIVES

This tender notice guides the competitive supply and delivery of cleaning equipment, supplies, kitchenware, tableware and dining accessories for Serenity Residence.

DUHAMIC-ADRI seeks to engage two (2) qualified, experienced and reputable service providers, one per lot:

3. SCOPE OF SUPPLY AND WORKS

The works and supplies cover all 14 apartments, common areas (reception, control room, gate house, common laundry, corridors and rooftop terrace) and compliance/signage/operations items. Where a studio or one-bedroom specification refers to the two-bedroom master specification, the master specification applies.

All items must be new, unused, of good quality and durable, and must fully comply with the specifications outlined in Annex 1.

Lot	Title	Nature
Lot 1	Cleaning equipment and supplies	Vacuums, mops, cleaning trolleys, bins, garden tools, ladders, steam cleaners, scrubbers, gloves, first-aid kits, consumables
Lot 2	Kitchenware, tableware and dining accessories	Cookware, utensils, dinnerware, cutlery, glasses, mugs, storage containers, dish racks, LPG cylinders, water filtration

The detailed list of items for each lot, including quantities and technical specifications, is provided in Annex 1 (Excel file). All items must comply with the interior design proposal selected by DUHAMIC-ADRI and the technical specifications outlined in Annex 1.

4. BID DATA SHEET – KEY FACTS

Item	Details
Client	DUHAMIC-ADRI
Project	Supply and delivery of cleaning equipment, supplies, kitchenware, tableware and dining accessories for Serenity Residence
Location	Kicukiro District, Niboye Sector
Lots	• Lot 1: Cleaning equipment and supplies • Lot 2: Kitchenware, tableware and dining accessories
Award of lots	Each lot awarded to a separate service provider (2 contracts). A bidder may bid for more than one lot but may be awarded only one lot. Separate bid required per lot. No joint ventures.
Implementation period	3 months per lot, from contract signature by both parties.

Mandatory site visit	Tuesday, November 10,2026 from 09:00 – 12:00 **As this tender is being re advertised, bidders who participated in the previous site visit are not required to visit the site again. The site visit certificates previously issued will remain valid and accepted.**
Language	English
Currency	Rwandan Francs (Rwf) only. All prices inclusive of all applicable taxes.
Credit line or Promise of credit line (Both lots)	Minimum 10,000,000 RWF, issued by a recognized bank/financial institution, valid for the contract duration. **As this tender is being re advertised, credit line or promise of credit line documents previously issued for this tender, based on the initial requirements, will remain valid and will be accepted, regardless of their earlier issuance dates.** **N.B.** **Bidders applying for more than one lot will submit a single credit line or promise of credit line document, provided that all the lots they are bidding for are clearly indicated in the document.**
Performance guarantee	10% of the contract value of the lot, from the successful bidder, before contract signature.
Technical threshold	Minimum 70% of technical points required for financial proposal to be opened.
BOQ / Annex 1	Detailed BOQ with specifications in the attached Excel file (sheets LOT 1, LOT 2). Unit-rate columns blank for bidders to complete.

5. LOTS AND BILL OF QUANTITIES

Rule	Detail
Award	Each lot awarded to a separate service provider (two contracts in total)
Multiple lots	A bidder may bid for more than one lot but must submit a separate bid for each lot and may be awarded only one lot
Joint ventures	Not allowed for this tender
Annex 1	Detailed items and technical specifications in the attached Excel file (sheets LOT 1, LOT 2). Forms an integral part of this tender notice
Pricing in Annex 1	The Excel file containing the list of required items shall serve as the quotation format. Bidders must complete the unit rates and calculate the corresponding amounts, subtotals, and grand total for the lot(s) bid for.
Master specifications	Where a studio or one-bedroom specification refers to the two-bedroom master specification, the master specification applies.

6. TECHNICAL SPECIFICATIONS

Principle	Requirement
Quality	New, unused, commercial/hospitality-grade, suitable for furnished rental apartments.
Brand names	Where a brand or model is named, "or approved equivalent" applies unless expressly stated otherwise. Equivalents must meet or exceed all stated performance, capacity, material and warranty requirements and require DUHAMIC-ADRI's prior written approval
Dimensions	Indicative where marked "approximate" or "to be verified on site". Bidders must verify critical dimensions during the mandatory site visit
Finishes / samples	Subject to DUHAMIC-ADRI approval before bulk production or supply, where so stated in the specification
Electrical	Suitable for 220–240 V / 50 Hz (or 380–415 V three-phase where specified); appropriate plugs, cables and safety features for use in Rwanda

7. BIDDER ELIGIBILITY AND QUALIFICATION

7.1 Mandatory Administrative Documents

The following documents are mandatory for each lot bid for. Absence, non-compliance or invalidity results in automatic rejection of the bid.

No.	Document
1	Company registration certificate issued by RDB, related to the activities of the lot bid for
2	Valid Tax Clearance Certificate from RRA
3	Proof of using EBM invoices (past invoice or valid EBM usage certificate)
4	Signed commitment letter confirming ability to execute within 3 months after contract signature
5	Credit line or Promise of credit line as specified in Section (specific to this tender)
6	Original site-visit certificate to be issued by DUHAMIC-ADRI
7	At least two (2) similar assignments successfully completed, each valued at a minimum of 10,000,000 RWF, supported by copies of the respective contracts or purchase orders and certificates of good completion issued by government institutions, private companies, or NGOs. **Note: Certificates submitted without corresponding contracts or purchase orders will not be considered. Certificates relating to assignments valued below 10,000,000 RWF will also not be considered.**

7.2 Other Eligibility Conditions

Condition	Detail
RPPA blacklist	Bidders blacklisted by the Rwanda Public Procurement Authority are not eligible. Such bids will be rejected.
Joint ventures	Not allowed for this tender.
Vetting	Prior to contracting, successful bidders will be vetted for anti-terrorism and other regulatory compliance.
Encouragement	Women and persons with disabilities who fulfil the required conditions are encouraged to apply.

8. BID PREPARATION AND SUBMISSION

Item	Requirement
Submission Deadline	Thursday, November 12,2026, at 02:00PM
Bid opening	Thursday, November 12,2026, at 02:30PM
Location	Kicukiro District, Niboye Sector; (Niboye KK338ST 21)
Envelope title	“Supply and delivery of cleaning equipment, supplies, kitchenware, tableware and dining accessories for the DUHAMIC-ADRI apartment building (serenity residence) Lot [1 / 2] – [name of the lot]” together with the company name
Excel version	After financial opening, shortlisted bidders will be requested to submit an Excel version of their financial proposal matching the hard copy. In case of discrepancy, the hard copy prevails.

9. PRICING, TAXES AND CURRENCY

Condition	Requirement
Inclusivity	All prices inclusive of all applicable taxes, duties, delivery, handling, installation, testing, commissioning and any other costs necessary for complete execution of the contract, as applicable to the lot
Firm and fixed rates	The quoted unit rates shall remain fixed throughout the contract period and shall not be subject to price increases or adjustments
Currency	Rwandan Francs (RWF) only – single currency for Bid and Contract
Quantity variations	DUHAMIC-ADRI reserves the right to increase, decrease, add, omit or remove any item or quantity from the list of items/BOQ where deemed necessary, without invalidating the Bid or Contract. Adjustments valued using accepted Contract unit rates

10. SAMPLES, CATALOGUES AND TECHNICAL SUBMITTALS

Requirement	Detail
With technical proposal	Samples, catalogues or photographs where required by the evaluation criteria for the lot
Before bulk supply	Where the specification requires Client approval of samples, colors or finishes, the successful bidder shall submit samples for written approval within the time agreed at contract signature

11. DELIVERY, INSTALLATION AND COMPLETION

Item	Requirement
Completion period	3 months from contract signature by both parties, for each lot
Deliverables	All items delivered, placed and assembled where required, checked and accepted
Coordination	Service providers must coordinate on site under DUHAMIC-ADRI supervision, follow site rules and the agreed work plan, and report any delay immediately

12. WARRANTY AND AFTER-SALES OBLIGATIONS

Item	Requirement
Minimum warranty	Manufacturer's or supplier's warranty stated in Annex 1, or a minimum of twelve (12) months where no longer period is specified
Defects	Defective or non-conforming items replaced or rectified at the supplier's cost within a reasonable period agreed with DUHAMIC-ADRI

13. PAYMENT CONDITIONS

Payment modalities will be agreed during contract negotiations between DUHAMIC-ADRI and the successful bidder of each lot. Payment will follow the inspection and formal acceptance of the works or deliveries of the lot.

14. SAFEGUARDING

Safeguarding and protection from Sexual Exploitation and Abuse is the responsibility of everyone who works directly or indirectly with DUHAMIC-ADRI. All staff, affiliates, volunteers, suppliers, sub-suppliers and implementing partners must adhere to DUHAMIC-ADRI's full safeguarding and protection policy and Code of Conduct.

DUHAMIC-ADRI has zero tolerance for sexual exploitation and any other form of abuse. Child and vulnerable-person abuse, exploitation, harassment, discrimination and human trafficking are strictly prohibited.

By applying to this tender, the bidder commits to denounce and report any safeguarding issue or fraud without delay via feedback@duhamic.org.rw, Toll-Free 8470, or telephone 0788 305 329.

DUHAMIC-ADRI reserves the right to ensure compliance through spot checks. Non-compliance may result in measures up to immediate termination of the contract.

15. ANNEXES

Annex1: Detailed lists/ Bill of Quantities and Technical Specifications (Excel file – sheets LOT 1, LOT 2).

Annex 2: Items illustrations

Done at Kigali , November 6,2026