



RWANDA NATIONAL UNION OF THE DEAF



P.O Box 5810, Kigali, Rwanda
0788209212/ 0784829003 (SMS)
info2010@rnud.org



<https://www.rnud.org>
TIN No: 102042198

TERMS OF REFERENCE

PROCUREMENT AND SUPPLY OF VOCATIONAL TRAINING MATERIALS

Procuring Entity: Rwanda National Union of the Deaf (RNUD)

Tender Title: Supply and Delivery of Materials for Various Vocational Skills

Tender Reference Number: RNUD1910/MUB/2026

Date of Issue: 28th October 2026

Submission Deadline: 25th October 2026

1. Background

The Rwanda National Union of the Deaf (RNUD) is an organization committed to promoting the rights, inclusion, empowerment, and socio-economic development of Deaf persons in Rwanda.

The *Menya Ukorane Ubuzima Bwiza (MUB) Project*, funded by the European Union, aims to promote the rights and inclusion of persons with disabilities, enabling them to participate actively in society and achieve greater self-reliance and independence. The project is implemented in partnership with the See You Foundation (Netherlands) as the lead organization and RNUD and UPHLS as an implementing partner.

As part of its commitment to promoting inclusion, skills development, and economic empowerment, RNUD intends to procure materials and supplies to support beneficiaries' activities under the MUB Project. These materials will contribute to strengthening practical skills, fostering self-reliance, and expanding economic opportunities.

In this regard, RNUD invites qualified, eligible, and experienced suppliers to submit quotations for the supply and delivery of vocational training materials in various fields, including tailoring and knitting, carpentry, shoemaking, soap making, hairdressing and beauty services, baking, and other related trades, as detailed in the attached list of required materials.

2. Purpose of the Tender

The purpose of this tender is to identify and select a qualified supplier or suppliers capable of providing quality vocational training materials that meet RNUD's requirements and are delivered within the stipulated timeframe.

3. Scope of Supply

The selected supplier(s) will be required to supply materials and equipment for various vocational skills, including but not limited to:

- Tailoring and garment making;



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- Carpentry and woodworking;
- Shoemaking and shoe repair;
- Soap making;
- Hairdressing and beauty services;
- Baking and pastry making; and
- Other vocational training activities specified in the attached list.

The detailed list of required items, including descriptions, quantities, and any applicable specifications, is attached to these Terms of Reference and forms an integral part of the tender documents.

4. Requirements for Suppliers

Interested suppliers must meet the following requirements:

1. Be legally registered and authorized to conduct business in Rwanda.
2. Have the capacity and experience to supply the requested materials.
3. Provide a valid Tax Identification Number (TIN) and applicable tax compliance documentation, where required.
4. Submit a detailed financial quotation covering the items offered, unit prices, quantities, applicable taxes, and total cost.
5. Indicate the availability of the requested items and the proposed delivery period.
6. Provide information on the warranty or after-sales service for equipment, where applicable.
7. Demonstrate the ability to deliver the materials to the location specified by RNUD.

5. Submission Requirements

Interested suppliers are invited to submit the following documents:

- A signed and stamped quotation on the supplier's official letterhead;
- A copy of the valid business registration certificate;
- A copy of the supplier's TIN certificate;
- Applicable tax clearance or compliance documents, where required;
- A brief company profile or evidence of relevant experience, where available; and
- Any additional documentation specified in the tender announcement.



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6. Evaluation and Selection Criteria

Submissions will be evaluated based on the following criteria:

- Compliance with the administrative and eligibility requirements;
- Conformity of the proposed materials to the specifications provided by RNUD;
- Competitiveness and transparency of the quoted prices;
- Quality and durability of the materials;
- Availability of the requested items and delivery timeframe; and
- Supplier experience, reliability, and capacity to fulfill the order.

RNUD reserves the right to select one or more suppliers, depending on the items offered, compliance with the requirements, value for money, and procurement needs.

7. Delivery Requirements

The selected supplier(s) shall deliver the materials in accordance with the quantities, specifications, and delivery schedule agreed upon with RNUD.

All materials must be new, of acceptable quality, fit for their intended purpose, and consistent with the approved quotation and attached specifications.

Delivery shall be made to the location communicated by RNUD. The supplier(s) shall be responsible for ensuring that the materials arrive safely and in good condition.

8. Payment Terms

Payment shall be made in accordance with RNUD's applicable financial and procurement procedures and the terms agreed upon with the selected supplier(s).

Any applicable taxes, transport costs, and other charges must be clearly indicated in the quotation.

9. Submission Procedure and Deadline

Interested suppliers should submit their complete tender documents through the submission channel indicated in the official tender communiqué.

Submission deadline: 24th October 2026 at 23:59' (11:59PM)

Submission address/email: informud2010@rnud.org

Submissions received after the deadline may not be considered.



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10. General Conditions

- RNUD reserves the right to verify the information and documents submitted by bidders.
- Any material supplied must comply with the approved specifications and agreed quality standards.
- RNUD reserves the right to reject non-compliant submissions or cancel the procurement process in accordance with its applicable procurement procedures.
- Submission of a quotation does not guarantee contract award.
- All procurement decisions shall be made in accordance with RNUD's applicable procurement policies and procedures.

11. Contact Information

For clarification regarding this tender, interested suppliers may contact:

Rwanda National Union of the Deaf (RNUD)

Email: infornud2010@rnud.org

Phone call 250 782 084 817

Whatsapp on 250 788 321 024



MUTABAZI Allan
Executive Director
Rwanda National Union of the Deaf (RNUD)



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PROCUREMENT LIST OF TOOLS, EQUIPMENT AND MATERIALS FOR VOCATIONAL TRAINING WORKSHOPS

Toolkits		Quantity	Minimum Technical Specifications
Carpentry			
No.	Item		
1	5-Metre Tape Measure	5	5 m retractable steel measuring tape, metric scale, locking mechanism.
2	Carpenter's Try Square	5	250–300 mm, stainless-steel blade with aluminium handle and accurate 90° angle.
3	Jack Plane (Hand Planer)	5	No. 5 manual jack plane, cast-iron body, adjustable steel blade.
4	Wood chisel	5	Hardened steel blade, 12–25 mm, ergonomic wooden or plastic handle.
5	Hand Saw	5	20–22-inch woodworking hand saw, hardened steel teeth.
6	electric orbital finishing sander	5	Bosch, TOTAL, INGCO or equivalent; 180–300 W, 220–240 V, dust collection system.
Soap manufacture			
No.	Item		
1	Refrigerator	2	Upright refrigerator, 150–250 L, adjustable thermostat, 220–240 V.

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2	Storage Cabinet ⁷⁷⁷	2	Lockable metal cabinet, minimum 2 doors, adjustable shelves, corrosion-resistant finish.
3	Plastic Buckets	6	Heavy-duty HDPE plastic, 20L – 30L capacity, with handle and lid.
4	Plastic Basins	6	Heavy-duty plastic basins, 20–30 L, chemical-resistant material.
5	Plastic Containers / Jerrycans: 30 × 1 L, 50 × 5 L, 20 × 20 L	100	HDPE plastic containers with screw caps: 30 × 1 L, 50 × 5 L and 20 × 20 L. WHITE COLOR
6	Large Worktables	2	Stainless-steel or chemical-resistant worktop, approximately 180 × 75 × 85 cm.
7	Graduated Measuring Cups	2	Chemical-resistant polypropylene measuring cups, capacities of 100 mL, 250 mL, 500 mL and 1,000 mL per set.
Tailoring and knitting			
No.	Item		
1	Sewing Machines	15	Butterfly, LIVER or equivalent; straight-stitch sewing machine, metal body, adjustable stitch length, complete with table and motor/pedal.
2	Overlock Sewing Machines (Serge Machines)	2	JUKI MO-6814S or equivalent, industrial 4-thread overlock, complete with table and motor, 220–240 V.



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3	Knitting Machines	10	Silver Reed SK280 or equivalent, manual punch-card knitting machine, 4.5 mm gauge, 200 needles, complete accessories.
4	Sewing Thread Spools	100	Polyester sewing thread, assorted colours, approximately 3,000–5,000 yards per spool.
5	Knitting Yarn	500	Acrylic or acrylic-blend knitting yarn, assorted colours, approximately 100 g per ball, compatible with knitting machines.
6	African Wax Print Fabrics (Ankara / Kitenge)	100	Cotton or cotton-blend African wax print fabric, assorted patterns, approximately 110–120 cm width, 6 yards per piece.
7	Zippers	300	Nylon coil zippers, assorted colours and sizes (15–50 cm), suitable for garments.
Shoe making			
No.	Item		
1	Leather Hides / Leather Sheets	50	Genuine leather, approximately 1.2–2.0 mm thickness, assorted colours, suitable for shoe uppers.
2	Leather Sewing Machines	2	Industrial walking-foot leather sewing machine, JUKI DU-1181N or equivalent, complete with table and motor.
3	Shoe Roughing / Grinding Machine	2	Electric shoemaking roughing/grinding machine, 220–240 V, approximately 350–750 W, abrasive wheel and safety guard.
4	Rexine (Synthetic Leather)	50	PU/PVC synthetic leather, approximately 0.8–1.2 mm thickness,

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			assorted colours, supplied in rolls or measured sheets.
5	Shoemaking Adhesive / Contact Glue	40L	Professional footwear contact adhesive, suitable for bonding leather, rubber and synthetic materials, supplied in sealed containers.
6	Cutting Scissors	6	Heavy-duty leather-cutting scissors, 10–12 inches, stainless-steel blades.
7	Shoemaker's Hammers	6	Steel shoemaker's hammer, approximately 300–500 g, wooden or fibreglass handle.
8	Shoemaker's Lasting Pliers	4	Professional steel lasting pliers, 8–10 inches, serrated jaws, suitable for pulling shoe uppers.
saloon de coiffure			
No.	Item		
1	Salon Mirrors	3	Wall-mounted salon mirrors, approximately 60 × 90 cm, polished edges, durable frame.
2	Hair Curling Irons Set	2	Electric curling iron set, ceramic-coated barrels, adjustable temperature, 220–240 V.
3	Shampoo Basins / Hair-Washing Units	2	Ceramic or reinforced plastic shampoo basin, complete with chair, mixer tap, shower hose and drainage system.



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4	Electric Hair Straightener (Flat Iron)	2	Professional ceramic or titanium flat iron, adjustable temperature up to 230°C, 220–240 V.
5	Hooded Hair Dryers / Salon Drying Hoods	2	Professional standing hooded dryer, adjustable temperature and timer, 220–240 V.
6	Salon Equipment Storage Cabinets	2	Lockable wooden or metal cabinet, minimum 2 doors, multiple storage compartments.
7	Electric Nail Dryers / Nail Curing Lamps	2	UV/LED nail curing lamp, 48–72 W, automatic timer, suitable for gel nail polish.
8	Salon Chairs	3	Hydraulic adjustable salon chair, cushioned seat, footrest, 360° rotation, durable synthetic leather upholstery.
9	Electric Hair Clippers	4	Professional electric hair clipper, Wahl, Kemei or equivalent, stainless-steel blades, adjustable cutting lengths, complete with guide combs.
Curinary			
1	Mini Refrigerator	1	Compact refrigerator, 90–150L, adjustable thermostat, energy-efficient, 220–240 V.
2	Plastic Tables	2	Heavy-duty rectangular plastic tables, approximately 120 × 70 cm, washable surface.



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3	Plastic Chairs	8	Heavy-duty polypropylene chairs, with backrest, minimum load capacity of 100 kg.
4	Frying Pans (Ikarayi)	2	Heavy-duty aluminium or stainless-steel frying pans, approximately 30–36 cm diameter, heat-resistant handles.
5	Storage Shelving Unit (Etagere)	1	Freestanding metal OR WOODEN storage shelving unit, 4–5 tiers, approximately 90 × 40 × 180 cm.
6	Wooden Service Counter	1	Custom-made wooden service counter, approximately 150 × 60 × 100 cm, laminated washable countertop and internal storage shelves.



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