



# SOKO SACCO-GASABO (ISG)

## INVITATION TO TENDER

ISOKO SACCO GASABO (ISG) invites eligible and qualified bidders to submit sealed bids for the supply of office supplies under National Competitive Bidding (NCB).

This procurement shall be conducted in accordance with the internal procurement regulations of ISOKO SACCO GASABO., and is funded by the ISOKO SACCO GASABO approved budget for FY 2026. The procurement is divided into two lots:

- LOT 1: Office supplies
- LOT 2: Passbooks and cashbook

Bidders may bid for **one or both lots**, and each lot shall be evaluated and awarded separately. Bidders must clearly indicate the lot(s) they are bidding for

Bidders may bid for one or both lots, and each lot shall be evaluated and awarded separately. Eligible bidders must be legally registered in Rwanda and meet the qualification requirements specified in the tender document, including submission of RDB registration certificate, RRA and RSSB clearance, and declaration of no conflict of interest. Company profile showing organizational structure, List of key personnel with their qualifications and experience and evidence of capacity for printing /personalization (samples or pictures) For lot 2 and must have experience for at least THREE (3) similar contracts completed in the last three (3) years, each with a minimum value of Rwf 10,000,000

Tender documents may be obtained from the Secretary, Tender Committee, ISOKO SACCO GASABO, Kinyinya, Kagugu KG 14 Ave. No 335, from February 13, 2026 09:00–17:00, upon payment of a non-refundable fee of ten thousand Rwandan francs (Frw 10,000) deposited to Equity Bank Account No. 4022201179507 opened in the name of ISOKO SACCO GASABO.

Bids must be submitted in sealed envelopes using a two-envelope system to the above address not later than March 13, 2026 at 10:00 AM. Any bid submitted after the deadline shall be rejected and returned unopened, Late bids shall be rejected. Bid opening will take place in public on March 2, 2026 at 10:30 AM at ISOKO SACCO GASABO (Head office).

ISOKO SACCO GASABO reserves the right to accept or reject any bid and to annul the procurement process in accordance with the internal procurement regulations.

Done at Kinyinya on February 10, 2026

Fulgence NKERAGUTABARA  
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