

Expression of Interest (EOI) Supply of Office Equipment

Reference number: 91190208

Background

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a federally owned international cooperation enterprise for sustainable development with worldwide operations. The GIZ Office in Kigali covers GIZ's portfolio in Rwanda and Burundi. GIZ Rwanda/Burundi implements projects on behalf of the German Federal Ministry for Economic Cooperation and Development, the European Union and other commissioning authorities in the following priority areas: Sustainable Economic Development; Good Governance; Climate, Energy and Sustainable Urban Development; Digitalization and Digital Economy; and regional projects in the Great Lakes Region.

GIZ, commissioned by BMZ, is implementing the project Sustainable Mechanization of Value Chains through Innovative, Gender-Sensitive Business Models in partnership with Germany Machinery Rings Foundation and Volkswagen. Funded by the i4Ag global fund under SI AGER, the project aims to improve access to mechanization services, enhancing the livelihoods and climate resilience of Rwandan smallholder farmers and SMEs.




As part of this initiative, GIZ's Sustainable Mechanization (i4Ag) project, in collaboration with its partners, invites companies to express their interest in supplying office furniture for the Empowerment hub in Gashora. These Equipment will support Empowerment hub daily activities, including office work, trainings for farmers, and other activities that should facilitate the community and other stakeholders.


The materials purchased will be provided to beneficiaries on a lease agreement and will be handed over to the government and beneficiaries at the end of the project.

The selected company will be required to deliver the equipment to Bugesera/Gashora, where the project is being implemented, within no more than 15 days after signing the contract, unless formal extension of period is requested, all equipment should be new and matching the specifications provided.

Machinery Specifications

No.	ITEM	QTY	Spesfications	Photos (The photos provided are for reference purposes only)
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1	Ergonomic Office Chairs	10	High-back mesh design for comfort Adjustable lumbar support and headrest Suitable for desk and office use Ergonomic design to support long hours of work	
2	Office Workstation (Per two occupants)	3	Enclosed modular workstation for two occupants Provides individual space, privacy, and integrated storage Modular panel dividers between workstations Dimensions: 140 × 140 × 75 cm	
3	Office Workstation (Per four occupants)	1	Enclosed modular workstation for four occupants Provides individual space, privacy, and integrated storage Modular panel dividers between workstations Dimensions: 160 × 160 × 75 cm	

4	Conference Table	1	Rectangular, 3-meter length Durable laminate finish Integrated cable management ports Seating capacity: 12 people	
5	Conference Chairs	60	Ergonomic design with high-density cushioned upholstery Modern office furniture style Stackable for easy storage	
6	Visitor sofas	3	Ergonomic design for comfort with cushioned seats and backrests Durable leather upholstery Sturdy metal or wooden frame Designed to seat 2–3 people per unit Suitable for reception/lounge areas, combining comfort and style	
7	Filing cabinets	1	Standard 4-drawer vertical filing cabinet, Steel construction.	
8	Television	1	55-inch 4K UHD Smart TV with HDR support Slim bezel design Multiple input ports compatible with standard and legacy interfaces	

9	Projector	1	Full HD resolution (1080p) Brightness: 3,000+ lumens Contrast ratio: 10,000:1 LED or Laser light source	
10	Reception desk	1	Modular L-shaped or curved design Durable wood/MDF finish Integrated cable management features Dimensions: 180 × 220 cm	
11	Water dispenser	1	Hot & cold-water functions Compressor cooling system Child safety lock Stainless steel water tank Power: 550 W (heating) / 90 W (cooling)	
12	Refrigerator	1	Double-door design Frost-free operation Energy efficiency class A+ or higher Inverter compressor Capacity: 250–350 liters Approximate size: 60 × 65 × 170 cm	
13	Microwave	1	Digital microwave with grill function Power output: 900–1000 W Capacity: 25–30 liters Multiple auto-cook menus Approximate size: 51 × 40 × 30 cm	
14	Coffee machine	1	Automatic coffee machine 15-bar pressure pump Built-in grinder Water tank capacity: 1.5–2.0 liters	
15	Kitchen cabinets	1	Moisture-resistant MDF/plywood kitchen cabinets (both base and wall units) Soft-close hinges.	
16	Printer	1	All-in-one inkjet or laser printer Supports A3 paper size (ISO 216 standard) Wireless & Wi-Fi Direct (IEEE 802.11x) connectivity USB & network connectivity Automatic duplex (double-sided) printing 250+ sheet input tray capacity Print speed: 20–30 pages per minute (ppm)	

Requirements

The bidder must submit the following documents:

- The company must have a minimum experience of 3 years in Rwanda supplying similar equipment. 3 Letters of Reference must be provided.
- The company must possess a valid registration certificate (issued by RDB), VAT certificate (issued by RRA) and tax clearance certificate (issued by RRA).
- The company must confirm in writing that the offer is valid until at least 30 days after the submission period has ended.
- Financial offer which indicates Items, description of items (which must meet the required specifications), Quantity, Unit price and total price as per quantities given. The offer must be in RWF and VAT exclusive. The amount of the offer will be regarded as exclusive of VAT in cases where there is no information about VAT.

Payment

GIZ will not issue any advance payments. After delivery and billing, payment will be made within 15 days.

Submission of the offer

Your offer must be submitted to **RW_Quotation@giz.de** until latest **26.09.2025** with the subject: **"91190208-Company name"**.

If the emails exceed the default email size of **30MB**, offers can be exceptionally submitted through <https://filetransfer.giz.de/>, as indicated. **The subject of recipient notification must be edited with the subject indicated"** and the notification message must include **the password to access the files**.

Offers submitted through any other sharing platform, as google documents or similar will not be considered.

Without the subject mentioned, your offer may not be considered

Offers submitted in hard copy will not be considered.

GIZ reserves all rights.