



Albertine Rift Conservation Society/Société de Conservation du Rift Albertin		
UK Registered Office: c/o BirdLife International, The David Attenborough Building, Pembroke Street, Cambridge CB2 3QZ, United Kingdom Tel.: +44 7496 292689	Kampala Office: Plot 78 Semawata Road, Ntinda, P. O. Box 9146 Kampala, Uganda Tel.: +256 414 530700	ARCOS Head Office, Kigali Kimihurura, KN 14 Avenue, N° 47 P.O. Box: 1735 Kigali, Rwanda Tel.: +250 795 045 022
Email: info@arcosnetwork.org ; Website: www.arcosnetwork.org		

Kigali, 24th Feb 2026
Ref number: 013/ARCOS/2026

Tender Announcement

CLIENT: Albertine Rift Conservation Society (ARCOS)

Tender Title: Supply and Delivery of various office materials including kitchen, Hygiene and Stationery materials at ARCOS Office.

The Albertine Rift Conservation Society (ARCOS) hereby invites eligible and qualified bidders to submit proposals for the Supply and delivery of various office materials.

This tender is open to all interested bidders under equal conditions. Bidding documents are available at the ARCOS Head Office, located at KN 14 Avenue, No. 47, Kimihurura, Kigali.

Interested bidders may obtain the complete tender documents in English by sending a request via email admin@arcosnetwork.org upon presentation of proof of payment of a **non-refundable fee of Ten Thousand Rwandan Francs (10,000 RWF)**. The fee should be deposited into the following bank account:

Account Name: ARCOS-MACEI

Bank: Bank of Kigali

Account Number: 100023523846

The tender documents will be available from **4th March 2026 to 11th March 2026 at 12:00 PM.**

Tender submission requirements:

Interested bidders must submit a complete bid package including:

- Title and reference number of the tender
- Name of the bidding company
- Quotation

All proposals must:

- Be written in English
- Be submitted in two copies (original and one copy), both properly bound
- Be enclosed in sealed envelopes clearly marked with the tender title and reference number

Deadline for submission:

All submissions must be delivered to the ARCOS Head Office (KN 14 Avenue, No. 47, Kimihurura) **no later than 17th March 2026 at 3:00 PM.**

Tender Opening:

The opening of bids will take place on the same day, **17th March 2026 at 3:30 PM**, at the ARCOS office in the presence of interested bidders or their representatives.

For any inquiries, please contact us at: admin@arcosnetwork.org or on 0795045022

Yours faithfully,




Dr. Sam Kanyamibwa
Founder and CEO, ARCOS