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Tender Reference Number: RTP-PROC-10-2026-003

Procurement Method: Full Tender Process

Submission Deadline: 23/11/2026

INVITATION TO BID FOR PURCHASING AND SUPPLY OF EARLY CHILDHOOD DEVELOPMENT CENTERS (ECD) STANDARD TABLES AND DESKS FOR 64-SCHOOL BASED AND 36 COMMUNITY BASED ECD CENTERS.

I. BACKGROUNG

Right To Play is a global organisation that uses the power of play to protect, educate and empower children to rise above adversity. Established in 2000, every year, Right To Play reaches millions of children through experiential programming in Africa, Asia, the Middle East and North America.

Since 2003, Right To Play Rwanda has implemented numerous projects both in humanitarian and development contexts. Currently Right To Play Rwanda in close collaboration with Ministry of Education (MINEDUC), Rwanda Basic Education Board (REB), National Child Development Agency (NCDA) and partner districts namely Kayonza, Ruhango and Rubavu districts where we are implementing **"INKINGI Y'EJO"**, a 3-year ECD Project aiming to improve child learning, socio-emotional, and physical development to support the school readiness of children 3 to 6 years old. Right To Play works with 100 ECD centres including 64 School based ECD Centres and 36 Community Based Centres in Districts.

II. Rationale behind purchasing standard ECD chairs and tables

Learning outcomes depend not only on well-trained and adequately equipped teachers but also on a safe, inclusive, and conducive learning environment where children can learn comfortably. A learning environment with appropriate furniture enhances children's participation, concentration, comfort, and overall learning experience, particularly in Early Childhood Development (ECD) settings.

Assessments conducted by Right To Play (RTP) staff revealed that many community-based and school-based ECD centres lack adequate age-appropriate sitting facilities, including standard chairs, tables, benches, and desks. This shortage negatively affects the quality of teaching and learning and limits children's ability to fully engage in play-based learning activities.

As part of the Inkingi y' Ejo Project, Right To Play Rwanda is committed to improving the physical learning environment in ECD centres by providing standard ECD furniture. The project will procure and distribute chairs and tables to 100 ECD centres (64 school-based ECD centres and 36 community-based ECD centres) across the project districts.

To achieve this objective, Right To Play Rwanda seeks to engage a qualified and experienced local supplier to manufacture, supply, and deliver standard ECD furniture to the targeted 100 ECD centres in accordance with the

required specifications, quality standards, and delivery schedule.

III. Of the Desks, table and chairs to be purchased

- Alignment with the standard set by Ministry of Education of the Republic of Rwanda (MINEDUC) for National pre-primary desks, chairs and tables
- Furniture should be safe, durable, and child-friendly
- Furniture should be of high quality and age appropriate

IV. Description of terms and specifications for the supply and distribution of the chairs and tables

The furniture, including chairs and tables to be provided to schools, must comply with **the MINEDUC specifications outlined in the ECD Minimum Standards** as per here below:

- CHAIRS FOR NURSERY CHILDREN: SPECIFICATION & PHOTOGRAPH

Wood Type	Umusave of 25MM; well-seasoned
Size; Total Height	62cm
Seat Height	32cm
Seat Width	35cm
Seat Length	39cm
Paint	3 layers coats of fast dry painting

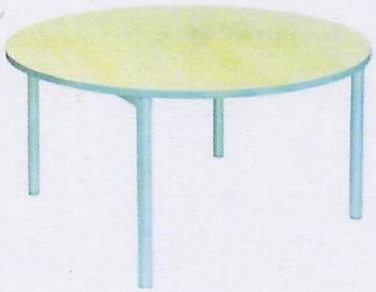
PHOTOGRAPH



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TABLE SPECIFICATION & PHOTOGRAPH

Diameter	Round Table of 100cm
Wood type	well-seasoned Nile Tulip (Umusave) with support structure made in metallic round tube of 25MM of diameter of 1.5mm and rubber to avoid scratching paved area
Height	530mm
Paint	2 layers coats of fast dry black 2 layers coats of fast dry black paints on support structure and the top of tables should be well painted with attracting colors for children.



The Price quoted should be inclusive of transportation costs to respective school based and community based ECD centres in Ruhango, Kayonza and Rubavu based on the distribution schedule communicated by the supplier to Right To Play at least a week before the delivery date. The table below indicates the quantity of the chairs and tables to be provided, and the respective locations where will be distributed.

No	District	Standard chairs	Tables
1	Kayonza	536	134
2	Rubavu	536	134
3	Ruhango	640	160
Total		**1,712**	**428**

V. Eligibility requirements for the Supplier

- Company profile (include e-mail, phone number, Physical address of the office)
- RDB registration certificate
- Valid tax clearance certificate and Valid clearance certificate from RSSB
- Proof of EBM use from Rwanda Revenue Authority
- Submission of a bank confirmation letter demonstrating a minimum liquidity of **RWF 50,000,000**, or a

valid credit facility of an equivalent amount issued by a financial institution recognized and licensed to operate in Rwanda.

- Financial Bid with Delivery Time.

The bidder who fails to comply with all required eligibility requirements detailed above will automatically be disqualified.

VI. Submission of bidding documents

Bidders are advised to submit the following documents as part of the bid:

1. Company profile (include e-mail, phone number, Physical address of the office)
2. Company registration (RDB certificate)
3. Valid tax registration certificate from Rwanda Revenue Authority and Valid clearance certificate from RSSB
4. Proof of EBM use from Rwanda Revenue Authority.
5. Copies of minimum 2 previous contracts/purchase orders where goods of similar nature have been supplied by the bidder in the last 3 years.
6. Reference from two former or current clients in the past 3 years for similar work/supply
7. The quotation of a unit price (including all applicable taxes and delivery cost) for each of the above-described items, the sub-total cost for each item and the total cost for all items. Price must be in Rwandan francs.
8. Submission of a bank confirmation letter demonstrating a minimum liquidity of RWF 50,000,000 or a valid credit facility of an equivalent amount issued by a financial institution recognized and licensed to operate in Rwanda.
9. Financial Bid with Delivery Time

VII. Delivery modalities and Quality confirmation

The successful supplier shall be responsible for the delivery of the Early Childhood Development (ECD) furniture to Right To Play partner schools in the respective districts of Ruhango, Kayonza, and Rubavu.

The supplier shall submit the distribution plan at least five (5) days in advance for review and approval before distribution. Quality verification and compliance checks against the required specifications shall be conducted by the respective District Engineers upon delivery and before final acceptance of the chairs and tables. Any items that do not meet the required specifications shall be rejected, and the supplier shall replace them with compliant items within a maximum of five (5) consecutive calendar days from the date of notification of rejection. Final acceptance shall be granted only after the replacement items have been inspected and confirmed to meet the required specifications. The contract period, including the delivery and distribution of the furniture, shall be **two months (60 calendar days)** from the date of contract signature.

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VIII. Evaluation Criteria

Bids will be evaluated using the following criteria:

- Proven similar work experience 20%
- Referees 10%
- Financial proposal 70%

Notes:

- The contract shall be awarded to the bidder that achieves the highest combined technical and financial evaluation score, provided that the bidder's evaluated financial offer is within the approved budget and the bidder meets all applicable requirements set out in this Tender Dossier.
- Before issuing the formal contract, RTP shall request the highest-ranked bidder to submit a sample of the proposed furniture for inspection and approval, in accordance with the specifications and requirements set out in this Tender Dossier. The contract shall be awarded to the bidder only if the submitted sample is inspected and deemed satisfactory by RTP.
- If the sample submitted by the highest-ranked bidder fails to meet the specified requirements or is otherwise deemed unsatisfactory by RTP, RTP reserves the right to reject the sample and proceed to the next-highest-ranked bidder whose evaluated financial offer is within the approved budget and who meets all applicable requirements of this Tender Dossier.
- The bid should remain valid for a period of Ninety (90) days from the bid submission deadline and should be indicated in your quote. Additional information regarding this tender may be requested through the email address: rwandaprocurement@righttoplay.com. Such requests shall be accepted from the date of publication of the tender notice up to one (1) day before the bid submission deadline.

IX. How to apply

All eligible and qualified suppliers interested in this invitation are requested to submit their bids, in a single and well-organized document, including one (1) original and one (1) copy, enclosed in a sealed envelope, no later than 23/11/2026 at 10:00 AM, at Right To Play Offices located in Kiyovu, KN 16 AVE, 17 Kiyovu. The subject of your offer must entitle: "***RTP_ECD furniture 2026***"

Note: No bids will be accepted or received after the submission deadline date and time specified above. The opening of bids will be conducted same date on 23/11/2026 in the conference room of Right To Play, located at No. 17 KN 16 Avenue, Kiyovu, Nyarugenge, Kigali, Rwanda at 10:30AM and Bidders are invited to attend the public opening of the financial proposals.

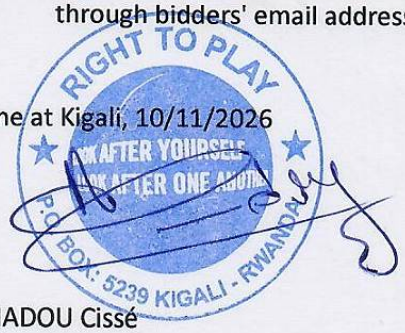
X. Rights Reserved

- Right to Play reserves the right to reject any bid deemed inappropriate.
- Right To Play reserves the right to cancel the entire procurement process without incurring any liability whatsoever.
- Right to Play reserves the right to negotiate with potential bidder/s.

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- Right To Play will only contact potentials Suppliers and communication of the bid results will be shared through bidders' email addresses.

Done at Kigali, 10/11/2026



AMADOU Cissé
Country Director
Right To Play, Rwanda& Burundi

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Annex 1: Financial Offer Template

Item	Description	Unit	Qty	Location	Unit Price inclusive of taxes, delivery, insurance, loading/unloading costs	Total Amount inclusive of taxes, delivery, insurance, loading/unloading costs
1	Chairs	PC	536	*Kayonza*	*To be filled by the Bidder*	
2	Chairs	PC	536	*Rubavu*	*To be filled by the Bidder*	
3	Chairs	PC	640	*Ruhango*	*To be filled by the Bidder*	
5	Tables	PC	134	*Kayonza*	*To be filled by the Bidder*	
6	Tables	PC	160	*Ruhango*	*To be filled by the Bidder*	
7	Tables	PC	134	*Rubavu*	*To be filled by the Bidder*	
	TOTAL					

Delivery Time in calendar days from the date of issuance of the Purchase Order/Contract:	*To be filled by the Bidder*
Bid Validity Period:	*To be filled by the Bidder*
Address of the Bidder:	*To be filled by the Bidder*
Phone Number of the Bidder:	*To be filled by the Bidder*
Email Address of the Bidder:	*To be filled by the Bidder*
Signature of Bidder:	*To be filled by the Bidder*
Stamp of the Bidder:	*To be filled by the Bidder*

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