



LETTER OF INVITATION TO BID

TENDER NOTICE

TENDER TITLE: SUPPLY OF IT CONSUMABLES AND RELATED ITEMS ON BEHALF OF ULTIMATE DEVELOPERS LTD (UDL) UNDER ANNUAL FRAMEWORK CONTRACT

TENDER REFERENCE N^o: 025/G/NCB/UDL/2024

PROCUREMENT METHOD: NATIONAL COMPETITIVE BIDDING (NRB)

DATE: 27th September 2024

Dear Sir/Madam:

1. Ultimate Developers Ltd (UDL) is a private real estate company leading the way in transforming the property business in Rwanda. UDL has a growing portfolio of Residential and Commercial projects that are changing Rwanda's real estate landscape. UDL also manages all the properties of Rwanda Social Security Board (RSSB) within Kigali and upcountry.
2. The objective of this invitation to bid (ITB) is to seek the services of competent suppliers with experience in supplying IT consumables and related electronic items in the local market to supply, under an annual framework agreement, quality IT consumables for use by UDL staff in their daily work activities.

Bidding will be conducted through **National Competitive Bidding** and is addressed to all locally registered companies well conversant with the requested items to compete in an open tender.

3. Interested bidders shall purchase the Tender Document at a fee of **Ten Thousand Rwandan francs (10,000 RWF)** via Ultimate Developers Ltd Account Number opened in Bank of Kigali, Account Number: **100004408289** in the names of **Ultimate Developers Limited** and may obtain further information at UDL Head Office (Address below) during office hours 09:00 a.m. to 05:00 p.m. Local Time or via email.

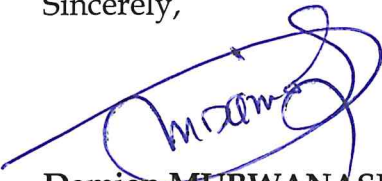
Address:

Ultimate Developers Ltd (UDL)
Procurement & Logistics Office
RSSB Building, Tower II
9th Floor
P.O Box 5516 Kigali
Kigali City, Rwanda
E-mail: procurement@udl.rw

A handwritten signature in blue ink, appearing to be a stylized 'U' or similar character.

4. The bidder shall submit a tender security of **500,000FRW** from a commercial bank/ insurance company operating in Rwanda, presented in the form provided for in the Tender Document.
5. The Tender Document will be available from **30/09/2023** at 09:00am and shall be requested via procurement@udl.rw with the proof of payment of the Tender Document attached.
6. Well typed bids (and support technical documents - catalogues -technical specifications, etc) written in English, clearly marked with the Tender Title and tender reference number shall be deposited in sealed envelopes to the Procurement Office of UDL not later than **30/10/2024 at 2:00 pm local time** with a soft copy (Excel file) of unit prices e-mailed at procurement@udl.rw
7. Bids will be opened in the presence of bidders' representatives who choose to attend on **30/10/2024 at 2:15 pm local time** in the Board Room of UDL HQ, 9th Floor /RSSB Building - Tower II. Bids shall remain valid for **90 days** after the Deadline for Bid Submission prescribed above.
8. A list of items with specifications and quantities and other qualification criteria required are annexed to this Invitation.
9. UDL shall award the annual framework contract to the Bidder whose offer will have been determined to be the lowest evaluated bid and substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
10. At its sole discretion, UDL reserves the rights to cancel this tender at any stage of procurement proceedings.
11. The procurement process shall be done in compliance with the UDL Procurement Policy and Procedures Manual.

Sincerely,


Damien MURWANASHYAKA
Chief Executive Officer
Ultimate Developers Ltd

