

## REQUEST FOR EXPRESSION OF INTEREST (EOI)

**Title:** Supply and Installation of Office Furniture

**Reference No:** 016/G/EOI/2025/2026/RMS

**Date:** 29/07/2025

### 1. Background

Rwanda Medical Supply Ltd (RMS Ltd) is the central institution mandated to procure, store, and distribute health commodities across Rwanda. In an effort to improve and modernize its office infrastructure, RMS intends to establish partnerships with capable suppliers for the **supply and installation of high-quality office furniture.**

Through this Expression of Interest, RMS is inviting **eligible local manufacturers and local importers of office furniture** to express their interest in partnering with RMS for the supply and installation of various categories of modern office furniture.

### 2. Categories of Furniture

Interested parties may express their interest in one or more of the following categories:

- Local manufacturers of office furniture
- Local importers of office furniture

### 3. Objectives of the EOI

The main objectives of this EOI are to:

- Identify qualified manufacturers and importers with the capacity to supply and install modern office furniture for RMS.
- Establish a framework for potential partnerships that ensure cost-effectiveness, quality, and timely delivery.

### 4. Eligibility Criteria

Interested companies must submit the following documents as part of their Expression of Interest:

- A letter of expression of interest signed by an authorized company representative.
- A detailed company profile highlighting relevant experience and technical capacity.
- Product catalogues and technical specifications of the office furniture offered.
- References from at least **three (3)** previous clients (government institutions, NGOs, or reputable private companies) where similar supply or installation was successfully completed. (This is requested for only importers)
- A valid business registration certificate
- Proof to manufacture office furniture for manufacturers.

- A showroom for the manufacturers or imported office furniture

## 5. Submission Instructions

Properly bound and clearly printed Expressions of Interest (two copies: one original and one copy) must be hand-delivered or couriered in a sealed envelope clearly marked with the reference number of this EOI to the address below no later than: **12/08/2025 at 10:00 a.m. local time**. Late submissions will not be accepted.

The EOI documents will be opened on the same day at **10:30 a.m. local time** in the presence of bidders or their representatives who may choose to attend.

### Submission Address:

**RWANDA MEDICAL SUPPLY (RMS) LTD**

KN 8 Ave, Kacyiru Sector,

Gasabo District, Kigali – Rwanda

Village: Virunga

Cell: Kibaza

For any clarifications or additional information, interested parties may write to: procurement email: [rms.procurement@rms.rw](mailto:rms.procurement@rms.rw) with copies to: [yihirwe@rms.rw](mailto:yihirwe@rms.rw) and [jmurwanashyaka@rms.rw](mailto:jmurwanashyaka@rms.rw).

Questions must be submitted at **least three (3) working days** before the submission deadline.

## 6. Important Notes

- This is not a tender but a preliminary step to identify capable and eligible suppliers for future procurement processes.
- Only shortlisted firms that meet RMS's minimum technical and eligibility requirements will be contacted for the next steps, which may include a restricted tender or direct negotiations.
- RMS reserves the right to reject any or all EOI submissions without incurring any liability.

  
**Dr. LOKO Abraham**  
Chief Executive Officer