

TENDER NOTICE/ INVITATION TO BID

TENDER TITLE: SUPPLY OF FOODSTUFF FOR ETM GASHORA 2026

Tender Number: 28-10-2025 – ETM GASHORA PROJECT – ADRA RWANDA

The Adventist Development and Relief Agency in Rwanda (ADRA Rwanda) hereinafter referred to as the **Client** with anticipation to receive funding from **UNHCR** intended to apply a portion of the funds for eligible payments under the contract for which this tender is issued.

In this regard, ADRA Rwanda invites all qualified bidders specialized in the field of supplying foodstuff to submit their bids for the: **Supply of foodstuff for ETM Gashora 2026** for a period of six months depending on the availability of funds. The food items needed are divided into 4 lots that are as follows:

Lot #1: IRISH POTETOS, VEGETABLES AND FRUITS

Lot #2: COOKING OIL AND SPICES

Lot #3: MILK, MEAT AND EGGS

Lot #4: DRY FOODS

Detailed documents for this tender can be obtained during working hours (from 9AM to 4PM except weekends and public holidays) from ADRA Rwanda Headquarters located at KG2 567 ST 14, Kacyiru Sector, Gasabo District, Kigali City.

The bidder will be expected to submit well-printed bidding documents, properly bound and sealed in 2 copies. One of which specifying the **technical offer and other specifying the financial offer**. Bidding documents must reach ADRA Rwanda Headquarters not later than the **26/11/2025 at 10:30 am**. Late bids shall be rejected.

NOTE: Technical offer should be submitted separately from the financial offer. Each proposal should be put in smaller 'inner envelopes' having the name and address of the company. Both will then be put in a bigger "outer envelope" marked with the reference number of tender notice with the following mentions: Tender title: **"SUPPLY OF FOODSTUFF FOR ETM GASHORA 2026"**

Bids will be opened in the presence of bidders or their representatives chosen to attend the opening session at ADRA Rwanda boardroom on the **26/11/2025 at 11:00 AM**.

The bids must have a validity period of ninety (90) days from the bids opening date.

For any inquiries, you may write to procurement@ADRA-Rwanda.org at least one day before the bid submission deadline.

Done at Kigali on the 28th October 2025.

Geoffrey S.N. Kayonde
ADRA RWANDA
Country Director

