



**Date:** 13th February 2026

**Tender Reference No:** ISN/HMR/001/2026

**To:** All Interested and Eligible Bidders

**Subject:** Invitation to Tender for the Supply of Hygiene Materials and Staff Refreshments

Greetings from Icyerekezo SACCO Nyarugenge (ISN).

Icyerekezo SACCO Nyarugenge (ISN) is a licensed Savings and Credit Cooperative regulated by the **National Bank of Rwanda (BNR)** and the **Rwanda Cooperative Agency (RCA)** under the following details:

- ❖ **License Registration Number:** RGDG012866
- ❖ **RRA TIN:** 128561424

ISN was formed through the merger of all Umurenge SACCOs of **Nyarugenge District**. The Head Office is located in **Kigali City, Nyarugenge District, Nyakabanda Sector, Nyakabanda Cell, Green Corner Building**.

ISN is pleased to invite all interested and competent bidders to submit bids for the supply of hygiene materials and staff refreshments, under the above-referenced tender.

## 1. Eligibility Criteria

Eligible bidders must meet the following requirements and submit supporting documents:

- ❖ Be legally registered in Rwanda (valid RDB registration certificate).
- ❖ Official letter of interest addressed to the Managing Director of ISN
- ❖ Possess valid RRA and RSSB clearance certificates.
- ❖ Have no conflict of interest with Icyerekezo SACCO Nyarugenge.
- ❖ Demonstrate a minimum of three (3) years of proven experience(Certificate of good Completion).
- ❖ Provide proof of payment of a non-refundable tender fee of FRW 20,000, deposited to:

**-Bank Name:** Bank of Kigali

**-Account Number:** 100202245719

**-Account Name:** Icyerekezo SACCO Nyarugenge

Failure to meet the above eligibility criteria shall result in **automatic disqualification**.

## 2. Financial Proposal Requirements

Email : [isnvarugenge@gmail.com](mailto:isnvarugenge@gmail.com) Nmero d'Immatriculation: 313649600000S; TIN : 128561424 ; TEL : 0788759905 /0783848021 ; RGDG012866

**Our core values:** Customer-centric, Equality, Integrity, Quality and dynamic services, Accountability



Bidders are required to submit a **financial proposal quoting all items listed below:**

- ❖ All items **must be quoted.**
- ❖ Unit prices must be **inclusive of all applicable taxes and delivery costs.**
- ❖ Partial quotations will **not be considered.**

### 3. List of Items to Be Quoted

S/N	Description	Unit price including taxes and Delivery cost
1	Paper towels (Packet of 4 pieces – Everyday Brand)	
2	OMO Sunlight 1kg	
3	OMO Sunlight 2kg	
4	OMO Sunlight 3kg	
5	OMO Sunlight 5kg	
6	Liquid Soap 5L	
7	Liquid Soap 20L	
8	Insecticide	
9	Tropical (300ml)	
10	Dimpic (800ml)	
11	Air Freshener	
12	Paper towels (Packet of 4 pieces – Everyday Brand)	
13	Torosho (Cleaning tools)	
14	Dustbin (Medium)	
15	Toilet brush (Cleaning tool)	
16	Lacrete (Cleaning tool)	
17	Pledge wood cleaner	
18	Utensils washing sponge (Packet of 10 pieces)	
19	Essuie tout	
20	Essuie vessel	
21	Jik	
22	Hand sanitizer 1L	
23	Tiger cotton	
24	Tiger savon meru	
25	Water dispenser (Hot & Cold – Ramtons brand)	
26	Imbuma	
27	Jerry cans	
28	Basins	



- 29 Foam Cleaner
- 30 Gloves (Hard rubber – 1 pair)
- 31 Toilet brush (1 piece)
- 32 Cleaning towels (Desk towels – pack of 3 pieces)
- 33 Mineral Water (Inyange 500ml – carton of 12 bottles)
- 34 Hand washing liquid soap (Simba 500ml)
- 35 Vim (Sport) 500g
- 36 Toilet paper (Clear – pack of 10)
- 37 Serviettes (Clear – pack of 20)
- 38 Sugar (Brown) 50kg
- 39 Liquid soap (Simba 5 liters)
- 40 Shinex (650g)
- 41 Coffee ( Maraba) Packet of 500 g

#### **4. Submission of Bids**

Bidders shall submit **hard copies of both technical and financial proposals**, sealed in an outer envelope clearly indicating:

- ❖ Company name
- ❖ Company email address
- ❖ Contact telephone number
- ❖ Name of official representative

The envelope must be **sealed and stamped with the company stamp**.

Bids may also be submitted electronically via the following email address:

[isnprocurement@gmail.com](mailto:isnprocurement@gmail.com)

#### **5. Deadline and Opening of Bids**

**-Submission deadline: 24th February 2026 at 11:00 AM**

**-Submission venue: ISN Head Office (address stated above)**

**-Late submissions shall not be accepted**

The **public opening of financial proposals** will take place on **24th February 2026 at 11:30 AM sharp**.

All bidders have the right to attend the opening through their representatives or company owners.

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# ICYEREKEZO SACCO NYARUGENGE

*Saving today, security tomorrow*

The tender shall be awarded to the **best evaluated bidder** offering **fair and competitive prices** and meeting all eligibility and technical requirements.

Yours sincerely,

**Cyprien Byaruhanga**

**Managing Director**

**Icyerekezo SACCO Nyarugenge**



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