



Tender Notice – System/Project Consultant – University Asset Count and Verification Exercise

The University of Global Health Equity (UGHE) is undertaking a comprehensive asset count and verification exercise aimed at ensuring accurate financial reporting, preventing asset loss, and maintaining an up-to-date inventory of physical assets across all university departments and operational sites. This initiative is critical to strengthening accountability, transparency, and compliance with financial and audit standards.

The scope of the exercise includes the identification, tagging, and physical verification of all UGHE-owned assets using both manual and automated technologies, including barcode and RFID scanning systems. The process will be supported by UGHE's asset management system (SERENIC), which serves as the master inventory platform for tracking and reporting all physical assets.

The asset verification exercise will typically involve:

- Tagging and labelling of assets.
- Conducting physical asset counts across departments and locations.
- Reconciling physical counts with system records.
- Reporting discrepancies to the Finance Department; and
- Leveraging automated systems to enhance accuracy, efficiency, and data integrity.

Through this exercise, UGHE seeks to ensure accurate financial reporting, prevent asset loss, and maintain a reliable and up-to-date record of all university property.

Interested and qualified firms/companies are invited to participate.

The detailed Request for Proposal (RFP) is available through the UGHE Procurement System.
<https://ughe.app/eprocurement/index.php> Tender Notice #03832/25

All bids must be submitted electronically through the UGHE Procurement System no later than 23:59 Kigali time on 06th March 2026. The results of the public opening session will be available in the system starting on 7th March 2026.

Sincerely,

Shivon Byamukama
Deputy Vice Chancellor for Administrative and Financial Affairs
University of Global Health Equity

