

## **TENDER NOTICE**

### **SUPPLY OF OFFICE EQUIPMENT FOR 12 DISTRICTS**

#### **Background**

Rwanda National Dairy Platform (RNDP) has received funding from the Rwanda Dairy Development Project (RDDP II); an IFAD funded project under the special project Implementation Unit (SPIU) in the Ministry of Agriculture and Animal Resources (MINAGRI). The project is implementing activities geared towards development of the dairy value chain in Rwanda.

The RNDP is currently a service provider to RDDP II for the implementation of key dairy value chain segments' activities. The platform would like to use part of the funds received from the project for the procurement of office equipment for 12 district dairy committees.

The platform intends to strengthen operational capacity at district level by providing essential office equipment.

#### **Objective**

To procure and deliver office equipment to the DDC's for 12 districts.

#### **Scope of Work**

The supplier will supply office equipment to 12 districts, including transportation, installation, and provisional warranty of not less than one year of full operation.





The supplier shall ensure that all office equipment is permanently labeled/marked with the Platform's name (RNDP) before delivery to the districts.

#### **Delivery Locations**

The equipment shall be delivered to the following districts:

Gisagara, Nyaruguru, Nyamagabe, Muhanga, Kamonyi, Rusizi, Karongi, Rulindo, Gakenke, Ngoma, Kirehe and Bugesera.

## Office Furniture Specifications

| S/N | Description   | Image   | QTY PER DISTRICT | SPECIFICATION  |
|-----|---|---|------------------|--|
| 1   | Office Desk   |    | 1                | Writing table with fixed 3 drawers table in all 25mm thickness<br>fixed 3 drawers in 16mm thickness adjustable feet<br>96mm u type alum handle<br>1.0mm thickness slider<br>2 x Black color cable hole cover<br>good quality central lock<br>beech color / OAK Color |
| 2   | File Cabinet  |   | 1                | CABINET:<br>Shangrila Walnut + light oak or Grey Bookshelf 2 Door Glass Cabinet<br>W800*D400*H2000mm   |
|     | Office Chairs<br>(High back mesh chair - HT 7004 L) |  | 1                | High adjustable headrest<br>high adjustable lumbar support<br>high adjustable armrest with pu pad 2 levers<br>butterfly mechanism (any angle locking and tension adjust)<br>class 3 gas lift<br>350mm chromed base<br>black nylon castor<br>Color: Black color       |
| 5   | Visitor Chair - HT 7011 D                           |  | 1                | High adjustable lumbar support<br>pp armrest dia 25 x 1.8mm<br>insert 1.5mm thickness<br>black powder coating finish<br>metal frame<br>black color   |

## **Deliverables**

Complete delivery, installation and warranty certificates.

## **Duration**

30 days from contract signing.

## **Evaluation Criteria**

Technical specification compliance, price competitiveness, delivery timeline, and administrative documents.

## **Submission Requirements**

Bidding proposal, financial quotation, administrative documents (company registration, tax clearance certificate and other documents).

## **Submission Details**

Well printed bids written in English must reach, in sealed envelopes at Rwanda National Dairy Platform office, not later than **3<sup>rd</sup> June 2026 at 11:59 PM.**

## **Envelopes to be addressed to:**

**Executive Secretary, Rwanda National Dairy Platform**

**“Bid for the supply of Office Equipment for District Dairy Committee’s offices”**

The opening of the bids will take place in a public session on 5<sup>th</sup> June 2026 at 10:00 am local time at Rwanda National Dairy Platform office located at Blue Star House, Kacyiru.

Done at Kigali, on 25 May 2026

**MUSIIME UMURUNGI Florence**

**Executive Secretary, RNDP**

