# TENDER NOTICE

# SUPPLY AND DELIVERY OF HOME TEXTILES, BEDDING AND SOFT FURNISHINGS FOR THE DUHAMIC-ADRI APARTMENT BUILDING (SERENITY RESIDENCE)

*Kicukiro District, Niboye Sector, Kigali – Rwanda*

## 1. BACKGROUND

### 1.1 About DUHAMIC-ADRI

DUHAMIC-ADRI is a local Non-Governmental Organization (NGO) based in Kigali, Rwanda, established and/ legally recognized under Ministerial Order No. 943/05 of 12 July 1985. The organization operates in compliance with the applicable laws and regulations of Rwanda, including Law No. 058/2024 of 20 June 2024, governing non-governmental organizations.

#### Vision

A rural world responsible for its self-socio-economic development.

#### Mission

Supporting integrated initiatives for the holistic development of rural population in their struggle for self-reliance.

#### Objective

The Objective of the Organization is sustainable economic self-development of rural populations through strengthened community structures, capacity building, and integrated support services.

#### Strategic Pillars

- Livelihoods and economic capacity development
- Environment protection and conservation
- Mobilization for social change and family promotion
- DUHAMIC-ADRI organizational sustainability

### 1.2 Project Context/ tender background

In pursuit of institutional sustainability, DUHAMIC-ADRI has invested in the construction of a multi-storey apartment building, located in Kicukiro District, Niboye Sector. The building is nearing completion and will shortly be opened for use as furnished, rental apartments.

| Unit type | Number | Composition |
|---|---|---|
| **Studio apartments** | 4 | GF + FF + 2F (1 each) + Penthouse (1) |
| **One-bedroom apartments** | 7 | GF + FF + 2F (2 each) + Penthouse (1) |
| **Two-bedroom apartments** | 3 | GF + FF + 2F (1 each) |
| **Total residential units** | **14** | Plus, common areas and compliance items |

## 2. PURPOSE AND OBJECTIVES

This tender seeks to identify and engage a qualified supplier to supply and delivery of home textiles, bedding and soft furnishings for the DUHAMIC-ADRI Apartment Building (Serenity Residence), ensuring that the apartments are adequately equipped and ready for rental operations

## 3. SCOPE OF SUPPLY AND WORKS

The works and supplies cover all 14 apartments, common areas (reception, control room, gate house, common laundry, corridors and rooftop terrace) and compliance/signage/operations items. Where a studio or one-bedroom specification refers to the two-bedroom master specification, the master specification applies.

**All items must be new, unused, of good quality and durable, and must fully comply with the specifications outlined in Annex 1.**

## 4. BID DATA SHEET – KEY FACTS

| Item | Details |
|---|---|
| **Client** | DUHAMIC-ADRI |
| **Project** | Spply and delivery of home textiles, bedding and soft furnishings for the DUHAMIC-ADRI Apartment Building (Serenity Residence) |
| **Location** | Kicukiro District, Niboye Sector |
| **Implementation period** | 3 months per lot, from contract signature by both parties. |
| **Mandatory site visit** | Tuesday, November 10,2026 from 09:00 – 12:00<br><br>**As this tender is being re advertised, bidders who participated in the previous site visit are not required to visit the site again. The site visit certificates previously issued will remain valid and accepted.** |
| **Language** | English |
| **Currency** | Rwandan Francs (Rwf) only. All prices inclusive of all applicable taxes. |

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| **Credit line or Promise of credit line** | Minimum 20,000,000RWF, issued by a recognized bank/financial institution, valid for the contract duration.<br><br>**As this tender is being re advertised, credit line or promise of credit line documents previously issued for this tender, based on the initial requirements, will remain valid and will be accepted, regardless of their earlier issuance dates.**<br><br>**N.B.**<br>**Bidders applying for more than one lot will submit a single credit line or promise of credit line document, provided that all the lots they are bidding for are clearly indicated in the document.** |
| **Performance guarantee** | 10% of the contract value of the lot, from the successful bidder, before contract signature. |
| **BOQ / Annex 1** | Detailed BOQ with specifications in the attached Excel file (sheets Unit-rate columns blank for bidders to complete. |

## 5. TECHNICAL SPECIFICATIONS

| Principle | Requirement |
|---|---|
| **Quality** | New, unused, commercial/hospitality-grade, suitable for furnished rental apartments. |
| **Brand names** | Where a brand or model is named, "or approved equivalent" applies unless expressly stated otherwise. Equivalents must meet or exceed all stated performance, capacity, material and warranty requirements and require DUHAMIC-ADRI's prior written approval |
| **Dimensions** | Indicative where marked "approximate" or "to be verified on site". Bidders must verify critical dimensions during the mandatory site visit |
| **Finishes / samples** | Subject to DUHAMIC-ADRI approval before bulk production or supply, where so stated in the specification |
| **Electrical** | Suitable for 220–240 V / 50 Hz (or 380–415 V three-phase where specified); appropriate plugs, cables and safety features for use in Rwanda |

## 6. BIDDER ELIGIBILITY AND QUALIFICATION

### 7.1 Mandatory Administrative Documents

**The following documents are mandatory for each lot bid for. Absence, non-compliance or invalidity results in automatic rejection of the bid.**

| No. | Document |
|---|---|
| 1 | Company registration certificate issued by RDB, related to the activities of the lot bid for |
| 2 | Valid Tax Clearance Certificate from RRA |
| 3 | Proof of using EBM invoices (past invoice or valid EBM usage certificate) |

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|---|---|
| 4 | Signed commitment letter confirming ability to execute within 3 months after contract signature |
| 5 | Credit line or Promise of credit line as specified in Section (specific to this tender) |
| 6 | Original site-visit certificate to be issued by DUHAMIC-ADRI |
| 7 | At least two (2) similar assignments successfully completed, each valued at a minimum of 20,000,000RWF, supported by copies of the respective contracts or purchase orders and certificates of good completion issued by government institutions, private companies, or NGOs.<br>**Note: Certificates submitted without corresponding contracts or purchase orders will not be considered. Certificates relating to assignments valued below 20,000,000RWF will also not be considered.** |

### 6.2 Other Eligibility Conditions

| Condition | Detail |
|---|---|
| **RPPA blacklist** | Bidders blacklisted by the Rwanda Public Procurement Authority are not eligible. Such bids will be rejected. |
| **Joint ventures** | Not allowed for this tender. |
| **Encouragement** | Women and persons with disabilities who fulfil the required conditions are encouraged to apply. |

## 7. BID PREPARATION AND SUBMISSION

| Item | Requirement |
|---|---|
| **Submission Deadline** | Thursday, November 12,2026, at 02:00PM |
| **Bid opening** | Thursday, November 12,2026, at 02:30PM |
| **Location** | Kicukiro District, Niboye Sector; (Niboye KK338ST 21) |
| **Envelope title** | “Supply and delivery of cleaning equipment, supplies, kitchenware, tableware and dining accessories for the DUHAMIC-ADRI apartment building (serenity residence) Lot [1 / 2] – [name of the lot]” together with the company name |
| **Excel version** | After financial opening, shortlisted bidders will be requested to submit an Excel version of their financial proposal matching the hard copy. In case of discrepancy, the hard copy prevails. |

## 9. PRICING, TAXES AND CURRENCY

| Condition | Requirement |
|---|---|
| **Inclusivity** | All prices inclusive of all applicable taxes, duties, delivery, handling, installation, testing, commissioning and any other costs necessary for complete execution of the contract, as applicable to the lot |
| **Firm and fixed rates** | The quoted unit rates shall remain fixed throughout the contract period and shall not be subject to price increases or adjustments |
| **Currency** | Rwandan Francs (RWF) only – single currency for Bid and Contract |

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|---|---|
| **Quantity variations** | DUHAMIC-ADRI reserves the right to increase, decrease, add, omit or remove any item or quantity from the list of items/BOQ where deemed necessary, without invalidating the Bid or Contract. Adjustments valued using accepted Contract unit rates |

## 10. DELIVERY, INSTALLATION AND COMPLETION

| Item | Requirement |
|---|---|
| **Completion period** | 3 months from contract signature by both parties, for each lot |
| **Deliverables** | All items delivered, placed and assembled where required, checked and accepted |
| **Coordination** | Service providers must coordinate on site under DUHAMIC-ADRI supervision, follow site rules and the agreed work plan, and report any delay immediately |

## 11. WARRANTY AND AFTER-SALES OBLIGATIONS

| Item | Requirement |
|---|---|
| **Minimum warranty** | Manufacturer's or supplier's warranty stated in Annex 1, or a minimum of twelve (12) months where no longer period is specified |
| **Defects** | Defective or non-conforming items replaced or rectified at the supplier's cost within a reasonable period agreed with DUHAMIC-ADRI |

## 12. PAYMENT CONDITIONS

Payment modalities will be agreed during contract negotiations between DUHAMIC-ADRI and the successful bidder of each lot. Payment will follow the inspection and formal acceptance of the works or deliveries of the lot.

## 13. SAFEGUARDING

Safeguarding and protection from Sexual Exploitation and Abuse is the responsibility of everyone who works directly or indirectly with DUHAMIC-ADRI. All staff, affiliates, volunteers, suppliers, sub-suppliers and implementing partners must adhere to DUHAMIC-ADRI's full safeguarding and protection policy and Code of Conduct.

DUHAMIC-ADRI has zero tolerance for sexual exploitation and any other form of abuse. Child and vulnerable-person abuse, exploitation, harassment, discrimination and human trafficking are strictly prohibited.

By applying to this tender, the bidder commits to denounce and report any safeguarding issue or fraud without delay via feedback@duhamic.org.rw, Toll-Free 8470, or telephone 0788 305 329.

DUHAMIC-ADRI reserves the right to ensure compliance through spot checks. Non-compliance may result in measures up to immediate termination of the contract.

## 14. ANNEXES

**Annex1: Detailed lists/ Bill of Quantities and Technical Specifications (Excel file –**

**Annex 2: Items illustrations**

Done at Kigali, November 6,2026