



TENDER NOTICE FOR SUPPLY FOR SUPPLY AND DELIVERY OF FOOD INGREDIENTS - LOT1

Tender Reference No.: URUGO/F&I/2026/001

Publication Date: 16 July 2026

Submission Deadline: 23 July 2026 at 5:00 PM (Rwanda Time)

1. Background

Urugo Women Opportunity Center (WOC) is a social enterprise committed to empowering women and youth through Technical and Vocational Education and Training (TVET), entrepreneurship development, hospitality, dairy processing, leather works, textile production, agriculture, and other income-generating initiatives.

To strengthen its operational capacity and enhance practical training across its production units, Urugo WOC invites eligible and qualified suppliers to submit sealed bids for the **Supply and Delivery of Food Ingredients – Lot 1**.

2. Objective

The objective of this tender is to procure high-quality food ingredients and consumables required to support practical training, hospitality services, coffee operations, pastry and confectionery production, food production, and dairy processing activities across Urugo WOC's training and production departments.

3. Scope of Supply

The successful bidder shall supply and deliver food ingredients and consumables for the following operational areas:

- Coffee & Beverages
- Coffee Shop Operations
- Food & Nutrition Production
- Pastry & Confectionery Production
- Milk Processing

Detailed technical specifications, quantities, units of measurement and minimum requirements are provided in the Bill of Quantities (BoQ), which forms an integral part of this tender.

BILL OF QUANTITIES (BoQ)

Supply of Food Ingredients – Lot 1

S/N	Sub-Program	Item	Specification	Unit	Quantity
1	Coffee & Beverages	Mint Leaves	Fresh mint leaves	Bunch	11
2	Coffee Shop Operations	Milk	Fresh milk	Litters	4,555
3	Coffee Shop Operations	Chocolate Chips (Compound)	White chocolate – 10 kg; Black chocolate – 10 kg; Solid chocolate	Kilogram (Kg)	20
4	Food & Nutrition Production	Beef	Beef fillet – 50 kg; Beef roti – 60 kg; Osso Buco – 20 kg; Beef shank; supplied as per request	Kilogram (Kg)	130
5	Pastry & Confectionery Production	Bread and Pastry Flour	Bread flour, pastry flour and all-purpose flour; 3 months' supply; packed in 25 kg lots	Lot	100
6	Pastry & Confectionery Production	Milk	Cow milk (1 litre)	Litters (ltr)	4,200
7	Pastry & Confectionery Production	Other Categories – Sugar	Icing sugar, Brown sugar and Caster sugar; 3 months' supply	Pieces (pcs)	1,000
8	Pastry & Confectionery Production	Butter	Milk fat minimum 82%–84% for premium grade; melting point 29–34°C (84–93°F); supplied in 15 kg packs	Kilogram (kg)	100
9	Food & Nutrition Production	Pork	Pork chops – 50 kg; Pork roti – 50 kg; supplied as per request	Kilogram (kg)	100
10	Milk Processing	Alcohol for Milk Testing	Suitable for milk testing (OK)	Litters	20
11	Milk Processing	Starter Culture – Fermented Milk (PROBATE TYPE)	OK	Sachets	200
12	Milk Processing	Starter Culture – Yoghurt (CHR HANSEN TYPE)	OK	Sachets	200
13	Milk Processing	Stersafe	OK	Litters	20



4. Delivery Requirements

The successful bidder shall:

- Deliver all items to **Urugo WOC Head Office, Kayonza District.**
- Supply fresh, genuine, safe, and high-quality food ingredients.
- Replace any defective, damaged, contaminated, or expired products at no additional cost.
- Ensure products comply with applicable food safety standards.
- Provide expiry dates and batch information where applicable.

Delivery Terms

Prices should include:

- Transportation
- Loading
- Offloading
- Installation (where applicable)

Quotations should include:

- Unit Price
- Total Price
- VAT
- Country of Origin
- Brand
- Manufacturer
- Delivery Period
- Warranty
- Catalogue/Brochure

5. Required Documents

Interested bidders shall submit the following documents:

1. Application Letter addressed to the Executive Director of Urugo Women Opportunity Center (WOC).
2. RDB Certificate.
3. Valid Tax Clearance Certificate.
4. VAT Registration Certificate.
5. RSSB Clearance Certificate.
6. Three (3) Recommendation Letters and/or Completion Certificates from previous clients.
7. Detailed Financial Quotation indicating:
 - Unit Prices



- Total Prices
- Delivery Period
- Quotation Validity Period

6. Submission Instructions

- Bids must be submitted in **two (2) hard copies**.
- Submission Location: **Urugo Women Opportunity Center (WOC)**
Head Office: Kayonza District
- **Publication Date: 16 July 2026**
- **Submission Deadline: 23 July 2026 at 5:00 PM**
- Late submissions shall not be accepted.

The sealed envelope should be clearly marked: **Tender for the Supply and Delivery of Food Ingredients – Lot 1**

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7. Evaluation Criteria

Bids will be evaluated based on:

- Compliance with tender requirements.
- Technical conformity of the supplied items.
- Supplier experience and references.
- Delivery capacity and proposed timeline.
- Price competitiveness.

Urugo Women Opportunity Center (WOC) reserves the right to accept or reject any bid and is not bound to accept the lowest-priced offer.

Evelyn K. Karamagi

**The Executive Director
WfWI Empowerment Center LLC (Urugo WOC)**