



TENDER NOTICE FOR SUPPLY OF KITCHEN & FOOD SERVICE EQUIPMENT

Tender Reference: URUGO/KFSE/2026/001

Issue Date: 16 July 2026

Closing Date: 23 July 2026

1. Background

Urugo Women Opportunity Center (WOC) is a social enterprise and training center dedicated to empowering women and youth through skills development, entrepreneurship, hospitality, agriculture, and livelihood programs. To support its operational activities and training programs, Urugo WOC invites qualified suppliers to submit bids for the supply and delivery of Kitchen & Food Service Equipment and related items.

2. Objective

The objective of this tender is to procure quality kitchen equipment, food service items, bakery tools, cleaning materials, safety equipment, nursery and agricultural tools required for the effective operation of Urugo WOC facilities.

3. Scope of Supply

The successful bidder(s) shall supply and deliver the following items:

Item Description	Specifications	Unit	Quantity
Disposable Coffee Cups	Standard takeaway cups	Pcs	565
Disposable Juice Cups	Standard takeaway cups	Pcs	565
Insulated Teapot Lids	Standard	Pcs	2
Broom	Standard	Pcs	3
Chopping Boards	Standard	Pcs	4
Cleaning Brushes	Standard	Pcs	3
Espresso Cups	Standard	Pcs	4
Grater	Stainless steel	Pcs	3
High-Ball Glasses	Boxed	Box	1
High-Ball Glasses	Individual	Pcs	4
Juice Glasses	Boxed	Box	2
Juice Glasses	Individual	Pcs	4
Mixing Bowls	Assorted sizes	Pcs	3
Samovar	Commercial grade	Pcs	1
Spatula	Food grade	Pcs	3
Stainless-Steel Working Table	Commercial grade	Pcs	1
Table Clothes	Standard	Pcs	1

Tea Cups	Standard	Pcs	5
Tea Cups & Mugs	Set of 6	Set	11
Tea Dispenser	Commercial grade	Pcs	3
Tea Infuser / Strainer	Standard	Pcs	1
Tea Strainers	Stainless steel	Pcs	3
Tea Warmer	Standard	Pcs	6
Teapots	Standard	Pcs	10
Trays	Serving trays	Pcs	1
Wiper / Whisk Broom	Standard	Pcs	3
Coffee Cups (Take Away)	Medium size	Pcs	500
Juice Cups (Take Away)	Standard	Pcs	200
Customized Cake Boxes	7"x7" square with clear window, Urugo WOC branded	Pcs	1,000
Muffin Liners	Non-stick, 200 pcs pack	Pcs	5
Plating Tweezers	Stainless steel culinary set	Pcs	2
Fire Extinguisher (Kitchen Type K)	Minimum 2-year validity	Pcs	2
Stainless Steel Work Tables	Plain, 60"x24"x39"H	Pcs	1
Stainless Steel Work Tables with Sink	Sink on right side	Pcs	1
Storage Shelving Units	Stainless steel, heavy duty	Pcs	1
Assorted Buffet Bowls	Ceramic, white, assorted sizes	Pcs	10
Assorted Plastic Containers	Rectangle, assorted sizes	Sets	5
Cake Moulds	Stainless steel, assorted shapes	Sets	40
Cake Turntables	360° rotating	Pcs	2
Cake Leveler	Stainless steel	Pcs	5
Chopping Boards (Colour Coded)	Plastic cutting boards	Sets	2
Cooking Pots	Stainless steel set with lids	Pcs	2
Dessert Display Stands	Three-layer display	Pcs	4
Frying Pans	Non-stick assorted sizes	Pcs	6
Glass Bowls	Assorted sizes, set of 6	Sets	2
Hand Held Powder Strainer	Large stainless steel	Pcs	5
Kitchen Utensil Set	Ladles, spatulas, tongs, whisks	Sets	1
Magnetic Knife Holder	Aluminium, 35 cm	Pcs	3
Palette Knives & Offset Spatulas	Assorted sizes	Pcs	5
Pancake Batter Dispenser	Stainless steel with stand	Pcs	5

Piping Bags & Nozzle Sets	Reusable nylon	Sets	5
Rolling Pins	Wooden and marble	Pcs	40
Service Bowls	Assorted soup, sauce and salad bowls	Pcs	36
Serving Plates	Dinner and rectangular plates	Sets	2
Silicone Baking Mats	450 x 750 mm	Pcs	300
Stainless Steel Mixing Bowls	Set of 5 assorted sizes	Sets	4
Cutlery Holder	Standard	Pcs	2
Brooms (Soft)	24-inch platform broom	Pcs	5
Dust Pans	Plastic or metal	Pcs	4
Magnifying Glass	HD handheld	Pcs	4
Glass Cleaner	Commercial grade	Bottles	15
Toilet Bowl Cleaner	Commercial grade	Pcs	10
Plastic Containers (1L)	Storage containers	Pcs	100
Fire Extinguishers	Hand spray type	Pcs	2
Branded Cups	150ml and 250ml assorted	Pcs	10,000
Gas Bottle Refilling	Heating gas refill	Pcs	4
Stainless Steel Strainers	Commercial grade	Pcs	3
Tool Cleaning Brushes	Heavy duty	Pcs	4
Nursery Trays and Pots	Plastic nursery trays and pots	Set	1
Plastic Containers	Storage containers	Piece	1
Polythene Pots	Nursery planting pots	Piece	1
Potting Media	50L bag	Bag	1
Potting Soil	Sterilized, 50kg	Bag	1
Adjustable Spanner	12-inch steel	Piece	1
Harvesting Knife	Stainless steel	Piece	1
Agricultural Knife	Multipurpose	Piece	1
Machete/Panga	24-inch steel	Piece	1
Measuring Tape	50m fiberglass	Piece	1
Pipe Cutter	PVC cutter	Piece	1
Heavy Duty Pipe Cutter Set	Industrial grade	Set	1
Soil Sieve	5mm mesh	Piece	1

4. Delivery Requirements

The successful bidder shall:

- Deliver all items to Urugo WOC Head Office, Kayonza District.
- Supply new, high-quality products.
- Replace any defective items at no additional cost.



- Provide warranty 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 must submit:

1. Application Letter addressed to the Executive Director of Urugo 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 Quotation indicating unit prices, total prices, delivery period, and validity period.

6. Submission Instructions

- Bids must be submitted in **two (2) hard copies**.
- Submission location: **Urugo WOC Head Office, Kayonza District.**
- Deadline for submission: **23 July 2026 at 5:00 PM.**
- Late submissions will not be considered.

7. Evaluation Criteria

Bids will be evaluated based on:



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

Urugo 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)**