



NATIONAL UNION OF DISABILITY ORGANISATIONS IN RWANDA

Registered at RGB under No 72/2014 | TIN: 102404301

Physical address: KK 37 Avenue, Kagarama, Kicukiro District

Together We Stand

Terms of Reference:

Hiring a supplier for School Resource Room Materials

1. Introduction

A. Summary

Name of the project	Zero Out Of School Children
Title of the consultancy	Procuring School Resource Room Materials
Category	Supplier (individual or company)
Location of the tender	Kigali city
Duration	Fourteen days (two week)
Starting date	October 13 th , 2025
Closing date	October 27 th , 2025

B. About NUDOR

The National Union of Disability Organizations of Rwanda (NUDOR) is a civil society organization established in 2010 by eight National Organizations of Persons with Disabilities. It currently comprises fifteen member organizations. NUDOR envisions a society where Persons with Disabilities enjoy equal human rights, opportunities, and full participation as other citizens. Its mission is to serve as a voice for organizations of persons with disabilities, to share experiences, advocate for rights, and build capacity.

Through its interventions, NUDOR aims at achieving its vision and mission which are respectfully “a society where People with Disabilities enjoy equal human rights, opportunities and full participation as other citizens” and “to serve as a voice for organizations of people with disabilities to share their experience and express their views and to support them in strengthening their capacities and achievements”

Our response / strategic objectives: In line with the needs of persons with disabilities and their organizations, as well as the Sustainable Development Goals and the National Strategy for

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PO Box: 1545 Kicukiro - Kigali

Vision: a society where persons with Disabilities enjoy equal human rights, opportunities, and full participation as other citizens.

Mission: to serve as a voice of member organizations to advocate for disability rights, inclusion of all aspects of life, and their full and effective engagement in sustainable development programs



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D. Activity Description

This activity contributes directly to NUDOR's Strategic Objective 1, specifically under Output 2: promoting inclusive education. It involves equipping 71 school-based resource rooms in GICUMBI, GISAGARA, KICUKIRO, RUTSIRO and RWAMAGANA Districts with safe, adapted, and durable learning and assessment materials that address the diverse needs of learners with disabilities.

The purpose of establishing and equipping resource rooms is to create supportive learning environments where children with disabilities can access individualized instruction and specialized materials that may not be readily available in regular classrooms. These rooms serve as inclusive support hubs, helping bridge learning gaps, improve participation, and enhance academic performance through tailored interventions. By strengthening the functionality of these resource rooms, the initiative fosters meaningful inclusion, reduces dropout risks, and promotes equitable learning outcomes for all learners.

2. Objectives

Overall Objective:

The tender to supply School Resource Room Materials intended to enhance inclusive and effective learning for children with disabilities by providing 71 schools with quality, safe, and functional educational and assistive materials.

Specific Objectives:

- To procure high-quality educational and assistive materials that meet the diverse learning needs of children with disabilities.
- To supply and deliver these materials to 71 designated schools in a timely and efficient manner.
- To ensure all materials meet required functional, safety, and technical standards suitable for school environments.

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8	Tape Measure	150 cm, soft fiberglass, dual-side, metal casing	Pc	71	Physical measurement
9	Jumping Rope	Adjustable, 280 cm, sponge handle	Pc	71	Gross motor skills
10	Soft Play Climbers	6 soft foam blocks, wipe-clean surface	Set	71	Gross motor assessment
11	Sensory Squeeze Balls	≥5 textures, Ø6.3 cm, 20g, multicolour	Pc	71	Sensory/fine motor
12	Wooden Stacking Toys	5 shapes, wood, non-toxic paint	Set	71	Fine motor skills
13	Cold Roll Laminator	Manual, 650 mm width, ≤5 kg, 230V plug (Type C/J)	Pc	71	Laminating materials
14	Laminating Pouch	22.86 x 30.48 cm, 100 sheets/box	Box	71	Laminating use
15	Size Boxes (nesting)	7 wooden boxes, non-toxic, smooth edges	Set	71	Cognitive assessment
16	Puzzle Board (shapes)	Wooden, 12 tactile shapes, 30x30 cm	Set	71	Shape/colour recognition
17	Blocks with Numbers & Dots	Wood, embossed 0–9, 45x45x45 mm	Set	71	Numeracy skills
18	Braille Spelling Board	Peg board, 370 x 300 mm	Set	71	Braille literacy

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7	Delivery of materials to designated location	27th October 2025	Consultant
8	Inspection and verification of delivered items	27th October 2025	NUDOR & Consultant
9	Submission of invoice	28th October 2025	Consultant
10	Payment processing	28th – 31th October 2025	NUDOR

6. Technical Requirements

The technical proposal for the procurement of school resource room material includes the following documents and information. Scoring will be based on the criteria below, totaling **100 points**:

Component	Description	Max Points
1. Application Letter & Team Composition	Formal application letter - CV of lead consultant or procurement specialist - Names and brief profiles of team members supporting procurement, logistics, or monitoring	20
2. General Experience of the Consultant	Proven experience in procurement, supply chain management, or educational materials sourcing - Experience working in the Rwandan education sector or community context, including knowledge of inclusive education needs	20
3. Relevant Experience in Similar Procurement Services	Demonstrated knowledge and experience in procurement of educational or disability-related materials - Experience supporting monitoring and	20

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9. Supervision and Collaboration

The supplier will work under the supervision of the NUDOR Logistics Officer, in collaboration with the Education Program team under the Zero Out of School Children Project. NUDOR will retain the final authority regarding the quality, completeness, and timely delivery of all materials. The list and specifications of the resource room materials must be agreed upon with NUDOR before procurement and delivery.

NSENGIYUMVA Jean Damascene

NUDOR Executive Secretary



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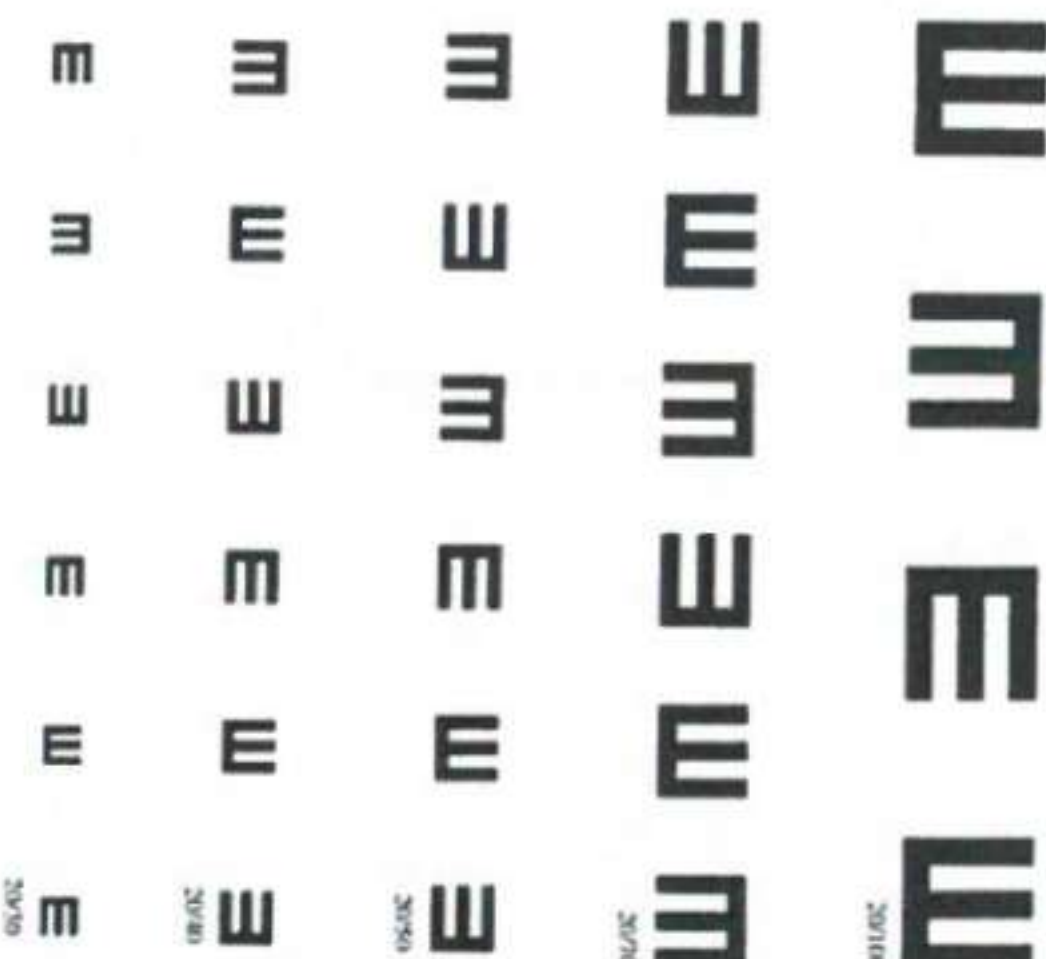
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SPECIFICATION OF MATERIALS FOR RESOURCE ROOM

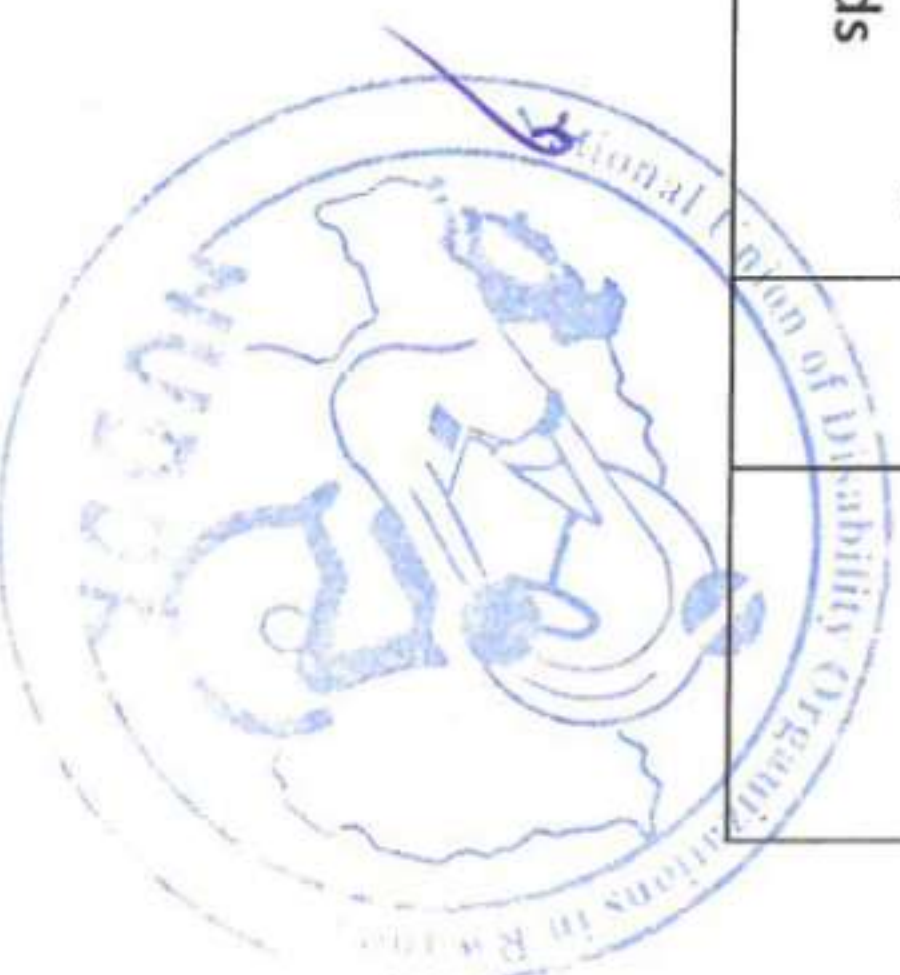
Index	ITEMS	SPECIFICATION/ Pictures		USE	Unit	QUANTITY
Specific materials for assessing visual impairment						
1	Eye Chart (direction)	<ul style="list-style-type: none">Printed on a plastic paperFormat: A1A chart with two hanging holesNon reflective 	The vision eye charts are used during vision examinations	Pc	12 pieces (one per resource room)	
2	Eye Chart (image)	<ul style="list-style-type: none">Printed on a plastic paperFormat: A1A chart with hanging holesNon reflective	The vision eye charts are used during vision examinations	Pc	12 pieces (one per resource room)	





04	Small drums	<p>Wooden small drum</p> <p>Size: 20 cm (about 7.87 in)</p> <p>Weight: 340 gm</p> <p>Frequency:</p> <ul style="list-style-type: none"> • The bass frequency: 65–80 Hz. • Tone frequency varies from 300 Hz to 420 Hz • Slap frequency from 700 Hz to 1000 Hz, with audible overtones reaching beyond 4 kHz <p>Note: Should come with 2 sticks</p>	Track sounds	Pc	24 pieces (2 per school)
05	Rattles	<p>Wooden Toddler Baby Rattles</p> <ul style="list-style-type: none"> • Blight color: It can be any of the following color (yellow, red, sky blue, etc) • Material: Wood • Character: Rattle 	Track sounds	Pc	24 pieces (2 per school)




07	Foot ball	<ul style="list-style-type: none">- Composition: Made from high quality anti-burst PVC an eco-friendly material. Non-Non-toxic PVC material, free of BPA & heavy metals.- Anti-Burst- Air Pump: Need to have air bump to easily and quickly inflate the balance ball- Circumference: 58-60cm (about half the length of a baseball bat)- Weight: 300-320gm 	Assess lower limb strengths and legs functionality	Pc	12 pieces (one-piece per school)
08	Tape measures	<ul style="list-style-type: none">• Tape Measure for Body• Dual side clear print• Length: 150cm/60inch• Material: Made of fiberglass makes the tape measure soft and durable. It will last for a long time for daily use• Color: soft• Case material type: Metal• Blade material: Metal	<ul style="list-style-type: none">• Measuring one's length• Measure the perimeter of one's waist• Measuring rods	Pc	24 pieces (two per school)



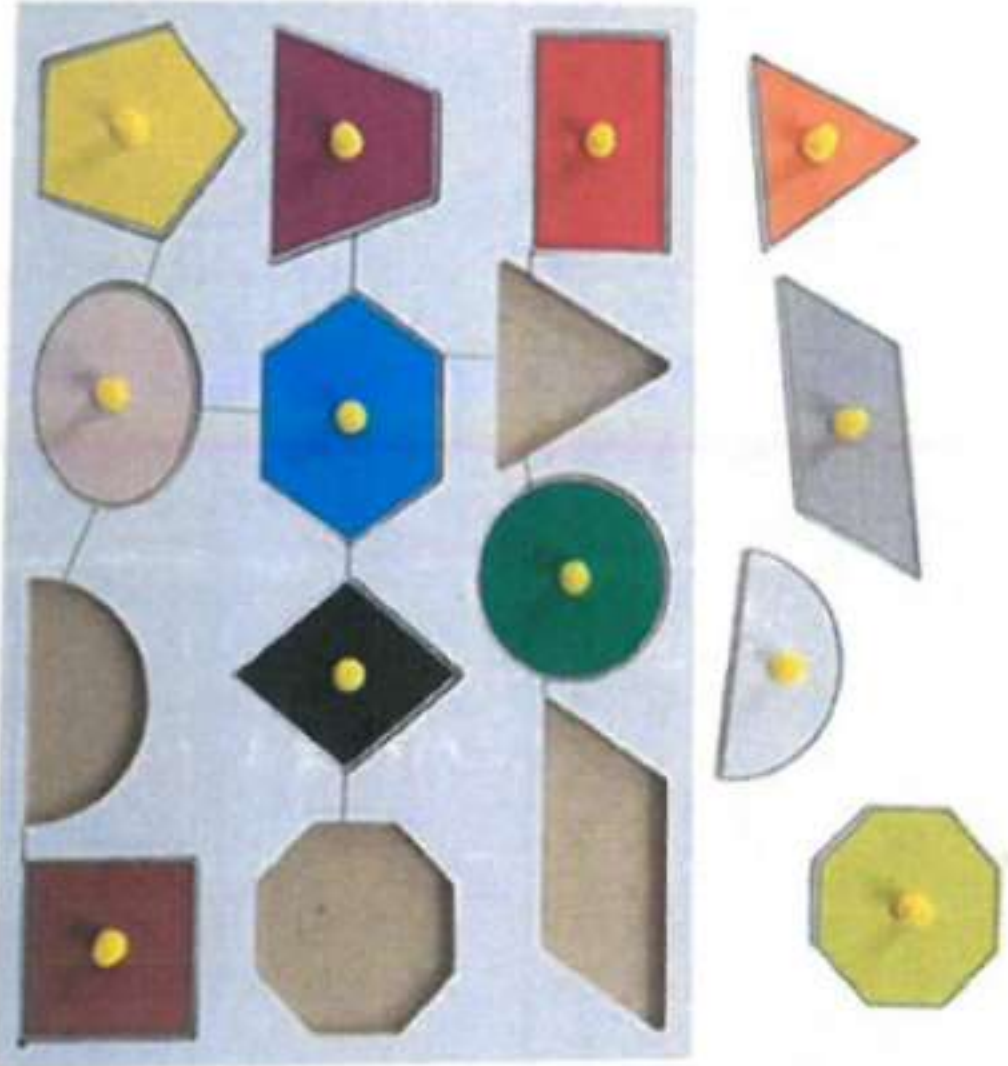
		<ul style="list-style-type: none"> BUILT TO BE EASILY CLEANED: You can clean the covers of the kids soft play items with a wet wipe. INCLUDES A VARIETY OF SOFT TOYS: The soft play equipment include rectangular, semi-cylindrical, oval-shaped, trapezoidal pieces. Kids can safely run, jump, and crawl on each. 			
11	Sensory materials (squeezable small balls with different texture)	<ul style="list-style-type: none"> The soft play equipment includes six foam blocks to stimulate both imagination and creativity.  <ul style="list-style-type: none"> Textures: At least 5 different textures. Referring to the above picture select the ones available on the market. Colors: Multicolor (different bright colors) Size: 6.3 cm (about 2.48 in) Weight: 20gm 	Assess fine motor skills	Pc	60 pieces (5 per school)



		<ul style="list-style-type: none"> • Geometric shapes toy made of high-quality wood and water-based paint, • Non-toxic and environmentally friendly. • Healthy and safe wooden toys for your kids. • Skill Development: • 5 geometric shapes that can be stacked together on one wooden board and stable wooden pegs. • Colors: 5 bright colors to improve hand-eye coordination • Size: appropriate size perfect for children' hands. 		
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Other materials					
13	Cold roll Laminating machine	<div></div> <ul style="list-style-type: none">- Type: Manual Cold Roll Laminator- Sheet size: 25In 650mm (about 2.13 ft)- Item weight: No more than 5kg- Specification : Maximum Laminating Width:25.5" (650mm); Maximum Laminating Thickness:0.4" (10mm); Roller Diameter:2.68" (68mm).- More Solid: Cast iron backing, which is not easy to deform, high quality, and high precision lamination, and the sturdy can provide higher stability.- Spare parts: pressure-sensitive adhesive, rollers that compress sheets of lamination together- Power: 230v, 50hz- Socket/ plug type: In Rwanda, power plugs and sockets (outlets) of type C and type J are used. The standard voltage is 230 V at a frequency of 50 Hz. So, any type (C or J) is suitable Type C or J- Power cable: minimum 3 m	The machine will be used to laminate small cards, flash cards, communication books, etc. Advantage of Cold roll laminating machine against the heat one is that it doesn't need to heat, it won't melt and stick and no heating, means no chance of burns and no potential fire hazard. All reasons why cold laminators	Pc	12 pieces (one per school)



16	Wooden puzzle board of shape	 <ul style="list-style-type: none"> • Material: Wood + non-toxic paint. Wooden Colorful Learning Educational Board Colorful Tray Geometrical Shapes Puzzle with picture wooden board for kids Safe and no harm. Shaped should have peg for easy grip • Product Dimensions: 30 x 1 x 30 cm; • Item Weight: 300 g • Colors: bright colors as shown on the picture • 12 different geometrical shapes. Tactiled or textured pieces: Each shape should have different texture for children to touch and feel the difference in different textures 	Used for concentration Identify and differentiate color and shape Match the shape with empty space on a board Name each shape	Set	12 set (one per school)
17	Blocks with Numbers and Dots	<p>This is a set of wooden blocks on which dotted marks are printed to represent numerals with matching tags with actual numerals. Block sizes can be at least 45mm x 45mm x 45mm.</p> <p>Safety: Edge needs to be made smooth or polished. For coloring, paints should be natural and non-toxic.</p> <p>Font size: needs to be large enough, relative to the size of the board or item on which texts are placed.</p> <p>Tactiled or textured pieces: Dots and numerals should be embossed or engraved for children to touch.</p>	These can be used to assess numeracy skills	Set	12 sets (one per school)

