



**Terms of Reference
(TOR) for**

**(Supply of Kitchen materials
and equipment)**

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries, while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>

CHAI is therefore looking for suppliers or service providers to submit competitive bids for the Supply of Kitchen materials and equipment at CHAI Offices.

Interested and qualified service providers are encouraged to express their interest in Supplying Kitchen materials and equipment at CHAI Offices located in Kacyiru. Actual vendors in our database on the above-mentioned services are also encouraged to submit their bids.

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned services:

I. Administrative Documents and other required documents:

- The letter of submission of the tender correctly filled, signed and sealed
- Brief Overview of company (Company profile) including physical business address and postal address
- Latest Business Registration Certificate;
- Evidence of Tax registration and valid RRA Tax clearance certificate
- Valid RSSB clearance certificate
- Proof of using EBM
- Proof of the last tax declaration of the company
- At least three (3) proven previous experience with recommendations in performing similar services

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II. Pricing

Interested suppliers or service providers are required to provide unit cost for the following listed items and the quoted prices should include all applicable taxes.

NO	ITEM DESCRIPTION	UNIT	UP with taxes
1	AIRFRESHNER (TROPICAL)	Bottle	
2	AKABANGA	Bottle	
3	ALCHHOL TO SANITIZE SURFACE	Bottle of 1L	
4	ALMINIUM FOIL-BIG	Pc	
5	ALMINIUM PAPER-Big	Pc	
6	BIG SPOONS (STAINLESS STEEL)	Pc	
7	Tea or coffee spoons (STAINLESS STEEL)	Pc	
8	CLEAR BAR SOAP CARTON (12 PCS)	Carton	
9	COFFEE (KINUNU)/1kg	1kg	
10	TEA OR COFFEE CUPS	Pc	
11	DISPOSABLE COFFEE CUPS	Pqt of 50pcs	
12	DISPOSABLE SPOONS	Pqt of 50pcs	
13	DISPOSABLE WATER CUPS	Pqt of 50pcs	
14	DUST BIN (DIFFERENT SIZES: SMALL, MEDIUM, AND BIG)	Pc	
15	BIG KITCHEN DUSTBIN	Pc	
16	FLOOR CLOTH CLEANING	Pc	
17	FOOD PLATES-LUMINARC (small, medium and big)	Pc	
18	TABLE FORKS (STAINLESS STEEL)	Pc	
19	TABLE KNIVES (STAINLESS STEEL)	Pc	
20	FRUITS KNIVES (STAINLESS STEEL)	Pc	
21	BIG FRUITS PLATE	Pc	
22	GARDENING RAK PLASTIC	Pc	
23	GRASS CUTTER (COUPE COUPE)	Pc	
24	GREEN TEA BAGS (BOX)	Box	
25	GUM BAOTS	Pc	
26	HAND WASH (VAGUE)	Pc	
27	HARPIC	Pc	
28	HEDGE SHEARS ORIGINAL	Pc	
29	IMISHITO-BAMBOO (100 Pcs in Box)	Box	
30	KITCHEN GLOVES	Pc	
31	KITCHEN SPONGE (FOR DISHES)	Pc	
32	KITCHEN TISSUES	Pc	
33	LIQUIDE SOAP (SUPA)-5 L	Jerrican of 5L	
34	LONG HANDLED DUSTPAN BRUSH	Pc	
35	MACHETTES	Pc	

NO	ITEM DESCRIPTION	UNIT	UP with taxes
36	MICROFIBER CLOTHS CLEANING FOR COMPUTER	Pc	
37	MOPPINK WOOD TOOL (KIAKA)	Pc	
38	NESCAFE (Gold 100g)	Pc	
39	OMO (BIG BUCKET SUNLIGHT)	Bucket	
40	PAPER TISSUES (SUA)	Pc	
41	PLASTIC WASH BASSIN	Pc	
42	PLEDGE (CLEANER FOR FOURNITURE)	Pc	
43	POUND FRUITS BASKET	Pc	
44	POWDER MILK (NIDO)-2.5kg	Tin	
45	RAINCOAT	Pc	
46	RECTANGLE FRUITS BASKET	Pc	
47	SHINEX	Pc	
48	SHOVEL	Pc	
49	SOFT FACIAL TISSUES SMALL	Box	
50	WHITE SUGAR	Kg	
51	TABLE CHILI (Sabana)	Bottle	
52	TABLE SALT (Nezo)	Bottle	
53	TABLE TISSUES BIG	Box	
54	TABLE TISSUES SMALL	Box	
55	Black TEA BAGS	Box	
56	TOILET BRUSH	Pc	
57	TOILET TISSUES ROLL (JUMBO)	Pc	
58	TOOTHPICK	Pc	
59	WATERING CAN	Pc	
60	WOOD BROOM	Pc	
61	Glass sugar or milk bottle of 1KG	Bottle	
62	Big bucket (at least 70-75L L)	Pc	
63	Plastic Big Jug (at least 3L) for water in washrooms	Pc	
64	Big flasks, longlasting quality (2L)	Pc	
65	Small Flasks, longlasting quality (1L)	Pc	
66	SUGAR Boil	Pc	
67	VINEGAR (3-5% CONCENTRATION)	Pc	
68	JIK (BOTTLE OF 1L)	Pc	
69	COFFEE FILTER	Box	
70	GUM BOOTS	Pc	
71	Milk boiler machine, original of good quality and consuming less electricity (please indicate the proposed brand)-Different sizes	Pc	
72	Stainless electric Kettle for boiling water, original of good quality and consuming less electricity (please	Pc	

NO	ITEM DESCRIPTION	UNIT	UP with taxes
	indicate the proposed brand)-Different sizes		
73	LG smart Microwave, original of good quality and consuming less electricity -Different sizes	Pc	
74	Water dispenser for office, cold and hot water option, original and of good quality (please indicate the proposed brand)	Pc	

NOTE:

- Suppliers should make sure that the supplied items are original, not expired and meet the quality standards

III. Submission and selection

Well written bids documents prepared in English, will be sent to this email address rwandaprocmement@clintonhealthaccess.org, with "Tender reference number" in the subject line not later than **Friday 21st March 2025 at 05:00 pm local time**. Actual vendors in our database on the above-mentioned services are encouraged to submit their bids.

It shall remain your responsibility to ensure that your bids will reach the address email above on or before the deadline. Bids documents that are received by CHAI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Bidders will be first evaluated on terms of the requirements, those who do not fulfil all the requirements or do not submit the required administrative documents will be disqualified. Only shortlisted suppliers/service providers will be contacted.

Successful vendors or service providers will be added in our database and can be contacted when it deemed necessary. The database may be updated in the middle of the year and new qualified suppliers, or service providers can be added to the database.

CHAI reserves the right to confirm the information given by applicants in order to validate the information and make informed decisions.

CHAI reserves the right to accept or reject any application based on the evaluation criteria.

Note:

- **Data Protection and Consent:**

"By submitting a proposal in response to this Request for Expression of Interest (REOI), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."

- **Conflict of Interest Declaration:**

"By responding to this Request for Expression of Interest (REOI), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."