



**RWANDA ALLIED HEALTH PROFESSIONS COUNCIL**

(Law N°46/2012 OF 14/01/2013)

## **TENDER NOTICE**

### **Supply of Office Refreshment and Cleaning Items**

**Notice N°. 007/T/2025/RAHPC**

**11<sup>th</sup> December 2025**

## TENDERING PREPARATION DOCUMENT

The Rwanda Allied Health Professions Council (RAHPC) hereby invites sealed bids from eligible and qualified suppliers for the supply of office refreshment and cleaning items as detailed below. The successful bidder will be awarded a **one-year contract** for the supply of these items.

### Cleaning Items

| S/N | Item  | Brand                   |
|-----|---|-------------------------|
| 1   | Tissue (essuie-tout huishoutdrol kitchen roll, boxes of 4 tissue)       | Everyday                |
| 2   | Toilet paper (boxes of 10)  | Supa                    |
| 3   | OMO 1kg   | Sunlight                |
| 4   | Serviette   | Supa                    |
| 5   | Pledge  | —                       |
| 6   | Harpic  | —                       |
| 7   | Tropical  | London                  |
| 8   | Liquid soap 5L (Simba concentrated dishwashing liquid, lemon fragrance) | Divine Hope Company Ltd |
| 9   | Vimu (lemon fresh)  | MCDAVE Holdings Ltd     |
| 10  | Toilet cleaner 500ml  | ACE                     |
| 11  | Hand wash 500ml   | River Trading Ltd       |

### Refreshment Items

| S/N | Item                             | Brand               |
|-----|----------------------------------|---------------------|
| 1   | Milk 500ml (boxes of 12)         | Inyange             |
| 2   | Milk 500ml Low Fat (boxes of 12) | Inyange             |
| 3   | Sugar                            | Ilovo               |
| 4   | Water                            | Inyange             |
| 5   | Gold Blend Tea                   | Rwanda Mountain Tea |
| 6   | Coffee 250g                      | Nyamurinda Coffee   |
| 7   | Nescafe                          | Nestle              |
| 8   | NIDO 2500g                       | Nestle              |

### Bid Submission Requirements

Interested bidders must submit the following documents in their bid package:

- A detailed quotation indicating unit and total prices (inclusive of all applicable taxes)
- A copy of a valid **RDB Trading License**.
- A valid **VAT Registration Certificate**.
- **Proof of VAT compliance** (or Tax Clearance Certificate).
- **Reference of Similar Tender Executed** (At least 2): Bidders should provide references for similar tenders they have successfully executed.

## Submission Details

All quotations must be submitted to the office of the Rwanda Allied Health Professions Council by **29th December 2025 at 11:00 AM**, at 496 Street, Kicukiro, Kagina.

Bidders should submit their quotations in sealed envelopes, clearly marked: "***Tender for Supply of Office Refreshment and Cleaning Items – 007/T/2025/RAHPC***"

For any inquiries or clarifications regarding this tender, interested bidders can contact us on: **0782 205 705** & Email Address: [council@rahpc.org.rw](mailto:council@rahpc.org.rw).

## Evaluation and Award Criteria

The successful bidder will be selected based on:

- Compliance with specifications
- Financial competitiveness
- Relevant experience and references

## 4. Important Bid information

| A. General requirements |   |
|-------------------------|---|
| 1.1                     | The RAHPC, hereinafter called “Client” funded by itself. The Client intends to apply a portion of the funds to eligible payments under the tender N°007/T/2025/RAHPC. |
| 1.2                     | The number of similar services ( <i>To be filled by the bidder</i> ): <i>With clear evidence</i>  |
| 1.3                     | The Key Personnel to be presented by the bidder for the execution of this tender shall be included in the bid.  |
| B. Bidding Documents    |   |
| 1.4                     | The Procuring Entity address for clarification is:<br><br>Office line: <b>0787761008</b> . Physical address: <b>KK 495 street, Kicukiro, Kagina -Kigali</b> .         |
| C. Preparation of Bids  |   |
| 1.5                     | The language of the bid is English.<br><br><i>Bidders shall not submit bids in more than one language.</i>  |

|                                      |   |
|--------------------------------------|---|
| 1.6                                  | The Bid shall be valid for <i>one month period</i> .  |
| <b>D. Submission of Bids</b>         |   |
| 1.7                                  | The Procuring Entity's address for the purpose of Bid submission is:<br><br><u>Physical address:</u> <b>KK 495 street, Kicukiro, Kagina -Kigali.</b> <u>Office line:</u> <b>0787761008.</b> |
| 1.8                                  | The envelope must be sealed and named as " <i>Tender for Supply of Office Refreshment and Cleaning Items – 007/T/2025/RAHPC</i> "   |
| 1.9                                  | The deadline for submission of bids shall be the <u><b>29<sup>th</sup> December 2025 at 11.00.</b></u> <i>Late bids shall be rejected.</i>  |
| <b>E. Bid Opening and Evaluation</b> |   |
| 1.10                                 | The bid opening shall take place at:<br><br><i>RAHPC Boardroom Office –Kicukiro, Kagina - Kigali. By the RAHPC Internal tender Committee.</i> <u><b>No electronic bids are allowed.</b></u> |
| <b>F. Award of Contract</b>          |   |
| 1.11                                 | The Service Order shall be issued to the successful bidder.   |

Done at Kigali the 11<sup>th</sup> December, 2025

René Cyizere

**Procurement Officer**  
**Rwanda Allied Health Professions Council**

