

TENDER NOTICE FOR 2018 – ANNUAL CONTRACT

Association de la Jeunesse pour la Promotion des Droits de l'Homme (AJPRODHO – JIJUKIRWA) is a non-profit youth organization working to improve the rights of youth, women, girls and children in Rwanda through human rights promotion, protection, research, advocacy, economic empowerment and civil society strengthening. To raise awareness on human rights, providing legal services, promote youth participation, engagement, advocacy, human rights education, and socio-economic empowerment.

In the effort to support daily activities; AJPRODHO -JIJUKIRWA is calling legible business enterprises and companies to submit their full service quotations for the following lots.

Lot 1; property codification

Lot 2; Design, supply and delivery of visibility materials

Lot 3; Fuel supply

Lot 4; motorcycle and vehicle maintenance

Lot 5; supply and delivery of office stationaries

Administrative requirement

1. Cover letter
2. Copy of company registration
3. Copy of tax clearance certificate
4. Minimum of 2 contact reference of organizations the bidder has successfully delivered similar items
5. Must possess Electronic Billing Machine (EBM)
6. A proof of payment

Interested bidders must pay a non-refundable fee of 10,000 Rwf to AJPRODHO bank account and submit three copies of their technical and financial bids well printed and sealed.

The bid should reach the secretariat not later than 5.00pm local time, Friday 16th February 2018. Late proposals will be rejected.

AJPRODHO reserves the right to accept or reject any bid, to cancel the procurement process and reject all bids at any time prior to contract without obligation to inform the affected bidders the ground for AJPPRODHO's action.

Account number: BK 00050 – 00088064 – 05

Tin Number: 101 341 321

Office location: Kigali-Remera sector, KG 201st Rukili II. Near AVEGA building

For more information contact administrative assistant 0783866160

Muhigirwa Louis

President of the Administrative Council