

## **TERMS OF REFERENCE SUPPLY OF OFFICE CONSUMABLES AND KITCHEN MATERIALS**

### **1) Introduction**

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the districts of Rwanda to enable them to fulfill the responsibilities entrusted to them under the decentralization policy adopted in 2000. It was legally registered in 2003 as a non-governmental organization. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization. The objective of RALGA is to assist local Government entities in achieving their mission, complying with principles of good governance and decentralization.

RALGA invites interested companies to submit their bids for supplying on demand kitchen consumables and materials for a period on one year. The bidders are requested to provide unit price (tax included) of each item on the lists herewith attached. Prices quoted by the supplier shall be fixed during the period of the contract and shall only be adjusted upon written request with undisputable reasons subjected to RALGA's judgment. The supplies shall be delivered to RALGA Offices located in Masaka, in Kicukiro District.

### **2) Administrative requirements**

The interested bidders shall submit the following administration requirements:

- 1) Submission letter
- 2) Copy of RDB Certificate;
- 3) A valid certificate of Rwanda Social Security Board (RSSB);
- 4) Valid tax clearance certificate from Rwanda Revenue Authority (RRA);
- 5) Certificates of good completion from 3 previous clients.

### **3. Evaluation criteria**

- Administrative requirements;
- Availability of at least 95% of items mentioned in the tender document;
- Cost of items mentioned in the tender document;
- Quality of the proposed supplies;

#### 4. Notification

The outcome of the selection shall be formally notified to the bidders and thereafter the successful bidder shall be invited for contract negotiation and signing.

#### 5. Validity of bids

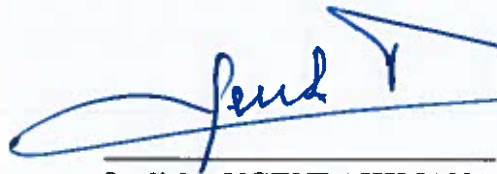
The validity of bids shall be 3 months starting with the deadline for submission of bids. RALGA may cancel the tender at any time before the signing of the contract.


#### 6. Submission and opening of bids

Interested bidders are invited to submit their bids well-sealed addressed to the Secretary General of Rwanda Association of Local Government Authorities (RALGA) no later than 15 March 2022 at 3:00 p.m at RALGA Office in Masaka, Kicukiro District. The opening of the bids shall take place the same day at 3:30 p.m, and the bidders or their representatives are allowed to attend this opening session.

Further inquiries shall be channeled by email through [info@ralga.rw](mailto:info@ralga.rw)

Done at Kigali, on 4 March 2022.

  
**Ladislav NGENDAHIMANA**  
Secretary General



**ANNEX: KITCHEN CONSUMABLES AND MATERIALS**

N°	Items	Unit price (tax inclusive)
1	Nescafé (200g)	
2	Omo 1 Kg	
3	Serviettes (dozen)	
4	Sugar (1 kg pkt)	
6	Tea Bags (Rwandan tea)	
7	Clean for all (Kitchen towel)	
8	Ovaltine (1 kg)	
9	Chocolat a thé	
10	Honey	
11	Water glass (pc)	
12	Mineral water (500ml)	
13	Mineral water (Gallons)	
14	Apple Juice ( 500ml)	
15	Mango Juice (500ml)	
16	Green tea (pqts)	
17	Liquid soap (5 litres)	
18	Whole roast coffee beans	
19	Insecticide	
20	Vim	
21	Flask 3L	
22	Flask 500 ml	
23	Saucepans set of 5 pcs	
24	luminarc plate	
25	Tea Cups (set of 6)	
26	Soup bowls (small size)	
27	Sugar bowls (small size)	
28	Salt shaker aluminum	
29	Forks	

30	Knives	
31	Tea Spoons	
32	Soup Spoons	
34	Serving Tray	
35	Serving Tray melamine	
36	Plastic Tray	
38	Serviettes	
39	Blender machine (small)	
40	Saucepan (medium size)	
41	cloth tablecloths	
42	rubber tablecloths	
43	Plastic tables (square with stand)	
44	Dining chairs	
45	Cutting board	

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