

TENDER FOR SUPPLY OF OFFICE CONSUMABLES

1. Introduction

Rwanda Association of Local Government Authorities (RALGA) is a non-governmental organisation established in 2002 by the Districts and City of Kigali to help them fulfil the responsibilities entrusted to them under the decentralisation policy adopted in 2000. It was legally registered in 2003 as a non-governmental organisation, and all 30 Districts and the City of Kigali are members. 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.

RALGA hereby invites eligible and qualified suppliers to submit their sealed bids for the supply of office consumables.

2. Administrative Requirements

Interested bidders are required to submit the following documents as part of their administrative proposal:

- Submission letter
- valid RDB Registration Certificate
- Valid Tax Clearance Certificate issued by Rwanda Revenue Authority (RRA)
- Provide at least 3 good completion certificates for the supply of office consumables

3. Evaluation Criteria

Bids will be evaluated based on the following criteria:

- Fulfilment of all administrative requirements
- Availability of the items listed in the tender document
- Competitive pricing of the listed items.

4. Submission and Opening of Bids.

Interested suppliers are invited to submit their well-sealed bids addressed to the Secretary General of RALGA, no later than 7 October 2025 at 3:00 p.m. at RALGA Office, Masaka Sector, Kicukiro District. The opening of bids shall take place the same day at 3:30 p.m., and the bidders or their representatives are allowed to attend this opening.

A detailed list of consumables can be found on RALGA website www.ralga.rw

Late submissions will not be considered.

5. Validity of Bids

All bids must remain valid for a period of three (3) months from the date of submission. RALGA reserves the right to cancel the tender at any stage before contract signing.


6. Notification

All bidders will be formally notified of the outcome of the selection process. The successful bidder will be invited to the contract negotiation and signing.

7. Further Inquiries

Any inquiries or clarifications regarding this tender should be directed to info@ralga.rw or contact Tel. +250 (0)788387864, +250 (0)788309477

Done 25 September 2025



RUTAGENGWA Marie Francine
Ag. Secretary General



LIST FOR CONSUMABLES

Nº	Items	Unit	Unit Price
1	Nescafé (200g)	l	
2	Chocolat a the	l	
3	Ovaltine (1kg)	l	
4	Coffee Been (Maraba)	l	
5	Honey 1000 mg	l	
6	Sugar (1kg pkt)	l	
7	Tea Bags (Black Tea)	l	
8	Tea Bags (Green Tea)	l	
9	Mineral Water (500 ml) Inyange	l	
10	Mineral Water (Gallon) Inyange	l	
11	Apple Juice	l	
12	Mango Juice	l	
13	Sugar bowels (Small size)	l	
14	Juice Jug	l	
15	Water Jug	l	
16	OMO 1kg	l	
17	Liquid Soap (Small Jerrican of 5 litres)	l	
18	Vim	l	
19	Seviettes	l	
20	Soft Tissue (dozen)	l	
21	Clean for all (Kitchen towel)	l	
22	Kitchen towel cloth	l	
23	Water glass (pc)	l	
24	Flask 3L	l	
25	Flask 500 ml	l	
26	Saucepans set of 5pcs	l	
27	Saucepans (Medium size)	l	
28	Luminarc Plate	l	
29	Under cup(Small Plates)	l	
30	Tea Cups (set of 6)	l	
31	Coffee cup cafe	l	
32	Soup bowls (Small size)	l	
33	Dishes	l	
34	Salt shaker aluminium	l	
35	Forks	l	
36	Knives	l	
37	Tea Spoons	l	
38	Tea filter	l	
39	Soup Spoons	l	

40	Serving Tray Melamine	1	
41	Serving Tray Plastic	1	
42	Cloth tablecloths	1	
43	Rubber tablecloths	1	
44	Plastic Tables(square with stand)	1	
45	Table mats	1	
52	Cutting board	1	
53	Disposal Cups	1	
55	Serving Tray (Cultery holder, spoon, and fork)	1	
56	Dustbin	1	
57	Delta Limit Plus (insecticide)	1	

4