

TENDER NOTICE

TERMS OF REFERENCE (TORs) FOR THE SUPPLY OF A PROFESSIONAL CAMERA AND ACCESSORIES

INTRODUCTION

The Association of Local Government Authorities (RALGA) has the responsibility of representing local Government entities, carrying out their advocacy and building their capacities. RALGA's strategic plan 2025-2030 highlights among other strategic priorities the need to support members in communication and visibility through regular media and visibility campaigns.

To ensure the efficiency and quality implementation of this strategic priority, the organization intends to procure a professional camera and accessories to support coverage and content production. The equipment will be used for documentation, storytelling, media production, events coverage, and studio interviews, requiring excellent performance in both stills photography and video recording.

Due the above background, RALGA would like to procure Canon EOS R5 Mark II with durability, image quality, advanced video capabilities, and compatibility with professional accessories.


2. Submission and Opening of Bids

Interested suppliers are invited to submit well-sealed bids addressed to the Secretary General of RALGA, no later than **27 April 2026 at 3:00 PM** at the RALGA Office, Masaka Sector, Kicukiro District. The opening of bids shall take place on the same day at **3:30 PM**, and bidders or their representatives are welcome to attend.

Detailed Terms of Reference can be found on RALGA website www.ralga.rw

Inquiries: info@ralga.rw or **0788387864**.

Done 17 April 2026


Valens UWINEZA
Secretary General

