

FORUM FOR AFRICAN WOMEN EDUCATIONALISTS
(FAWE)
RWANDA CHAPTER

Ref. 259/01/25/FAWERWA

"Supporting girls
and women to
acquire
education for
development"



FAWE Rwanda Chapter

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CALL FOR EXPRESSION OF INTEREST FOR SUPPLY OF GOODS, WORKS & SERVICES FOR FAWE RWANDA CHAPTER

Established in 1997, FAWE Rwanda's intervention have mainly focused on changing the prevailing attitudes and mindset regarding girls' education to ensure gender equity in education especially with regards to increase of girls' access, retention and performance in education and woman empowerment.

OBJECTIVES OF EXPRESSION OF INTEREST

FAWE Rwanda hereby invites National vendors, and service providers to express their interest. The purpose of this expression of interest is to **pre-qualify** the vendors and service providers that will do business with FAWE Rwanda by forming a database of approved Vendor/Service providers' register. Bidders should indicate the LOT(S) not more than three (3) and **should provide a statement of capability and experience indicating that they are eligible to participate in this invitation.**

ELIGIBILITY QUALIFICATION

- Business Registration Certificate.
- Tax clearance certificate.
- VAT Certificate
- RURA Transportation authorization for (Transport services).
- Any evidence of similar supply/provision previously made/ References or contact of references from 3 reputable organizations/institutions.
- Additional consideration will be given to those vendors who attach list of items and brochure or pictures of the items available for procurement.

CATEGORIES OF PROCUREMENT TO EXPRESS INTEREST ON

Lot 1: Supply of Hygienic, sanitations and other Cleaning equipment

Lot 2: Supply of office supplies (Cafeteria equipment, soft drinks water, juice, milk, coffee, drinking chocolate and others.)

Lot 3: Supply of stationery and office devices.



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- Lot 4: Provision of security services -Guarding services.
- Lot 5: Provision of promotional materials (T-shirts, Roll-Up banner, banners, backdrop banners and business cards).
- Lot 6: Provision of publication, Brochures, Reports and newsletters, letter heads, Information education and communication materials.
- Lot 7: Provision of photography and videography, photocopying, printing services and graphical designing services.
- Lot 8: Supply of ICT equipment Services-Laptops, printers, desktops and other related equipment's
- Lot 9: Repair and maintenance of ICT equipment services- laptops, desktops, printers, external hard drives, power banks, servers, installation and configuration of maintenance of network and internet.
- Lot 10: Supply of fuel for vehicles.
- Lot 11: Supply of Sewing machines.
- Lot 12: supply of spare parts, repair and maintenance services of FAWE Rwanda vehicles.
- Lot 13: Hire of vehicles, Car, Coaster, Pickup and others for transportations services of different category (**transportation services Kigali and outside kigali,**)
- Lot 14: Provisional of Air Travel ticketing and related services.
- Lot 15: Office rehabilitations, Construction, Painting and Works
- Lot16: Supply of furniture office equipment.
- Lot17: Provision of Hotel services (accommodation, conference packages, outside catering (Both companies & Individuals are allowed)).
- Lot 18: Provision of Guest House (accommodation and conference packages- Hall, projector screen, flip charts, internet, sound system, marker, pens notebooks.)
- Lot 19: Provision of catering services.
- Lot 20: Provision of courier services.
- Lot21: Provision of Auditing and Accountancy consultancy services.
- Lot 22: Provision for mentorship trainings.
- Lot 23: Provision for Leadership and Career Development training.
- Lot 24: provision of legal services.
- Lot 25: Provision for Business and Entrepreneurship training.
- Lot 26: Provision for digital literacy training.
- Lot 27: Provision of consultancy services (Writing proposals for fundraising)
- Lot 28: Cleaning Company



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TO APPLY

Applicants are required to submit an EOI for interested lot(s), with full details of the lot(s) made available to selected applicants. All EOIs must be submitted to FAWE Rwanda head office Remera in REB Premises **Room 6** not later than **25th Feb, 2022(4: pm)**. addressed to **Chairperson of the Tender Committee of FAWE Rwanda**.

Late expression of interest shall not be accepted.

Done at Kigali January 25, 2022.

Regards

A handwritten signature in blue ink, appearing to read 'Antonia Mutoro'.

Antonia MUTORO

National Coordinator

FAWE Rwanda

