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**CALL FOR PRE-QUALIFIED SUPPLIERS**

African Evangelistic Enterprise (AEE-Rwanda) is a Christian, interracial, interdenominational and non-political organization. Its mission is to “*Evangelize Rwanda through word and deed in partnership with the church*”. The vision is Rwanda, a country where God is honored and people together in peace and with satisfaction of their daily needs.

AEE-Rwanda was officially registered as a non-profit making organization (Association Sans But Lucratif) in 1987.

Geographically AEE-Rwanda operates in Gasabo, Kicukiro and Nyarugenge in the City of Kigali; Bugesera, Gatsibo, Kayanza, Ngoma, Kirehe, Nyagatare and Rwamagana in the Eastern province; Kamonyi, Ruhango, Nyanza, Muhanga, Gisagara, Huye and Nyamagabe in Southern province; Rusizi, Karongi and Rubavu in the Western province and Gicumbi and Gakenke in Northern Province.

Currently has different partners and is implementing more than 30 projects in different districts.

In the way of improving its procurement procedures and programs implementation, AEE is in the process of having a trusted list of pre-qualified suppliers and is inviting eligible suppliers to submit their expression of interest in the below domains;

1. Designing, printing, and Binding
2. Security services
3. Office materials, hygienic materials, scholastic materials
4. Office equipment (tables, chairs, cupboards,)
5. House repair and maintenance (electricity, plumbing, painting)
6. Vehicle repair and maintenance (garages)
7. Motorcycles repairs and maintenance (technicians)
8. Motorcycles spare parts and lubricants
9. Provision of fuel
10. Insurance (vehicles and motorcycles)
11. TVET Materials
12. Organization of events (tents and chairs, sound system),
13. Hotel/restaurants (conference rooms, food, soft drinks, etc)
14. IT materials (computers, printers, photocopier, TV screens, projectors, Tablets, etc)
15. IT service (computers, printers, photocopier, TV screens, projectors, Tablets)
16. Car wash services
17. Irrigation materials
18. Fertilizers and seeds
19. Transport services (Vehicle hire (Kigali & outside Kigali)
20. Photo and Video taking
21. Cleaning services
22. Internet services
23. Office equipments repair
24. TV/Radio talk services



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*To Evangelize Rwanda through Word and Deed in Partnership with the Church*

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Interested suppliers in this process shall submit their documents to AEE Rwanda at the following email: [aeeprocurementcommittee@aeerwanda.ngo](mailto:aeeprocurementcommittee@aeerwanda.ngo) not later than Wednesday on 14/12/2022.

The documents will include RDB Certificate, EBM Certificate, Tax clearance certificate, VAT Certificate, and three recent certificate of good completion in the domain of interest.

Sincerely,

Done at Kigali, 09/12/2022



**John KALENZI**  
**Executive Secretary/AEE-Rwanda**

