



TENDER NOTICE

TENDER TITLE: Engagement of 20 Qualified Court Bailiffs

About ASA International (Rwanda) Plc

ASA International (Rwanda) Plc (hereinafter referred to as “ASA Rwanda” or “the Company”) is a subsidiary of ASA International Holding Ltd., a Public Limited Company registered in Mauritius and listed on the London Stock Exchange. ASA Rwanda was incorporated in 2014 and is licensed by the National Bank of Rwanda (BNR) as a deposit-taking microfinance institution. The Company commenced operations in 2016 and currently operates **37 branches nationwide**.

ASA Rwanda’s primary focus is to alleviate poverty by providing small, socially responsible loans to low-income entrepreneurs—most of whom are women—across the country. The Company is deeply committed to advancing financial inclusion and fostering socio-economic progress in Rwanda.

ASA International Group Plc, the parent company, operates microfinance institutions in **13 countries across Asia and Africa**, with a mission to bring low-income individuals into the formal financial system.

Vision: To reduce poverty by improving the lives of underprivileged communities, with a strong emphasis on empowering female entrepreneurs.

Mission: To promote financial inclusion and drive socio-economic progress by extending responsible financial services to those traditionally excluded from the banking sector.

Objective: To provide microfinance loans for business purposes to low-income entrepreneurs, thereby offering a sustainable alternative to those without access to traditional banking services. ASA Rwanda delivers these services using the globally recognized **ASA Model**, ensuring affordability, transparency, and community impact.

1. Tender Details

ASA International (Rwanda) Plc is seeking to engage **twenty (20) qualified and accredited Court Bailiffs** to support its operations across all districts where it maintains branches.

2. Scope of Work:

The selected bailiffs will be responsible for:

- Serving legal documents, including notices and summons;
- Executing court judgments related to debt recovery, including repossession and seizure of assets;
- Conducting public auctions in accordance with the law;
- Ensuring transparent, lawful, and ethical enforcement procedures;
- Providing regular updates and reports to ASA International (Rwanda) Plc.

ASA International (Rwanda) Plc

Plot No.- 95, NTORA Village, KG 784 St. RUHANGO Cell, Gisozi Sector, GASABO District, PO Box-1767, Kigali, Rwanda, Contact No. +250 781-447-017,
e-mail: info@asarwanda.rw , Website: www.asa-international.com

3. Eligibility Requirements:

Applicants must meet the following criteria:

- Hold a Bachelor's Degree in Law (ILPD certificate is an added advantage);
- Be Rwandan citizens and active members in good standing with the Rwanda Bailiffs Association (RBA);
- Possess a valid Bailiff Service Card issued by RBA;
- Provide a recommendation letter from at least one recognized financial institution;
- Have proven experience in execution of legal notices, repossession, and auctions;
- Demonstrate high integrity, professionalism, and ability to work under pressure;
- Be located in districts where ASA International has branches.
- **Proof of payment of a non-refundable fee of 10,000 Rwf**, deposited to: **Account Name:** ASA International (Rwanda) Plc, **Account Number:** 10012-3343926, **Bank:** Bank of Kigali.

4. Duration of Engagement:

The engagement will be for an initial period of **one (1) year**, renewable subject to performance evaluation.

5. Submission Guidelines:

Interested and eligible candidates are invited to submit their application documents, including CV, copy of ID, valid Bailiff Service Card, and recommendation letters, by **1st September 2025**.

All documents must be compiled into **one PDF soft copy** and submitted via email to:

The Tender Committee

ASA International (Rwanda) Plc

E-mail: rwandatendercommittee@asarwanda.rw

Done at Kigali



22nd August 2025

ASA International (Rwanda) Plc

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