



DUTERIMBERE- IMF PLC

"Igicumbi cy'iterambere ry'umugore"

INVITATION TO TENDER

Tender Reference No: DUT/PROC/IT/002/2025

Tender Title: Supply of Microsoft Office 365 Business Standard

Background

DUTERIMBERE-IMF PLC is a licensed microfinance institution established in 2004 to enhance sustainable access to finance across Rwanda. With 19 branches nationwide, the institution provides financial services that foster inclusive community development. DUTERIMBERE-IMF PLC hereby invites eligible and qualified companies to submit their bids for the supply of Microsoft Office 365 Business Standard.

Published date: 3rd October 2025

Deadline for submission: 10th October 2025 at 2:00 PM

N.B: Late bids will be rejected.

Tender Document Collection

Interested companies may obtain the official tender documents from DUTERIMBERE IMF PLC Headquarters, located at Kanogo, Kigali, starting from 6th October 2025, upon presentation of proof of payment of a non-refundable fee of Thirty Thousand Rwandan Francs (30,000 RWF), deposited into the following bank account:

- **Bank Name:** Bank of Kigali
- **Account Number:** 100000960629
- **Account Name:** DUTERIMBERE IMF PLC

Contact for Clarifications:

Emails: info@duterimbereimf.co.rw, procurementunit@duterimbereimf.co.rw

Address: DUTERIMBERE IMF PLC, KN 3Rd, Kigali, P.O. Box 6719, Kigali – Rwanda

Only bidders who purchase the tender documents and provide proof of payment will be eligible to participate.

We look forward to your participation.

Done at Kigali, on 3rd October 2025



NGABONZIZA M. Alphonse

Chief Executive Officer