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**Tender Notice (TN) / Invitation for Bids (IFB)**

**TITLE:** TENDER FOR PROVISION OF DOCUMENTARY AND COMMUNICATION SERVICES TO RICH

**CLIENT:** Rwanda Interfaith Council on Health (RICH)

The Rwanda Interfaith Council on Health (RICH) hereby invites eligible bidders to submit their offers for the PROVISION OF DOCUMENTARY AND COMMUNICATION SERVICES TO RICH:

S/N	Tender Title and Tender Number	Bid Security	Deadline for Submission
1.	<p>TENDER REFERENCE NUMBER: <b>RICH/011/25/OT</b></p> <p>TENDER NAME: <b>PROVISION OF DOCUMENTARY AND COMMUNICATION SERVICES TO RICH</b></p>	<p><b>Bid Security</b></p> <p><b>For: 500,000 Rwf</b></p>	<p>25/11/2025</p> <p>11:00 a.m.</p>

Interested bidders may request the detailed tender document for each lot by emailing: [richprocurement@rwandainterfaith.org](mailto:richprocurement@rwandainterfaith.org), and attaching proof of payment of a non-refundable fee of Ten Thousand Rwandan Francs (10,000 RWF). Please mention on the deposit slip as follows: "**PROVISION OF DOCUMENTARY AND COMMUNICATION SERVICES TO RICH**"

**Payment Details:**

- **Account Name:** RICH
- **Account Number:** 4002200459855
- **Bank:** Equity Bank Rwanda

**Submission Guidelines:**

- All bids must be submitted as a single PDF document via email to: [richprocurement@rwandainterfaith.org](mailto:richprocurement@rwandainterfaith.org)
- **Deadline for submission:** 25<sup>th</sup> November 2025 at 11:00 a.m. (Kigali Time)

**Note:** Late submissions will be automatically rejected.

**Additional Information:**

- Bids must remain valid for **120 days** from the date of opening.
- All bids must be accompanied by a **valid bid security**
- Any claims or complaints related to the tender must be submitted within **three (3) days** of receiving the provisional notification of award.

Done in Kigali, on 11<sup>th</sup> November 2025

GATETE Jean Marie Vianney

Executive Secretary

Rwanda Interfaith Council on Health

