



**Headquarters Address**  
Remera – Gasabo  
KIGALI  
KG 177 ST #3

**Contacts**  
**Tel:** +250788307845  
**Email:** [info@rwandainterfaith.org](mailto:info@rwandainterfaith.org)  
[richrwanda@gmail.com](mailto:richrwanda@gmail.com)

**For more info, visit us on:**  
[www.rwandainterfaith.org](http://www.rwandainterfaith.org)  
Twitter: @interfaithRda  
Facebook: @interfaithrwanda

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

#### **TITLE: TENDER FOR SUPPLY OF OFFICE STATIONARIES**

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

The Rwanda Interfaith Council on Health (RICH) hereby invites eligible bidders to submit their offers for the **SUPPLY OF OFFICE STATIONARIES:**

S/N	Tender Title and Tender Number	Bid Security	Deadline for Submission
1.	<p><b>TENDER REFERENCE NUMBER:</b> <b>RICH/007/25/OT</b></p> <p><b>TENDER NAME: SUPPLY OF OFFICE STATIONARIES</b></p>	<b>Bid Security</b>  <b>For: 500,000 Rwf</b>	<b>25/11/2025</b> <b>11:00 a.m.</b>

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: **"SUPPLY OF OFFICE STATIONARIES"**

#### **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

