



Striving for a healthy and inclusive society

TENDER 2025

HDI/TN/2025

SUPPLY OF GOODS & SERVICES FOR THE FINANCIAL YEAR 2025

CATEGORY NUMBER

Closing date for receipt of Tenders **24th January 2025, at 4.00 pm**

Invitation to Tender of year 2025

Health Development Initiative (HDI) invites applications from interested and eligible bidders for tender to supply of the following goods and services for the period 2025 financial year.

The Tendering process for this Framework Agreement ensures that all Tenders are treated equally and fairly and to provide for compliance with HDI procurement policy's requirements.

For more information, kindly visit our website: www.hdirwanda.org

Also in

Phone: **+250 788309262**

Email: **finance@hdirwanda.org**

Toll-Free Hotline: **3530**

PART ONE-COMPANY QUESTIONNAIRE

a) Business /Company Name

Registered Name.....

b) Location of business premises:

Head Office:

Country/Town:

Street/Road:

Name of Building Floor:

Room No:

Branches (if any)

1.

2.

3.

c) Postal Address

Mobile Number.....

Fax No:

Email:

d) Nature of Main Business

(Select a roman number and tick)

I. Manufacture :

II. Authorized Agent:

III. Trader:

IV. Consulting Firm:

V. Other (Please Specify:

Number of Years in Business:

e) Registration Details

Certificate of Registration/Incorporation No:(Attach copy)
Trade License No.....Expiring date.....(Attach copy)
TIN No: (Attach Copy)
TAX Compliance Certificate No:(Attach Copy)
Valid City/ Council License No:(Attach Copy)
Professional body License:(Attach Copy)
Registered (*Must attach copies of all the above relevant documents*)

f) Bankers details

Bank Name.....
Branch:

g) Experience on NGOs

Provide NGOs clients and their contacts

<u>Organization Name</u>	<u>Telephone</u>
1. _____	_____
2. _____	_____
3. _____	_____

CATEGORIES OF GOODS AND SERVICES CATEGORY A SUPPLY OF GOODS



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Health Development Initiative (HDI) hereby invites interested and eligible bidders or tender for the following services;

Category No.	Supply of Goods and services
HDI/TN/2025/01	Supply of General Office stationary, Cartridge.
HDI/TN/2025/02	Supply of Computer, Laptops, Hardware, Printer, Scanner, Photocopiers & LCD Projectors.
HDI/TN/2025/03	Supply of Office furniture & fittings, Office working stations.
HDI/TN/2025/04	Supply of Supply of medical Equipment, suppliers and Laboratory consumables.
HDI/TN/2025/05	Supply of Design, Branding, Printing and Publishing services.
HDI/TN/2025/06	Supply of Hotel accommodation and Conference facilities.
HDI/TN/2025/07	Supply of Motor fuel and lubricant.
HDI/TN/2025/08	Provision of Catering services within Kigali.
HDI/TN/2025/09	Provision of Transportation services within Rwanda.
HDI/TN/2025/10	Provision of Internet services and Connectivity solutions.
HDI/TN/2025/11	Provision of Audit consultancy services.
HDI/TN/2025/12	Provision of Air travel and ticketing.
HDI/TN/2025/13	Provision of Computer repair IT support services.
HDI/TN/2025/14	Provision of Motor vehicle maintenance and services.
HDI/TN/2025/15	Provision of Sound system, Tents and venue preparation services.
HDI/TN/2025/16	Provision of Events organizing and management services.
HDI/TN/2025/17	Provision of Media services (Radio and TV shows/Talks) & Adverts
HDI/TN/2025/18	Provision of Office general cleaning services.
HDI/TN/2025/19	Provision of Film making and short videos production services.
HDI/TN/2025/20	Provision of Office extension, partitions and repairs, Electrical repairs and Plumbing services.
HDI/TN/2025/21	Provision of courier and cleaning service
HDI/TN/2025/22	Provision of consultancy service

You can download tender document at the HDI website;

www.hdirwanda.org

The tender document can be submitted at the HDI office located at 34 KK 649 street, Kicukiro, Kigali.

or through email: finance@hdirwanda.org , info@hdirwanda.org

Delivered on or before **January 24th 2025, at 04.00.pm.**

Supply of the following goods and services for the period 2021 financial year.

Select; Goods or services you are bidding on, then write the category number on the front page.

DECLARATION

- I/We have completed this form (s) accurately at the time of reply and it is agreed that all responses can be substantiated, if requested to do so, any inaccuracy in the information filled herein will be used as grounds for removal from or termination of the qualification process.
- I/We confirm that I/We are not insolvent, in receivership, bankrupt or being wound up, our business activities have not been suspended and we are not the subject of legal proceedings for any of the foregoing.
- I/We confirm that I/We have fulfilled our obligations to pay taxes and social security contributions e.g. Pension CSR and TPR for your employees.
- I/We confirm that we have read and understood.

Signed and Stamp:

Name

For and on behalf of:

Position in company:

Date: