



*Striving for a healthy and inclusive society*

# **TENDER 2024**

**HDI/TN/2024**

**SUPPLY OF GOODS & SERVICES FOR THE FINANCIAL YEAR 2024**

**CATEGORY NUMBER**

..... Closing date for receipt of Tenders

**29<sup>th</sup> February 2024, at 4.00 pm**

## Invitation to Tender of year 2024

Health Development Initiative (HDI) invites applications from interested and eligible bidders for tender to supply of the following goods and services for the period 2024 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. HDI provides equal opportunities to all people regardless of gender identity, sexual orientation, age, class, background, or any other status.

For more information, kindly visit our website: [www.hdirwanda.org](http://www.hdirwanda.org)

You can also call:

Phone: **+250 788309262**

Email: [finance@hdirwanda.org](mailto:finance@hdirwanda.org)

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

1.

2.

3.



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## Tender Notice

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/2024/01	Supply of General Office stationary, Cartridge.
HDI/TN/2024/02	Supply of Computer, Laptops, Hardware, Printer, Scanner, Photocopiers & LCD Projectors.
HDI/TN/2024/03	Supply of Office furniture & fittings, Office working stations.
HDI/TN/2024/04	Supply of Medical Equipment and Laboratory consumables.
HDI/TN/2024/05	Supply of Design, Branding, Printing and Publishing services.
HDI/TN/2024/06	Supply of Hotel accommodation and Conference facilities.
HDI/TN/2024/07	Supply of Motor fuel and lubricant.
HDI/TN/2024/08	Provision of Catering services within Kigali.
HDI/TN/2024/09	Provision of Transportation services within Rwanda.
HDI/TN/2024/10	Provision of Internet services and Connectivity solutions.
HDI/TN/2024/11	Provision of Audit consultancy services.
HDI/TN/2024/12	Provision of Air travel and ticketing.
HDI/TN/2024/13	Provision of repair and maintenance of IT support.
HDI/TN/2024/14	Provision of Motor vehicle maintenance.
HDI/TN/2024/15	Provision of Sound system and Tents services.
HDI/TN/2024/16	Provision of Events organizing and management.
HDI/TN/2024/17	Provision of Media services (Radio and TV shows/Talks) & Adverts
HDI/TN/2024/18	Provision of Office general cleaning services.
HDI/TN/2024/19	Provision of Film making and short videos production services.
HDI/TN/2024/20	Provision of Office extension, partitions and repairs, Electrical repairs and Plumbing services.
HDI/TN/2024/21	Provision of courier and cleaning service
HDI/TN/2024/22	Provision of consultancy service

You can download tender document at the HDI website: [www.hdirwanda.org](http://www.hdirwanda.org)

The tender document can be submitted at the HDI office located at KK 649 street, Kicukiro, Kigali.  
or through email: [finance@hdirwanda.org](mailto:finance@hdirwanda.org) , [info@hdirwanda.org](mailto:info@hdirwanda.org)  
Delivered on or before **29<sup>th</sup> February 2024, at 04.00pm.**

**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: .....