



Request for proposal n° 21/OS001/UDC/2018
FINANCING: URUNANA DC PROGRAM BUDGET

Urunana Development Communication (Urunana DC) invites eligible and qualified firms to submit their best technical and financial offers for the following services:

N°	Title of Tender	Reference number of Tender	Bid Security	Opening Time
1	Supply of Office Stationary & Supplies, for one (1) year	21/OS001/UDCPP/2018	50,000 RWf	12:30 PM

Participation is open on equal conditions to all firms/companies specialized in the above-mentioned services. The Tender Documents are available at the reception desk of Urunana Development Communication (Urunana DC). Urunana DC office is located at Kimironko plot No **628**, street No. **KG 17^{AV}** in Kimironko Sector, Gasabo District in Kigali City, on P.O Box 2774 Kigali, Tel +250 788 303 349 Kigali – Rwanda; starting from **6/12/2018** on presentation of a deposit bank slip of a non-refundable amount of ten thousand Rwanda Francs only (10.000 RWF), to the account N° 212-125558-1-5101-1 at **Guaranty Trust Bank (Rwanda) Ltd; Account Name: Urunana DC.**

The technical and financial proposals well printed, prepared in English, properly bound and presented in four copies one of which is the original and three copies, must reach, in sealed envelope, to the Urunana DC Office not later than **4th January 2019** at **12:30 PM** local time, prompt. The bids must be addressed to: **THE MANAGEMENT OF URUNANA DC, P.O BOX 2774 KIGALI - RWANDA.**

The technical and financial proposals will be placed in separate envelopes where the complete address of proposals will be written. The whole package will be slipped into an outer envelope" marked with the reference number and title of the request for proposal and "TO BE OPENED ONLY IN THE PUBLIC SESSION" and addressed to: **THE MANAGEMENT OF URUNANA DEVELOPMENT COMMUNICATION, P.O BOX 2774 KIGALI, RWANDA**

The opening of bid documents will take place in a public session on the same day in the conference room of Urunana DC. The bidding process will be conducted in accordance with the Law n° 13/2013 of 13/02/2013 on Public Procurement.

Done at Kigali, on 6/12/2018

MANAGEMENT
URUNANA DEVELOPMENT COMMUNICATION

Urunana DC, Winner of the: 2017 Journalist Award of Best Radio Drama for Development in Rwanda; 2012 Appreciation Award for successfully implementing the BCSM Project; 2011 Annual Health Media Award by MOH, Rwanda; 2008 Winner of the One World Special Achievement Award for Development media; 2008 Winner of Annual Award for Excellence in HIV and AIDS Strategic Communication; 2008 Winner of the Community Development Initiative Award; 2008 RITA Infotainment Award;