Tender Notice

SUPPLY OF OFFICE FURNITURE FOR RALGA

The Rwanda Association of Local Government Authorities (RALGA) invites eligible and interested companies to submit bids for the Supply of Office Furniture. The supply will be carried out on an as-needed basis, in accordance with a framework contract to be signed with the successful bidder(s) for a period of one (1) year.

The furniture to be supplied is organised into the following lots: Lot 1 – Chairs, Lot 2 – Tables, Lot 3 – Office Cabinets, and Lot 4 – Boardroom Table. All items must be new, unused, made of durable and high-quality materials, and must conform to recognised ergonomic standards, particularly with respect to spinal cord and posture support.

Interested bidders must submit the following documents:

- A signed submission letter;
- Copy of a valid Rwanda Development Board (RDB) registration certificate;
- A valid Rwanda Social Security Board (RSSB) clearance certificate;
- A valid tax clearance certificate issued by the Rwanda Revenue Authority (RRA);
- Certificates of good completion from at least three (3) previous clients.

Failure to submit any of the above documents may result in disqualification. The selection method to be applied is Least-Cost Selection, subject to full compliance with the required administrative and technical specifications.

Application Procedures

Interested bidders shall submit their bids in sealed envelopes, clearly addressed to the Secretary General of the Rwanda Association of Local Government Authorities (RALGA). Bids must be submitted not later than 3 August 2026 at 2:00 p.m. at RALGA Offices, Masaka Sector, Kicukiro District. The opening of bids shall take place on the same day at 2:30 p.m. at the same venue. Bidders or their authorised representatives are welcome to attend the bid opening session. Late submissions shall not be accepted.

Bids shall remain valid for a period of three (3) months from the submission deadline.

Detailed terms of reference for this tender can be found on RALGA's website www.ralga.rw.

Further inquiries shall be channelled by email to *info@ralga.rw*.

Done at Kigali, on 20 July 2026.

Valens UWINEZA
Secretary General of RALGA