Tender Notice

PRODUCTION AND PUBLICATION OF RALGA QUARTERLY MAGAZINE

The Rwanda Association of Local Government Authorities (RALGA) invites eligible and qualified local media houses to submit proposals for the production, printing, and online publication of its quarterly magazine.

The magazine will serve as a premium executive publication and key communication and promotional tool, showcasing achievements, policy developments, innovations, member experiences, and community impact stories from local government entities across Rwanda. The tender is organised into two lots, and bidders may apply for one lot or for both, provided they meet all eligibility requirements:

Lot 1: Magazine production, including article writing, editing, design, and printing, in coordination with RALGA's communication desk.

Lot 2: Online publication of the magazine and/or its articles, to ensure accessibility for a wide digital readership.

Administrative Requirements

- Signed submission letter, addressed to the Secretary General of RALGA;
- Valid Rwanda Development Board (RDB) registration certificate;
- Valid Rwanda Social Security Board (RSSB) clearance certificate;
- Valid Tax Clearance Certificate issued by the Rwanda Revenue Authority (RRA);
- Certificates of good completion from at least three (3) previous clients;
- Valid registration certificate or license as a media house, issued by the Rwanda Utilities Regulatory Authority (RURA) or another competent authority;
- At least three (3) sample copies of magazines produced for other institutions (for Lot 1), and a schedule of prices or rate cards for production and/or publication services.

Bid Submission

Interested bidders should submit sealed and separate technical and financial proposals, clearly addressed to the Secretary General of RALGA, and delivered to the RALGA offices in Masaka Sector, Kicukiro District. The deadline for bid submission is **31 July 2026 at 3:00 p.m.** The technical proposals will be opened at **3:30 p.m.** on the same day. Bidders or their duly authorised representatives are welcome to attend the bid opening.

Detailed Terms of Reference are available for download on the RALGA website: ralga.rw.

For any clarification, interested bidders may contact RALGA via email at info@ralga.rw.

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Valens UWINEZA
Secretary General