
TENDER NOTICE

TITLE: TENDER FOR SUPPLY OF OFFICE STATIONERIES LOT 1) AND CATRIDGES LOT 2) TO ENERGY UTILITY CORPORATION LIMITED (SIMPLIFIED METHOD)
TENDER REFERENCE N°: 11.07.022/ 785/G/SM/19/PROC A&L/EUCL/MD/JCK/km

PROCUREMENT METHOD: SIMPLIFIED METHOD (SM)

SOURCE OF FUND: EUCL

CLIENT: ENERGY UTILITY CORPORATION LIMITED (EUCL)

1. **The Energy Utility Corporation Limited (EUCL)** hereby invites sealed bids from eligible bidders for submitting their best offers for **supply of office stationeries and cartridges to Energy Utility Corporation Limited (EUCL)** as indicated in detail in the statement of Requirements.
2. The tender is comprised of two (2) lots: Lot one (1) for supply of office stationeries, Lot two (2) for supply of Cartridges.
3. Participation to the competition is open on equal conditions to all firms specialized in the field.
4. Bidding will be conducted through the Simplified Method (SM) procedures specified in the REG Procurement Procedures Manual.
5. Tender Documents may be obtained on any working day from **29/05/2019, from 8:00 am to 5:00 pm** at EUCL Headquarter, 1st Floor, Room N° G114, in the **Secretariat Office of the Procurement Management of EUCL**, P.O Box 537 Kigali., E-mail: procurement@eucl.reg.rw, upon presentation of a proof payment of a non-refundable fee of **Ten thousand Rwandan Francs (10,000Frw)** deposited to Account N° 5044962-01-96 opened at I & M Bank, Rwanda.
6. All enquiries and additional information regarding this tender may be obtained to the address mentioned above.
7. Well printed bids properly bound and presented in **two copies one of which is the original** must reach the **Secretariat of the Procurement Management** at the address mentioned below not later than **06/06/2019 at 9:30 am**. Late bids will be rejected and returned unopened.

The address referred to above is: Attention: to the Managing Director,
Energy Utility Corporation Limited (EUCL), 1st Floor, Room N° G114, at the Secretariat of the Procurement Management

8. Bids will be opened in the presence of bidders or their representatives who choose to attend at EUCL main board room on **06/06/ 2019 at 10:00 am**. All bids shall be accompanied by a Bid Security of **Five hundred thousand Rwandan francs (500,000Rwf)** for **each lot** issued by a financial Institution.
9. The bids will remain valid for **120 days** starting from the deadline of bids submission. The Outer envelope should clearly indicate the tender name and title.

Done at Kigali, on **28/05/2019**

Eric BUGINGO
Head Procurement Management

Maj. Eng. Jean Claude KALISA
Managing Director

