

TENDER NOTICE

TITLE: TENDER FOR SUPPLY OF OFFICE STATIONERIES LOT 1 AND CARRIDGES LOT 2 TO ENERGY UTILITY CORPORATION LIMITED (EUCL)

TENDER REFERENCE N°: 11.07.022/667/2020-2021/G/NOCB/EUCL/PROC-A&L/MD/AZ/FM/38

PROCUREMENT METHOD: NATIONAL OPEN COMPETITIVE BIDDING (NOCB)

CLIENT AND SOURCE OF FUNDS: 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 National Open Competitive Bidding (NOCB) procedures specified in the Procurement User Manual of EUCL as updated to date.
5. The bidding document may be obtained by interested bidders on any working day, working hours from 11/05/2021 at **EUCL Headquarter, 1st Floor, Room N° G114**, in the Secretariat of the Procurement Management Unit of EUCL, P.O Box 5634 Kigali, E-mail: procurement-eucl@eucl.reg.rw, egmbaranga@eucl.reg.rw upon presentation of a payment proof of a non-refundable fee of **Ten thousand Rwandan Francs (10,000 Frw)** deposited to Account N° 250449620001/RWF 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 **10/06/2021 at 10:00 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)

EUCL Headquarter Office's 1st Floor, Room N° G114, at the Secretariat of the Procurement Management, Kigali – Rwanda

8. Bids will be opened in public in the presence of bidders or their representatives who choose to attend at EUCL main board room on **10/06/2021 at 10:30 am**.
9. All bids shall be accompanied by a Bid Security of **One Million Five Hundred Thousand Rwandan Francs (1,500,000Rwf)** for **EACH LOT** issued by a reputable bank or any other reputable financial institution.
10. The bids will remain valid for **120** days starting from the deadline of bids submission.
11. The Outer envelope should clearly indicate the tender reference number and title.

Done at Kigali, on **10**...../05/2021


Gerald Francis YEMUKAMA
A/g Head Procurement Management


Armand ZINGIRO
Managing Director