



Kigali, ...14 SEP 2012.....

N° SP.1.1743/2012.1.BD

Tender Notice (TN) / Invitation for Bids (IFB)

Title: ACQUISITION OF OFFICE SUPPLIES AND STATIONERIES

Lot1: Stationeries

Lot2: IT equipment and supplies

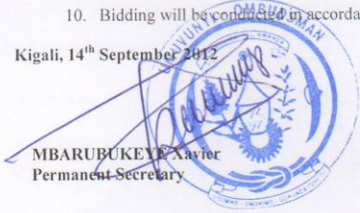
Lot3: Cafeteria and cleaning supplies

Lot 4: Furnitures

No: 004/AOO/OMB/12-13

1. The Office of the Ombudsman (hereinafter called "Client") funded by the Ordinary Budget towards the cost of acquisition of office supplies and stationeries under the above lots. The Client intends to apply a portion of the funds to eligible payments under the contract for which this Tender Notice is issued.
2. The Office of the Ombudsman invites qualified bidders to submit bids for the supplies and stationeries as indicated in details in the statement of Requirements.
3. Tender Documents in *English* may be obtained from 18/09/2012 upon presentation of a proof of payment of a non-refundable fee of Five thousand Rwandan Francs (5,000 Rwf) to the bank Account N° 120.00.46 of the Rwanda Revenue Authority opened at the National Bank of Rwanda.
4. Tender Documents may be obtained on any working day from the Office of the Ombudsman, Kimihurura, in the Procurement Officer from 07:00 a.m to 05:00 p.m.
5. All bids shall be accompanied by a *Bid Security* of 500,000 Rwf starting from the date of bids opening.
6. Enquiries regarding this tender may be addressed to the Permanent Secretary of the Office of the Ombudsman, Kimihurura, P.O Box: 6269 Kigali.
7. Well printed bids, properly bound and presented in 4 copies one of which is the original must reach the procurement officer at the address mentioned above not later than 19/10/2012 at 10:00 a.m. Late bids will be rejected.
8. Bids will be opened the same day in the presence of bidders or their representatives who choose to attend at the above mentioned address in the main conference room at 10:10 a.m.
9. The Outer envelope should clearly indicate the tender title.
10. Bidding will be conducted in accordance with the Law N° 12/2007 of 27/03/2007 on Public Procurement.

Kigali, 14th September 2012


MBARUBUKEYE Xavier
Permanent Secretary