



Kigali, 12 SEP 2012.....

N° 58/1718/9.12/16


Tender Notice (TN) Invitation for Bids (IFB)

Title: Upgrading the website of the Office of the Ombudsman

N° 005/AAOO/OMB/2012-2013

1. The Office of the Ombudsman (hereinafter called "Client") funded by the Government of Rwanda through the National Budget 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 proposals for the services of upgrading its website www.ombudsman.gov.rw as indicated in details in the statement of Requirements.
3. Tender Documents in *English* may be obtained from 17/9/2012 upon presentation of proof payment of a non-refundable fee of Five Thousand Rwandan Francs (5,000Rwf) 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 proposals shall be accompanied by a *Bid Security* of 500,000 Rwf.
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 proposals, properly bound and presented in 4 copies one of which is the original must reach the Office of the Ombudsman at the address mentioned above not later than 19/10/2012 at 10.00 a.m.
8. All technical proposals shall be placed in an envelope clearly marked "Technical Proposal" and the financial proposals in one marked "Financial Proposal". These envelopes, in turn, shall put into a third outer envelope. The Proposals 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 10.00 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, 12th September 2012


 MBARUBUKYE Xavier
 PERMANENT SECRETARY

