RAISING THE VILLAGE

Gacuriro, KG 14, Ave, 353
PO Box 7057
Kigali, Rwanda
raisingthevillage.org

PRE-QUALIFICATION NOTICE (2027-2029) FOR RAISING THE VILLAGE RWANDA OFFICE.

Objective.

The purpose of this request is to **SOLICIT submissions/bids from** suppliers of Goods, Works and services that meet the legal eligibility requirements stated in this pre-qualification notice Future Requests for Quotations (RFQs) will be issued only to the suppliers successfully prequalified under this notice, and based on the specific requirements and project demands of RTV Rwanda Office

Disclosure

This prequalification Notice does not amount to any contractual obligation on the part of RTV Rwanda office. Only qualified companies will be invited to participate in the possible subsequent bidding exercise. To enable you to submit your Proposal, attached are:

Section 1	Letter of Invitation
Section 2	Instructions to Bidders
Annex 1	Schedule of requirements

SECTION 1

To all Bidders;

RAISING THE VILLAGE invites expression of interests from vendors for prequalification for the period 2027 to 2029 (Two years but renewable subject to performance review) as per the attached schedule of requirements in Annex 1.

Detailed instructions on labeling and submission of the Applications are provided in the Instruction to Offerors (Section 2). Should you require further clarifications, kindly communicate with the contact email rwanda.logistics@raisingthevillage.org
RAISING THE VILLAGE looks forward to receiving your Expression of Interest and thank you in advance for your interest in RAISING THE VILLAGE procurement opportunities.

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SECTION 2

INSTRUCTION TO BIDDERS

Interested bidders must strictly adhere to all the requirements of this prequalification notice. No changes, substitutions or other alterations to the rules and provisions stipulated in this notice may be made or assumed unless it is instructed or approved in writing by RAISING THE VILLAGE in the form of a supplementary note to the prequalification notice.
Submission of expression of interest will be deemed as an acknowledgement by the bidder that all obligations stipulated by this Notice will be met and, unless specified otherwise, the bidder has read, understood and agreed to all the instructions in this Expression of Interest.

RAISING THE VILLAGE is under no obligation to award a contract to any bidder because of this Prequalification Notice.

SOLICITATION DOCUMENTS

Clarification of solicitation documents.

The bidders are expected to examine all corresponding instructions, terms and specifications contained in the solicitation documents. Failure to comply with these documents will be at the bidder's risk and may affect the evaluation of the Proposal.
A prospective bidder requiring any clarification of the solicitation document may contact RAISING THE VILLAGE in writing via email rwanda.logistics@raisingthevillage.org not later than **November 27, 2026, by 5:00pm**. RAISING THE VILLAGE shall respond in writing to any request for clarification of the solicitation of documents prior to the deadline for the submission of the expression of interest.

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RAISING THE VILLAGE shall respond in writing via email and will electronically transmit copies of the response (including an explanation of the query but without identifying the source of inquiry) to all bidders who have provided confirmation of their intention to express interest.

RAISING THE VILLAGE shall endeavor to provide responses to the requests for clarifications in an expeditious manner, but any delay in such response will not cause an obligation on the part of RAISING THE VILLAGE to extend the submission date of the notice, unless RAISING THE VILLAGE deems that such an extension is justified and necessary.

Amendment of solicitation documents.

At any time prior to the deadline for submission of interest, RAISING THE VILLAGE may, for any reason, whether at their own initiative or in response to a clarification request, modify the solicitation of documents by amendment.
In order to allow prospective Offerors reasonable time to take the amendments into account in preparing their offers, RAISING THE VILLAGE may, at their own discretion, extend the deadline for the submission of interest.

PREPARATION OF THE EXPRESSION OF INTEREST

Language of the expression of interest.

The expression of interest and all correspondence and documents relating to the application exchanged by the bidders and RAISING THE VILLAGE shall be written in English.

Documents comprising the Expression of Interest.
Eligibility Documents.

The bidders shall structure the operational and technical part of their Application as follows, which shall constitute the evaluation criteria:

- Trading Certificate/license applicable.
- Valid Tax Registration Certificate.

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- Certificate of Incorporation where applicable.
- Memorandum and Article of Association.
- A detailed company profile (containing address, telephone, email, physical location, List of Directors, Technical Staff + Qualification).
- Reference or recommendation letter from at least 2 clients.
- Bank statement for the last 3 months.
- Tax exemption certificate where applicable.
    - Evidence of previous similar works.

SUBMISSION AND OPENING OF THE APPLICATIONS.

Sending and labeling Applications.

The bidders should submit their applications in soft copy form as instructed below:
Applications should comprise all Eligibility Documents and sent to tenders@raisingthevillage.org as single document (PDF), clearly indicating the category applied for in the email subject. If your submission is not labeled as per the instructions, RAISING THE VILLAGE will not assume responsibility for the Proposal's misplacement or premature opening.

Deadline for submission of Applications.

Applications will be received by RAISING THE VILLAGE on the email address specified tenders@raisingthevillage.org not later than **4th December 2026, 05:00 pm.**

RAISING THE VILLAGE may, at their own discretion, extend the deadline for the submission of applications by amending the solicitation documents in accordance with specifications under Clause 3, in which case, all rights and obligations of RAISING THE VILLAGE and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

Late Applications.

Any application received by RAISING THE VILLAGE after the deadline for submission will be rejected.

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Opening Applications.

RAISING THE VILLAGE shall open the Applications in accordance with their internal procedures.

Preliminary examination.

RAISING THE VILLAGE shall examine the Applications to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Applications are generally in order, among other indicators that may be used at this stage. RAISING THE VILLAGE may reject any Application at this stage.

Evaluation and comparison of Applications.

The evaluation committee shall review and evaluate the Applications based on their responsiveness to the documentation provided.

A compliance review procedure will be followed to evaluate the Applications. Firstly, the mandatory criteria will be evaluated. Non-compliance with any mandatory criteria will exclude the bidders from further consideration in the evaluation process.

Clarification of Applications.

To assist in the examination, evaluation and comparison of Applications, RAISING THE VILLAGE may, at their discretion, ask any bidder for clarification of the Application.
RAISING THE VILLAGE's request for clarification and the response will be in writing. Notwithstanding the written communication, no changes in the Application will be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by RAISING THE VILLAGE in the evaluation of the Applications.
Any unsolicited clarification submitted by bidders in respect to the Application, which is not a response to a request by RAISING THE VILLAGE, will not be considered during the review and

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evaluation of the Applications.

Responsiveness of Applications.

RAISING THE VILLAGE's determination of the responsiveness of an application will be based on the contents of the Application itself.
A substantially responsive Application is one that conforms to all the terms, conditions and other requirements of the Responsiveness of Application without material deviation, reservation, or omission.
If any Applications is not substantially responsive, it shall be rejected by RAISING THE VILLAGE and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

Nonconformities, reparable errors and omissions.

Provided that an application is substantially responsive, RAISING THE VILLAGE may waive any non-conformities or omissions in the Application that, in the opinion of RAISING THE VILLAGE, do not constitute a material deviation.
Provided that an application is substantially responsive, RAISING THE VILLAGE may request the bidder to submit necessary information or documentation, within a reasonable period, to rectify nonmaterial nonconformities or omissions in the application related to documentation requirements. Such omission shall not be related to any aspect of the price of the Application. Failure of the bidder to comply with the request may result in the rejection of the Application.
If the bidder does not accept the correction of errors made by RAISING THE VILLAGE, the Application will be rejected as non-responsive.

Award criteria.

RAISING THE VILLAGE reserves the right to accept or reject any application, to render any or all of the Applications as non-responsive, and to reject all Applications at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Proposer(s) of the grounds for RAISING THE VILLAGE's action. Furthermore,

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Note: Costs incurred for site inspection, preparation and submission of bids are not reimbursable and shall be borne in entirety by the Bidder. This is a call for prequalification and not a bid itself, and Raising the Village reserves the right to award or cancel the process at any stage and therefore, incurring no liability.
All applications will be carefully screened.

Note: Companies submitting more than one bid should submit as separate bids.

Interested eligible suppliers are invited to apply for pre-qualification as per the listed categories below:

ANNEX 1

CATEGORY 1: SUPPLIES

CATEGORY NUMBER	CATEGORY NAME
RTV/SUPLS/PQ/2027-28/01	A. Office Stationery
RTV/SUPLS/PQ/2027-28/02	A. Household Seeds, Beans, Ground nuts, Maize, Millet, Soybeans, Irish Potatoes, onions (bulbs), Field peas, Sun flower, Cassava cuttings.etc
RTV/SUPLS/PQ/2027-28/03	A. **Nursery bed seeds.** Carrots, Spinach, Beetroot, Pumpkins, African spider plant, Amaranths, Tomatoes**,** Black Nightshade**,** Eggplants, Cabbages, Cauliflower, Nakati, Sukuma Wiki, Onions, Pepper, Hotpepper, Spring Onions.etc
RTV/SUPLS/PQ/2027-28/04	A. Livestock (Pigs, Goats, Chickens etc.) B. Animal medication. C. Animal feeds. D. Reagents and green matter for organic Pesticides.

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RTV/SUPLS/PQ/2027-28/05	A. Garden Tools and Equipment (Watering Cans, Hoes with Handles, Metallic Spades, Pick Axes, Forked Hoes, Jerricans, Trowels, Wheelbarrows, Sprayers Pump, Tarpaulin etc.) etc
RTV/SUPLS/PQ/2027-28/06	A. Computer hardware, B. Consumables and Accessories (Desktops, Laptops, Projectors, Toner Cartridges, UPSs etc.) C. Supply and installation of computer software, networking, Repairs D. & maintenance of computers and photocopiers.
RTV/SUPLS/PQ/2027-28/07	A. Supply of Office equipment e.g. Print devices: printers, photocopiers, B. scanners.
RTV/SUPLS/PQ/2027-28/08	A. Office furniture and fittings
RTV/SUPLS/PQ/2027-28/09	A. Supply of Motor vehicle and Motorcycles B. Supply of Motor Vehicle and MotorCycle Tyres C. Supply of Generators D. Supply and installation of MotorCycle and Vehicle Trackers.
RTV/SUPLS/PQ/2027-28/10	A. Branded items (umbrellas, bags, branded pens,) Printing, art and design, Publications, Promotional materials etc.
RTV/SUPLS/PQ/2027-28/11	A. Air conditioners, accessories and refrigeration maintenance
RTV/SUPLS/PQ/2027-28/12	A. Supply of Tents
RTV/SUPLS/PQ/2027-28/13	A. VSLA KIT (Boxes)Ink Pad, Pass books, Padlock Tricycle, Ruler, Stamp, Counter book Picfare 4 quire, Collection basket.
RTV/SUPLS/PQ/2027-28/14	A. General Merchandise (Office supplies, kitchen utilities and toiletries)

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RTV/SUPLS/PQ/2027-28/15	A. Supplies of field Training Refreshments.

CATEGORY 2: SERVICES

CATEGORY NUMBER	CATEGORY NAME
RTV/SRVCS/PQ/2027-28/16	A. Air Ticketing services.
RTV/SRVCS/PQ/2027-28/19	A. Office Cleaning. B. Fumigation services. C. Plumbing services
RTV/SRVCS/PQ/2027-28/20	A. Repair & Servicing of Motor vehicles B. Repair & Servicing of Motor cycles. C. Supply of motorcycle/vehicles tube, batteries and spare parts D. Repair & Servicing of Generators
RTV/SRVCS/PQ/2027-28/21	A. Engraving Services.
RTV/SRVCS/PQ/2027-28/22	A. Supply, Maintenance & repair of electrical equipment.
RTV/SRVCS/PQ/2027-28/23	A. Maintenance & repair of furniture & fittings.
RTV/SRVCS/PQ/2027-28/24	A. Supply of First Aid Kits.
RTV/SRVCS/PQ/2027-28/25	A. Secretarial services (photocopying, printing and binding) B. Supply of office stationery & scholastic materials
RTV/SRVCS/PQ/2027-28/26	A. Garbage collection and disposal.
RTV/SRVCS/PQ/2027-28/27	A. Courier & postage services
RTV/SRVCS/PQ/2027-28/28	A. Clearing & forwarding
RTV/SRVCS/PQ/2027-28/29	A. Internet services. B. Airtime provision C. Mobile money aggregation services.
RTV/SRVCS/PQ/2027-28/30	A. Asset Valuation.
RTV/SRVS/PQ/2027-28/32	A. Branded Items (Umbrellas, Bags, Branded Pens) Printing, Art and Design, Publications, Promotional Materials, Sensitization, Pictorial

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	Charts etc.

CATEGORY 3: WORKS

CATEGORY NUMBER	CATEGORY NAME
RTV/WRKS/PQ/2027-28/32	A. Supply and installation of Electrical parts B. Water Construction (Shallow well, Normal Spring, Spring with tanks, Bore Hole Drilling and Rehabilitation, Shallow well rehabilitation, C. Supply of Rain harvest water tanks and accessories D. Supply of Water testing kits. E. Supply of Biosand filters. F. Supply Water Extension materials. G. Supply and installation of plumbing materials
RTV/WRKS/PQ/2027-28/33	A. Metal works and fabrication

STANDING TOGETHER AGAINST FRAUD & CORRUPTION

RAISING THE VILLAGE-RWANDA has a zero-tolerance policy to fraud, bribery, collusion, corruption and any other unethical practices and expects all third parties' associations to follow the same. If there any concerns of bribery, collusion, unethical behavior or any wrongdoing by RAISING THE VILLAGE-RWANDA staff or any associate, you can send email on ask@raisingthevillage.org so that your concern can be addressed with full confidence and confidentiality. Utmost confidentiality is expected from the bidders. Bidders shall not disclose any information relating to RAISING THE VILLAGE to any other party without the prior written consent of RAISING THE VILLAGE.