
REQUEST FOR EXPRESSION OF INTEREST

1. Background

Agaciro Development Fund (AgDF) is located at BPR PCD Towers, corner KN 67 & KN 30 in Kigali, and occupies the west wing of the 7th floor as well as part of the west wing on the 6th floor.

As part of the ongoing redesign of its office space, AGDF seeks to engage a qualified branding and interior decoration firm to deliver branding and interior decoration works on two designated floors of its offices. The intent is to foster better collaboration, reinforce institutional identity, and create a coherent and welcoming working environment.

The selected firm will be responsible for translating AgDF's institutional identity into a coherent visual and physical environment on these two floors, integrating branding, wayfinding, thematic messaging, and interior wall decoration into a unified design solution.

2. Scope of the Assignment

The objective of this consultancy is to:

- Develop a coherent branding and interior decoration concept for two floors of the AGDF offices.
- Translate AGDF's institutional identity into a physical and visual experience on the assigned floors.
- Design and install interior decor that complement the branding concept.
- Design and install interior branding elements and a structured wayfinding system on the two floors.
- Curate thematic messaging across the two floors aligned with institutional values.
- Supervise production and installation of approved branding and decor.

3. Required Qualifications

The selected company must demonstrate:

- At least five (3) years experience in branding, interior fit-out and decoration works in Rwanda.
- Evidence of having executed similar branding and decoration for at least four (3) reputable institutions in Rwanda.
- Portfolio of institutional or corporate interior branding and decoration projects.
- Strong conceptual design capability.
- Expertise in wayfinding systems and accessibility.
- Demonstrated production and installation capacity for both branding and decoration works.
- Familiarity with relevant interior finishing, fire-safety and workplace standards.
- Valid registration and tax compliance with the Rwanda Revenue Authority (RRA).

Interested parties should express interest with proof of the required experience to carry out the work by **14 August 2026 at 10:00 am** and only parties with the required experience will be invited to the exhibit scheduled for **20 August 2026**, where they shall review the existing floor plan and the proposed design as well as discuss with management. Final quotations should be submitted by **03 September 2026**. The winning bid will be evaluated based on cost effectiveness, ability to conduct the work in the specified period, innovation and positive references on quality of workmanship.

Please address your bid to procurement@agaciro.rw and clearly label the submission AGDF BRANDING TENDER.