



ISOKO SACCO-GASABO (ISG)

SECTION I: INVITATION TO TENDER

ISOKO SACCO GASABO (ISG) hereby invites eligible and qualified bidders to submit sealed bids for the supply of promotional materials. The procurement is divided into five (5) lots as specified in the schedule of requirements. Bidders may bid for one, several or all lots, and each lot will be evaluated and awarded separately.

Eligible bidders must be legally registered in Rwanda and meet the qualification requirements specified in the tender document. Each bid must be accompanied by a bid security equivalent to five percent (5%) of the applicable bid price, in the form of a bank guarantee or insurance guarantee issued by a recognized institution. The successful bidder shall provide performance security where required.

Bids must be submitted in one (1) original and two (2) copies, containing the complete technical and financial offers, in one sealed envelope clearly marked with the tender number and title, bidder's name and the words "BID FOR THE SUPPLY OF PROMOTIONAL MATERIALS – NOT TO BE OPENED BEFORE THE OFFICIAL BID OPENING." Bids must be delivered to the Procurement Office, ISOKO SACCO GASABO Head Office, Kinyinya, Kagugu KG 26 Ave. No. 335, Gasabo District, Kigali, no later than November 13, 2026 at 10:00 AM local time. Bids will be opened publicly on November 13, 2026 at 10:30 AM at the ISG Head Office Meeting Room, in the presence of bidders or their representatives who choose to attend. The names and addresses of bidders, bid prices and other relevant information will be read aloud and recorded.

The tender document may be obtained from the Secretary of the Staff Tender Committee at the ISG Head Office or requested by email at procurementisokosaccogasabo@gmail.com, upon submission of proof of payment of a non-refundable tender document fee of ten thousand Rwandan francs (Frw 10,000) deposited into Bank of Kigali Account No. 100193269582, in the name of ISOKO SACCO GASABO. Enquiries or requests for additional information may be addressed to the same email address.

ISOKO SACCO GASABO reserves the right to accept or reject any bid and to cancel or annul the procurement process in accordance with applicable requirements.

Done at Kigali, on October 26, 2026

Fulgence NKERAGUTABARA
Managing Director
ISOKO SACCO GASABO



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