



Request for Quotations

Service: Supply and Delivery of Groceries

Date: September 21, 2026

RFQ Number: RSOG-RFQ-2026/09/002

Issue Date: September 22, 2026

Submission Deadline: October 01, 2026

Contracting Entity: Rwanda Society of Obstetricians and Gynecologists (RSOG)

TERMS OF REFERENCE

1. Background:

The Rwanda Society of Obstetricians and Gynaecologists (RSOG) invites qualified and experienced suppliers to submit quotations for the supply and delivery of groceries and related consumable items for its office in Kigali.

2. Objective:

The purpose of this RFQ is to identify a qualified and reliable supplier capable of providing quality grocery items at competitive prices and delivering them to RSOG as and when required.

3. Scope of Supply:

The selected supplier shall supply and deliver grocery items including, but not limited to, foodstuffs, beverages, condiments, fruits, snacks, and other related items required by RSOG.

The detailed list of required items and specifications is provided in the Grocery Price Schedule attached as Annex I.

4. Pricing Requirements

Suppliers are required to complete the attached Grocery Price Schedule (Annex I) by providing the unit price for each listed item based on the specified unit or pack size.

The quantity of one (1) indicated in the price schedule is used solely as a basis for obtaining the unit price and does not represent the quantity to be purchased by RSOG or constitute a commitment to purchase any specific quantity.

The quoted unit prices will serve as reference prices for future orders. Actual quantities and items to be ordered will be determined based on RSOG's requirements and individual purchase requests during the contract period.

All prices shall be quoted in Rwandan Francs (RVF) and inclusive of all applicable taxes.

5. Service Period:

The expected service period is six (6) months, subject to satisfactory performance, availability of funds, and RSOG procurement requirements.

6. Supplier Requirements:

Interested suppliers shall:

- Be legally registered and authorized to operate in Rwanda
- Demonstrate relevant experience in the supply of groceries
- Provide quality products meeting applicable hygiene, safety, and packaging standards
- Have the capacity to deliver orders within Kigali within the agreed timeframe
- Provide reliable and responsive service.

7. Documents to be submitted:

Interested suppliers shall submit the following:

- A Signed and stamped completed Grocery Price Schedule (Annex I)
- Company registration certificate and any other relevant trading license
- Valid Tax Clearance Certificate and RSSB Clearance Certificate
- Reference from at least three (3) previous/current clients

8. Submission

Quotations must be submitted by End of Day, 01 October 2026.

All submissions must:

- Be in PDF Format
- Be sent via email procurement.rsog@rsog.org.rw
- Include the subject line: "Submission of Quotation – RSOG-RFQ-2026/09/002"

Late submission will not be considered.

9. Clarifications:

All inquiries and requests for clarifications must be submitted in writing to the same email address indicated above.

Sincerely,

Procurement Office
RSOG