

MOUNT KIGALI UNIVERSITY
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TENDER NO:

REGISTRATION OF SUPPLIERS FOR
SUPPLY OF GOODS, SERVICES & WORKS
FOR FINANCIAL YEARS 2026/2029

CATEGORY APPLIED.

.....

CATEGORY NO.

.....

CLOSING DATE AND TIME:

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Office of the Deputy Vice-Chancellor, Finance and Administration.

REGISTRATION OF SUPPLIERS F/Y 2026-2029 NOTICE

As Mount Kigali University continues to expand its operations and strengthen its presence, the organization seeks to establish a reliable pool of qualified and professional suppliers and service providers to support its projects and operations. The University Invites Expressions of Interest (EOIs) from reputable and experienced firms, companies, for prequalification to supply assorted goods, works, and services in various categories.

for the years 2026-2029 as per the item listing provided hereunder.

#	EOI reference number	Description	Eligibility
1	MKUR-RWA-EOI-2026-001	Supply of ICT Equipment (Computers, Laptops, Printers, Copiers, UPS, Projectors, Accessories)	Open to ALL
2	MKUR-RWA-EOI-2026-002	Supply of Network Equipment and ICT Infrastructure	Open to ALL
3	MKUR-RWA-EOI-2026-003	Software Licensing, ICT Support and Maintenance Services	Open to ALL
4	MKUR-RWA-EOI-2026-004	Printing, Branding, Graphic Design and Promotional Materials	Open to ALL
5	MKUR-RWA-EOI-2026-005	Office Stationery and General Office Supplies	Open to ALL
6	MKUR-RWA-EOI-2026-006	Office Furniture, Fixtures and Repairs	Open to ALL
7	MKUR-RWA-EOI-2026-007	Provision of Cleaning, Sanitary, Landscaping and Gardening Services.	Open to ALL
8	MKUR-RWA-EOI-2026-008	Provision of Security Guard Services	Open to ALL
9	MKUR-RWA-EOI-2026-009	Installation and Maintenance of CCTV, Access Control and Alarm Systems	Open to ALL
10	MKUR-RWA-EOI-2026-010	Provision of Pest Control, Fumigation, and General and Specialized Medical Waste Management Services	Open to ALL
11	MKUR-RWA-EOI-2026-011	Building Construction, Renovation and Civil Works and Plumbing, Electrical and Mechanical Maintenance Services	Open to ALL

12	MKUR-RWA-EOI-2026-012	Supply of Building and Hardware Materials	Open to ALL
13	MKUR-RWA-EOI-2026-013	Supply, Installation and Maintenance of Air Conditioners	Open to ALL
14	MKUR-RWA-EOI-2026-014	Supply and Refilling of Fire Extinguishers and Fire Safety Equipment	Open to ALL
15	MKUR-RWA-EOI-2026-015	Clinical, Medical and Laboratory Equipment	Open to ALL
16	MKUR-RWA-EOI-2026-016	Laboratory Chemicals and Consumables, Medical Supplies and Personal Protective Equipment (PPE)	Open to ALL
17	MKUR-RWA-EOI-2026-017	Catering and Restaurant Services	Open to ALL
18	MKUR-RWA-EOI-2026-018	Hotel Accommodation and Conference Facilities	Open to ALL
19	MKUR-RWA-EOI-2026-019	Air Ticketing and Travel Management Services	Open to ALL
20	MKUR-RWA-EOI-2026-020	Vehicle Hire, Transport and Logistics Services	Open to ALL
21	MKUR-RWA-EOI-2026-021	Audit, Accounting and Financial Consultancy Services	Open to ALL
22	MKUR-RWA-EOI-2026-022	Human Resource Consultancy and Training Services	Open to ALL
23	MKUR-RWA-EOI-2026-023	Research and Monitoring & Evaluation Consultancy	Open to ALL
24	MKUR-RWA-EOI-2026-024	Insurance Services(Motor vehicle , property and medical insurance)	Open to ALL
25	MKUR-RWA-EOI-2026-025	Supply of Drinking Water and Beverages	Open to ALL
26	MKUR-RWA-EOI-2026-026	Supply of food and beverage ingredients for practices	Open to ALL
27	MKUR-RWA-EOI-2026-027	Supply of Uniforms, Protective Clothing and Branded Apparel	Open to ALL
28	MKUR-RWA-EOI-2026-028	Supply of Fuel, Liquefied Petroleum Gas (LPG) for Cooking, and Provision of Fuel Card Services	Open to ALL
28	MKUR-RWA-EOI-2026-029	Provision of Maintenance and Repair Services for Mount Kigali University Motor Vehicles	Open to ALL
30	MKUR-RWA-EOI-2026-030	Provision of Media Advertising and Publicity Services (Newspapers, Websites, Radio and Television)	Open to ALL
31	MKUR-RWA-EOI-2026-031	Supply of Motor vehicle tyres, tubes and batteries	Open to ALL

32	MKUR-RWA-EOI-2026-032	Graduation and event Management services (tents, seat, decoration)	Open to ALL
33	MKUR-RWA-EOI-2026-033	Supply of Sports equipment and gears	Open to ALL
34	MKUR-RWA-EOI-2026-034	Pharmaceutical supplies	Open to ALL
35	MKUR-RWA-EOI-2026-035	Broadcasting and studio equipment	Open to ALL
36	MKUR-RWA-EOI-2026-036	Maintenance of power generators and water pumps	Open to ALL
37	MKUR-RWA-EOI-2026-035	Supply of Uniforms and Gowns Includes: Academic gowns, lawyers' gowns, student uniforms, corporate uniforms, and related attire.	Open to ALL
38	MKUR-RWA-EOI-2026-036	Biomedical maintenances and calibration services (all medical and teaching mannequin maintenance, calibration and assembling)	Open to ALL
39	MKUR-RWA-EOI-2026-037	Supply of Biomedical devices, teaching dummy (mannequin)	Open to ALL
40	MKUR-RWA-EOI-2026-038	Supply of medical scrubs and other medical dress for both students and staff	Open to ALL
42	MKUR-RWA-EOI-2026-039	Provision of Professional Cleaning and Maintenance Services for Linens, Tablecloths, Academic Gowns, and Related Fabric Items.	Open to ALL

The supplier pre-qualification exercise will be conducted online via procurement office email:

procurement@mkur.ac.rw

Interested eligible bidders may obtain further information and inspect the registration of suppliers document through the MKUR Procurement email procurement@mkur.ac.rw with subject **“REGISTRATION OF SUPPLIERS”**.

Prospective bidders shall access the registration of suppliers document at Mount Kigali University (MKUR) premises free of charge. Interested bidders are required to register by sending their company name and contacts details to procurement@mkur.ac.rw

Submission of registration of suppliers shall be continuous after closing date for bi-annual evaluation and registration

The online supplier submission exercise closes on **21/10/2026**

In case of any inquiry kindly contact the procurement department through /0733346691/0788927091

Only registered firms will be requested to provide competitive quotations for goods, services/ works listed above as and when needed. Late bids will not be considered.

Mount Kigali University reserves the rights to accept or reject any bid in whole or part at its discretion.

2. BRIEF CONTRACT REGULATION

Registration of supplier's documents shall be opened immediately after closure on **9/10/2026** online at Mount Kigali University (MKUR) in the presence of tenderers / representatives who choose to attend the opening exercise. Late tenderers will be rejected.

3. REGISTRATION DATA INSTRUCTIONS

2.1 Introduction

Mount Kigali University would like to invite interested candidates who meets the set criteria as provided, to supply and delivery or provision of goods, services and works.

2.2 Registration Objective

The main objective is to supply and deliver assorted items, works and also provides services under relevant tenders / quotations to Mount Kigali University as and when required during the period ending 2026- 2029 Financial Years.

2.3 Invitation to Registration

Suppliers registered with the Registrar of Companies under the Laws of Rwanda in respective merchandise or services are invited to submit their Registration Documents to Deputy Vice Chancellor, Finance and Administration, Mount Kigali University via MKUR Procurement office email.

So that they may be registered for submission of quotations / tenders, bids will be submitted in complete lots or in combination. The prospective Suppliers are required to supply mandatory information for registration.

2.4 Experience

Prospective suppliers and contractors must provide evidence of successful supply and delivery of similar goods, service and works. Potential suppliers / contractors must demonstrate the willingness and commitment to meet the Registration Criteria.

2.5 Registration Document

This document includes questionnaire forms and documents required of prospective suppliers.

2.6 In order to be considered for Registration, prospective suppliers must submit all the information herein as requested.

2.7 Questions Arising from Documents

Questions that may arise from the registration documents should be directed to the Procurement Office through email address procurement@mkur.ac.rw

2.8 Additional Information

Mount Kigali University reserves the right to request submission of additional Information from prospective bidders.

4. CONTRACT REGULATIONS / GUIDELINES

5.1 Taxes on Imported Materials

The Supplier will have to pay all taxes payable as applicable for all materials to be supplied.

5.2 Customs Clearance

The supplier shall be responsible for the custom clearance of their imported goods and materials.

5.3 Contract Price

The contract shall be of unit price type or cumulative of computed unit price where applicable and quantities required. Prices quoted should be inclusive of all delivery and tax charges.

5.4 Payments

All local purchase orders (LPO) shall be on credit of a minimum of forty five (45) days or as may be stipulated in the Contract Agreement.

5. REGISTRATION / REGISTERED DATA INSTRUCTIONS

5.1 Registration Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5 and PQ6 are to be completed by prospective suppliers / contractors who wish to be registered for submission of quotations /tender for the specific work.

5.1.1 The registration application forms which are not filled out completely and submitted in the prescribed manner **SHALL** not be considered. All the documents that form part of the proposal **MUST** be written in English.

5.2 Notification and Qualification of Applicants

5.2.1 It is understood and agreed that the Registration data on prospective bidders are to be used by Mount Kigali University (MKUR) in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the quotation and tender as described by the client.

5.2.2 Prospective bidders **SHALL** not be considered qualified unless in the judgment of the MKUR that they have capacity, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods, services & works.

5.2.3 Applicants whose applications are determined to be successful will be notified in writing, at the same time applicants whose applications are not responsive shall be notified in writing.

5.2.4 Applicants

5.3 Essential Criteria for Registration

5.3.1 Experience: Prospective bidders shall have experience in supply of goods, services and works. The potential supplier / contractor should show competence, willingness and capacity to service the contract at short notice.

5.3.2 Past Performance

Past performance will be given due consideration in registration of bidders. Letter of reference and or copies of order / contracts from past customers should be included in Form PQ-4.

5.3.3 Sworn Statement

Application must include a sworn statement Form PQ-6 by the Tenderer ensuring the accuracy of the information given.

5.3.4 Withdrawal of Registration

Should a condition arise between the time the firm is registering to bid and the bid opening date which in the opinion of MKUR could substantially change the Performance and qualification of the bidder or his ability to perform such as but not limited to Bankruptcy, change in ownership or new commitments, MKUR reserves the right to reject the tender from such a bidder even though he was initially pre-qualified.

5.3.5 The firm **MUST** have a fixed Business Premise and must be registered in Rwanda, with Certificate of Registration Incorporation .

5.3.9 The firm must show proof that it has paid all its statutory obligations and have current ***Tax Compliance Certificate which is mandatory.***

5.3.10 (a) Registration & Award Criteria for Limited Companies

Potential suppliers **MUST** show competence, willingness, and capacity to serve the contract through required information which forms the Points Scored.

1. Registration Documentation PQ-1	- Mandatory requirements
2. Company Profile form PQ-2	- 30 points
5. Confidential Business questionnaire PQ-3	- 20 points
6. Relevant Past Experience PQ-4	- 30 points
7. Litigation History PQ-5	- 10 points
8. Sworn statement PQ-6	- 10 points
TOTAL	100 POINTS

NB: The pass mark is 65 points and above

5.3.11 **ONLY** bidders with mandatory documents in **PQ1** and **SHALL** proceed to be evaluated in **PQ2- PQ6**

6. FORM PQ-1 REGISTRATION – MANDATORY DOCUMENTS

All firms **MUST** provide: -

NO.	REQUIREMENT	Points	YES/NO
1	Submission Supplier Registration form duly signed, dated and stamped.		
2	Company profile with full addresses "Its Legal Name, Physical location/ Business location, P.O. Box, Telephone number, E-mail, etc..."		
3	Range of goods/services offered under applicable category.		
	Valid Tax clearance certificate		
5	References of related past work/ Experience justified by certificates of completion, at least Two (2)		
6	RDB Business registration certificate of 2 years or above		
	Representative of the company and its contact, email and phone number.		
9	Fully filled confidential business questionnaire		

10	Dully filled registration data form PQ1		
11	Dully filled registration data form PQ2		
12	Dully filled registration data form PQ3		
13	Dully filled registration data form PQ4		
14	Dully filled registration data form PQ5		
15	Dully filled registration data form PQ6		
Total			

(Mandatory requirement)

7. FORM PQ-2 REGISTRATION OF SUPPLIERS APPLICATION FORM

a) Business Information

I/We..... Hereby apply for
registration as supplier (s) **(Name of company/Firm)**

Of.....
(Item Description)

.....
(Category No.)

Post office address.....

Town.....

Street.....

Name of building.....

Room/Office NumberFloor Number.....

Telephone No. **(Working)**

Official E-mail address (es)

.....

Other branches location.....

b) Organization Ownership and personnel Information (where applicable)

Full names of the Managing Director/CEO

Other key staff personnel/ Director's Position/Designation

1.

2.
3.

c) Partnership (if applicable)

Names of partners

1.
2.
3.

Indicate term of trade/ sale/ payment.....

(20 points)

10. FORM PQ-3 CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c)

Whichever applies to your type of Business

You are advised that it is a serious offence to give false information on this Form.

Part 1 General:

Business Name

Location of business premises

Plot No. Street/Road

Postal Address Tel. No.

Email

Nature of business (indicate whether Manufacturer, Distributor e.t.c).....

Registration Certificate No.

Current trading license No. Expiry date.....

Value Added Tax No.....

Maximum value of business which you can handle at any one-time in Rwandan

Francs.....

Name of your bankers Branch

1.
2.

3.
4.
5.
- 6. Part 2(a) – Sole Proprietor:**
7.
8. Your name in full Age
.....
9.
10. Nationality Country of origin
.....
11.
12. Citizenship
details.....
13.
14. Telephone numbers,
.....
15.
16. Email
address.....

Party 2(b) – Partnership

Give details of partners as follows:

<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
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1.
2.
3.
4.

Part 2(c) – Registered Company:

Private or Public.....

State the nominal and issued capital of the company –

Nominal Rwf.

Issued RWf.....

Give details of all directors as follows and attach the RDB Certificate.

<u>Name</u>	<u>Nationality</u>	<u>Citizenship Details</u>	<u>Shares</u>
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1.
2.

3.

4.

Date..... Signature of Tenderer

Part 2 (d) -Debarment

I/We declare that I/We have not been debarred from any procurement process and shall **NOT** engage in any fraudulent or corrupt acts with regards to this or any other tender by Mount Kigali University and any other public or private institution.

Full Names.....

Signature.....

Dated this..... day of.....20_____

In the capacity of.....

Duly authorized to sign Tender for and on behalf of

Part 2 (e) – Criminal Offence

I/We (Name (s) of Director (s));

a)

b)

c)

Have not been convicted of any criminal offence related to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed.....

For and on behalf of M/s (company name)

In the capacity of

Dated this.....day of.....20_____

Suppliers' / Company official rubber stamp.....

Part 2 (f) – Conflict of Interest

I/We, the undersigned state that I/We have no conflict of interest in relation to this assignment:

a)

b)

c)

(Directors)

For and on behalf of M/s (company's name)

In the capacity of

Dated this..... day of.....20_____

Suppliers' / Company's Official rubber stamp.....

Part 2 (g)- Declaration

I/We, the Undersigned state and declare that the above information is correct and that I/We give the Mount Kigali University authority to seek any other references concerning My/Our company from whatever sources deemed relevant, e.g., Office of the Registrar of Companies, Bankers, Past and current Clients, etc.

Full names.....

Signature.....

For and on behalf of M/s (company's name).....

In the capacity of

Dated this..... day of.....20_____

Suppliers' / Company's Official rubber stamp.....

(30 points) (sole proprietor/ partnership/ registered company)

11. FORM PQ-4 RELEVANT PAST EXPERIENCE

NAMES OF THE APPLICANTS' CLIENTS IN THE LAST TWO (2) YEARS

NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ ORDERS

1 Name of 1st Client (Organization).....

i. Address of Client (organization)

ii. Name of Contract Person at the client (organization)

iii. Telephone No. of client

iv. Value of Contract/ LPO.....

v. Duration of Contract (date)

2. Name of 2nd Client (organization)

i. Address of Client (organization)

- ii. Name of Contact Person at the client (organization)
- iii. Telephone No. of Client
- iv. Value of Contract/ LPO.....
- v. Duration of Contract (date)

Others

.....

Note; This form SHALL be considered duly filled for one (1) or more clients with attached documents as evidence.

(10 points)

12. FORM PQ-5 LITIGATION HISTORY

Name of Contractor/

Supplier.....

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last one year or currently under execution.

YEAR	AWARD FOR OF AGANIST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPITU AMOUNT (CURRENT VALUE, RWF. EQUIVALENT)

(10 Points)

13. FORM PQ-6 SWORN STATEMENT

Having studied the Registration / registered information for the above project, We/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.

b. That in case of being registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation when invited / requested to do so by MKUR.

c. When the call for Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes we shall notify MKUR and acknowledge your right to review the Registration made.

d. We enclose all the required documents and information required for the Registration evaluation.

e. We confirm that we have not been debarred form participation in any Procurement exercise and we have no litigation procedure in progress.

Date

Applicant's Name.....

Applicant's Designation.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

(10 points)