



Call for Expression of Interest (EOI) for Pre-qualification

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. Accordingly, Mount Kigali University Invites Expressions of Interest (EOIs) from reputable and experienced firms, companies, for prequalification to supply assorted goods, works, and services in various categories.

This prequalification aims to identify and engage competent suppliers and service providers who will be considered for future procurement opportunities in accordance with Mount Kigali University's procurement policies and procedures.

Interested firms and companies may submit an Expression of Interest for one or more of the following categories:

#	EOI reference number	Description	
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-2026-037	Supply of Uniforms and Gowns	Open to ALL

		Includes: Academic gowns, lawyers' gowns, student uniforms, corporate uniforms, and related attire.	Open to ALL
38	MKUR-RWA-EOI-2026-038	Biomedical maintenances and calibration services (all medical and teaching mannequin maintenance, calibration and assembling)	Open to ALL
39	MKUR-RWA-EOI-2026-039	Supply of Biomedical devices, teaching dummy (mannequin)	Open to ALL
40	MKUR-RWA-EOI-2026-040	Supply of medical scrubs and other medical dress for both students and staff	Open to ALL
41	MKUR-RWA-EOI-2026-041	Provision of Professional Cleaning and Maintenance Services for Linens, Tablecloths, Academic Gowns, and Related Fabric Items.	Open to ALL

- a) Your Expression of Interest comprising of administrative documents, must be submitted by email procurement@mkur.ac.rw , not later than **21st October 2026**. Submissions after this date and time shall not be considered.

Prospective suppliers are invited to collect the prequalification of Suppliers form for the supply of goods, services, and works for the financial years 2026 – 2029 and complete it with their company details.

- b) Any additional information or clarification regarding this tender can be channeled through email us at: procurement@mkur.ac.rw

1. INSTRUCTIONS TO INTERESTED APPLICANTS

1. Participation is open, and on equal conditions, to all interested firms, companies or institutions that are based in Rwanda.
2. By submitting your EoI, you/firm or agency accepts in full the conditions of this call, waiving any or own conditions of sale or transaction.

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3. You have carefully read all instructions and conditions. You will ensure that all relevant information and documentation is provided in full and on time, noting that failure to do so may result in rejection of your submission.
4. **Order of requested documents in proposal:**
 - a. Submission letter duly signed, dated and stamped.
 - b. Company profile with full addresses "**Its Legal Name, Physical location/ Business location**, P.O. Box, Telephone number, E-mail, etc..."
 - c. Range of goods/services offered under applicable category.
 - d. Valid Tax clearance certificate,
 - e. Valid RSSB clearance certificate
 - f. References of related past work/ Experience justified by certificates of completion, at least Two (2)
 - g. RDB Business registration certificate of 2 years or above.
 - h. Representative of the company and its contact, email and phone number.
 - i. Interested Consultants must provide information on qualifications ,experience and availability of appropriate skills among staff.
5. There will be no Expression of Interest (EOI) opening during this process as the submissions will be received at any time during the valid period.
6. Submit one Expression of Interest EOI per category of material, service or supply. Firms, companies or agencies may submit Expression of Interest (EOIs) on multiple categories if qualifying and desired.

2. **SELECTION CRITERIA:**

When analyzing the Bids, Mount Kigali University will take into account the following criteria:

- Technical ability to provide the service.
- Proven work experience and references (at least 2 years' experience)
- Review of requested documents/ Administrative documents.
- Any other quality assurance certificate, if any.
- Conflict-of-interest declaration

3. **CONDITIONS OF EXPRESSION OF INTEREST (EOI)**

- 3.1 Mount Kigali University is in no way responsible for any costs associated with preparing the submission response.
- 3.2 **Mount Kigali University** reserves the right to alter the dates of receipt of Expression of Interest (EOI).
- 3.3 **Mount Kigali University** will inform each respondent to the decision on their offer. Mount Kigali University is not obliged to justify or explain selection to any respondent.

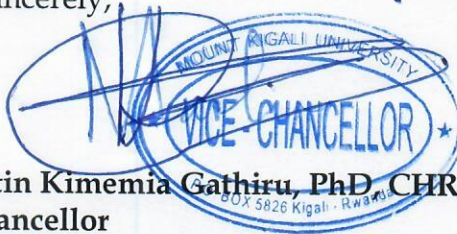
3.4 **Mount Kigali University** does not do business with companies or individuals that may meet any of the following criteria:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgement that has the force of res judicata;
- They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- They have been the subject of a judgement that has the force of res judicator for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- Following another procurement procedure or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

If you submit an offer based on this request, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company or yourself is in breach of any of the above provisions.

Should you need further clarifications contact: 0733346691 or 0788927091.

Yours Sincerely,



Dr. Martin Kimemia Gathiru, PhD, CHRP-K,
Vice-Chancellor