

## REQUEST FOR QUOTATIONS (RFQ)

### Introduction and Background

Never Again Rwanda (NAR) is a peacebuilding and social justice non-governmental organization founded in 2002 in response to the 1994 Genocide against the Tutsi. With a mission to foster sustainable peace and social justice, NAR empowers citizens across Rwanda and the Great Lakes region to actively contribute to a harmonious and inclusive society. Over the past 19 years, NAR has established itself as a leading voice in peacebuilding, governance, and youth engagement. Operating across more than 20 districts we have remained steadfast in our commitment to creating platforms for dialogue, collaboration, and development.

To support our operations and ensure a seamless implementation of activities in 2025, NAR invites reputable and qualified service providers to submit quotations for the provision of various office services. For detailed requirements and submission guidelines, kindly refer to the table below:

### Requirement/ Technical Specifications

#### lots of structure for multiple office services

<b>NAR/TN /2025/01</b>	<ul style="list-style-type: none"> <li>i. Supply of office stationery, cartridge and other office material related items.</li> <li>ii. Supply of design promotional materials, production of both branded &amp; non branded materials, printing of various products, and publishing services.</li> </ul>
<b>NAR/TN/2025/02</b>	<ul style="list-style-type: none"> <li>i. Supply of computers, laptops, hardware, printers, scanners, photocopiers, projectors, (hardware).</li> </ul>
<b>NAR/TN/2025/03</b>	<ul style="list-style-type: none"> <li>i. Provision of hospitality facilities both Kigali and other provinces (all office locations).</li> </ul>
<b>NAR/TN/2022/04</b>	<ul style="list-style-type: none"> <li>i. Supply of Motor fuel and lubricant.</li> <li>ii. Provision of Motor vehicle maintenance</li> <li>iii. Provision of Generator servicing &amp; maintenance</li> </ul>
<b>NAR/TN/2025/05</b>	<ul style="list-style-type: none"> <li>i. Provision of Internet services and Connectivity solutions.</li> </ul>
<b>NAR/TN/2025/06</b>	<ul style="list-style-type: none"> <li>ii. Provision of Audit consultancy and other consultancy services.</li> </ul>
<b>NAR/TN/2025/07</b>	<ul style="list-style-type: none"> <li>i. Provision of Air travel services and ticketing.</li> <li>ii. Provision of Transportation Services within Rwanda.</li> </ul>
<b>NAR/TN/2025/07</b>	<ul style="list-style-type: none"> <li>i. Provision of Sound system and Tent services of Events Organizing and management</li> </ul>
<b>NAR/TN/2025/08</b>	<ul style="list-style-type: none"> <li>i. Provision of Media services (Radio and TV shows/Talks) &amp; Adverts</li> </ul>
<b>NAR/TN/2025/09</b>	<ul style="list-style-type: none"> <li>i. Provision of, Electrical repairs, and Plumbing services.</li> <li>ii. Supply of Office furniture &amp; fittings, Office working stations.</li> </ul>
<b>NAR/TN/2025/10</b>	<ul style="list-style-type: none"> <li>i. Provision of health and/ or motor Insurance</li> </ul>

Electronic submissions must be received at the address specified below by **January 20<sup>th</sup>, 2025, 5:00 PM**, Rwanda Standard Time and please make sure that the submission is titled with the exact same solicitation reference number stated above. Submissions must be forwarded in electronic format only in PDF to [info@neveragainrwanda.cc](mailto:info@neveragainrwanda.cc); [halkey@neveragainrwanda.org](mailto:halkey@neveragainrwanda.org).

Quotations should not contain any unnecessary promotional material or elaborate presentation formats.

Vendors must not submit zipped files. Please reference the RFQ Number and RFQ Name in the e-mail subject line.

Quotations received after that time or at a different address will not be accepted.

All quotations and delivery dates shall be valid for a period of fifteen 15 working days following the submission due date mentioned above.

**N.B: Only successful bidders will be contacted.**