



INVITATION TO BID (ITB)

Title of the tender: SERVICES OF PRODUCTION AND SUPPLY OF STANDARD MARKETING MATERIALS ON ANNUAL FRAMEWORK AGREEMENT (Re-advertised)

TENDER REFERENCE NO: 23/G/OCB/UDL/2024
PROCUREMENT METHOD: NATIONAL COMPETITIVE BIDDING
SOURCE OF FUND: ULTIMATE DEVELOPERS LTD (UDL)
CLIENT: ULTIMATE DEVELOPERS LTD (UDL)

DATE OF PUBLICATION: 23 AUGUST 2024

Attention to potential bidders:

1. Ultimate Developers Ltd (UDL) is a private real estate company that is leading the way in transforming the property business in Rwanda. UDL's growing portfolio of Residential and Commercial projects is changing Rwanda's real estate landscape. Furthermore, UDL manages all the properties of the Rwanda Social Security Board (RSSB) within Kigali and upcountry.
2. This invitation to Bid (ITB) aims to seek the services of competent suppliers skilled in producing marketing materials in Rwanda to supply standard marketing materials that meet our organization's requirements.
3. Bidding will be conducted through **National Competitive Bidding** and will be addressed to locally registered companies that are well conversant with the requested items. To compete in an open tender, locally registered companies interested in this tender shall state their bid price in local currency (FRW).
4. Interested bidders shall purchase the Tender Document at a fee of **Ten Thousand Rwandan francs (Frw 10,000)** via Ultimate Developers Ltd Account Number opened in Bank of Kigali, Account Number: **100004408289** in the names of **Ultimate Developers Limited** and may obtain further information at UDL Head Office (Address below) during office hours 09:00 a.m. to 05:00 p.m. Local Time or via email.

Address:

Ultimate Developers Ltd (UDL)
Procurement & Logistics Office
RSSB Building, Tower II
9th Floor
P.O Box 5516 Kigali
Kigali City, Rwanda
E-mail: procurement@udl.rw

5. Bidders who purchased the Tender Document for the initially canceled tender and are willing to rebid will not be required to pay again but will have to present the initial proof of payment.
6. Interested bidders are invited to the pre-bid meeting, which will take place on **September 5th, 2024**, at 10:00 a.m. in the Board Room of UDL HQ, 9th Floor / RSSB Building – Tower II.
7. The Tender Document will be available for pickup from UDL offices from **23/08/2024** from 09:00 am or requested via the above email with the proof of payment of the Tender Document attached.
8. Well-typed bids written in English and marked with the Tender Title and Tender Reference Number shall be deposited in sealed envelopes, and a soft copy of the entire bid shall be e-mailed to the Procurement Office of UDL no later than **13/09/2024 at 2:00 p.m. local time**.
9. Bids will be opened with bidders' representatives who choose to attend on **13/09/2024 at 2:15 p.m. local time** in the Board Room of UDL HQ, 9th Floor / RSSB Building – Tower II. Bids shall remain valid for **120 days** after the prescribed Deadline for Bid Submission.
10. The purchase tender document shall include items with specifications, quantities, and other required qualification criteria.
11. UDL shall award the supply contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
12. UDL reserves the right to cancel the tender at any stage of the procurement proceedings.
13. The procurement process shall comply with the UDL Procurement Policy and Procedures Manual.

Sincerely,



Damien MURWANASHYAKA
Chief Executive Officer
Ultimate Developers Ltd