



## **TENDER ADVERTISEMENT**

### **CALL FOR EXPRESSIONS OF INTEREST (EOI) – SUPPLY OF IT EQUIPMENT FOR RWANDA FINANCE LIMITED (LOCAL BIDDERS ONLY)**

**TITLE OF THE ASSIGNMENT:** Supply, Installation and Configuration of IT equipment for Rwanda Finance Limited.

**BRIEF DESCRIPTION:** The purpose of this EOI is to identify and establish a shortlist of qualified local IT equipment suppliers who can potentially fulfil RFL requirements. The present call for EOI does not constitute an invitation to tender. Only suppliers deemed qualified by Rwanda Finance Limited will receive the invitation to attend the tender evaluations, with all the specifications about the IT equipment to be supplied.

**Department / Unit issuing the request:** Finance & Administration / ICT

**Place of assignment:** Kigali-Rwanda

**Deadline for applications:** 22<sup>nd</sup> October 2025

**Procurement Method:** Open competitive Method

**Applications to be submitted to:** [procurement@rfl.rw](mailto:procurement@rfl.rw)

**Contact number:** +250788830909

#### **ABOUT RWANDA FINANCE LTD**

Rwanda Finance Limited (RFL) is a company promoting and developing Rwanda as a leading financial destination for international investment and cross-border transactions in Africa.

Rwanda Finance Limited works with key stakeholders to develop and promote Kigali International Financial Centre through investment promotion, policy advocacy and sector upskilling. It also works to establish the regulatory framework for Kigali International Financial Centre to become a leading international financial centre.

#### **OUR VISION**

To become a preferred financial centre for international investment in Africa.

#### **OUR MISSION**

To be the catalyst of a safe, compliant, and pro-business financial environment in Rwanda.

## **ASSIGNMENT DESCRIPTION**

The shortlisted firms will be called to submit quotation for needed IT equipment.

### **1. Computing Devices**

- Desktops & Mini Desktops
- Laptops
- Tablets
- Workstations
- Conference phones
- Mobile phones
- Video conferencing systems

### **2. Peripherals**

- Monitors
- Keyboards & mice
- Printers / Scanners / Copiers
- Projectors
- Speakers / Headsets
- Docking stations

### **3. Data centre Equipment**

#### **❖ Networking Equipment**

- Routers
- Switches (managed/unmanaged)
- Firewalls
- Access Points (Wi-Fi)
- Modems
- Load balancers
- Network interface cards (NICs)
- Cables (Ethernet, fibre optic, etc.)

#### **❖ Power & Cooling Equipment**

- Uninterruptible Power Supplies (UPS)
- Power distribution units (PDU)
- Cooling systems (for server rooms or data centers)

#### **❖ Infrastructure & Accessories**

- Servers
- Server racks / cabinets
- Patch panels
- KVM switches (keyboard-video-mouse)



- Cable management systems
- Mounting kits and brackets

#### **4. Software & Licenses (IT Assets)**

- Operating systems
- Productivity suites (e.g., MS Office)
- Enterprise software (ERP, CRM, etc.)
- Security software (antivirus, endpoint protection, etc.)
- Licenses & subscriptions (e.g., IT Tools)

#### **REPORTING LINE**

The IT equipment suppliers will work closely with the IT manager.

#### **FIRM'S QUALIFICATIONS AND EXPERIENCES**

The assignment will be undertaken by a firm that meets the following criteria:

- Minimum of 5 years of experience in the supply and installation of computing equipment and provision of similar services.
- Provide at least 5 Certificates of completion from public / private institutions that prove the supply of similar IT Equipment's.
- Team experiences related to installation, configuration of IT equipment and systems.

#### **DOCUMENTS TO BE SUBMITTED**

1. Technical proposal (Experience and qualifications of the supplier)
2. Administrative documents including:
  - Letter of Interest addressed to the CEO, Rwanda Finance Limited.
  - Valid Tax Clearance Certificate.
  - Copy of Certificate of Incorporation.
  - Copy of Certificate of Good Standing
  - Complete full address and contacts (websites, telephone number, physical office, and fax).
  - Notified Power of Attorney; if the person signing is different from the one on the certificate of incorporation.

#### **TECHNICAL EVALUATION CRITERIA**

The following criteria will be used for the evaluation of the bids:



Firm's qualifications relevant to the assignment with a least two (5) years of experience in IT equipment supply, installation and configuration.	40%
Proof Certificate of completion related to the assignment (at least 5 certificates of similar services from re-known organizations).	30%
Team qualifications relevant to the assignment with certification in networking, system installation and administration,	30%

#### **FIRM'S AGREEMENT WITH TERMS AND CONDITIONS**

The completion of all EOI requirements must be in accordance with the instructions contained in this EOI. Submission to Rwanda Finance Ltd of the technical proposal will constitute an offer and indicates the firm's agreement to the terms and conditions set forth in this EOI. Rwanda Finance Ltd is not required to accept and/or evaluate proposals that do not conform to the instructions of this EOI and, in addition, Rwanda Finance Ltd may reject all proposals and not make an award. Rwanda Finance Ltd reserves the right to make an award without discussion and/or negotiation; however, Rwanda Finance Ltd also reserves the right to conduct discussions and/or negotiations, which among other things may require the firm to revise its proposal. By submitting an offer, firms agree to comply with the general terms and conditions for an award, including Representations and Certifications compliance. Firms must provide full, accurate, and complete information in response to this solicitation. By submitting an offer, firms certify that they have not and will not attempt to bribe or make any payment to Rwanda Finance Ltd employees in return for preference.

Issuance of this EOI in no way obligates Rwanda Finance Ltd to render an award, nor does it commit Rwanda Finance Ltd to pay any costs incurred by the firm to prepare and submit a proposal. Rwanda Finance Ltd reserves the right to award a contract to one firm or to issue multiple awards based on the results of our evaluation.