



NCBA BANK RWANDA PLC INVITATION TO TENDER

SUPPLY OF STAFF CONSUMABLES

1.Introduction and Background

NCBA BANK Rwanda PLC (hereinafter referred to as “the Bank”) is a licensed financial services operator in Rwanda, and is a member of the NCBA Group.

2. Objective

NCBA BANK Rwanda PLC therefore wishes to invite interested companies for supply of Staff consumable for the entire NCBA Bank Rwanda PLC For Head office and branch network.

3.Submission of proposal

A complete set of bidding documents in English can be obtained from the procurement manager via **Procurement.Rwanda@ncbagroup.com** email address from 15th August 2025, after presentation of proof of payment of non-refundable **Rwf 10,000** to account No. **200116108000001** opened in NCBA BANK RWANDA PLC Rwanda.

Well-presented bids (Technical proposal & Financial Proposal) to be physically submitted and dropped in the tender box at the reception of NCBA BANK Rwanda PLC, Kigali heights 8th floor not later than **29th August 2025 at 11:00 Am**, late bids will be rejected. Opening of the bids will happen same day **11:15Am**.

Bids successfully submitted will be opened physically in the presence of bidders or their representatives who choose to attend.

**Attention: Managing Director
NCBA Bank Rwanda PLC
e-mail: Procurement.Rwanda@ncbagroup.com**

Done at 13th August 2025

Management of NCBA Bank Rwanda PLC