



NCBA Bank Rwanda Plc (hereinafter referred to as "the Bank") is a licensed financial services operating in Rwanda and is a member of the NCBA Group. NCBA Bank Rwanda Plc is therefore inviting eligible suppliers and service providers, with well established, reputable, qualified and registered companies to submit their **Expression of Interest** for the below listed goods and services. Express of interests in sealed envelopes containing the below technical requirements must be delivered by **6th November 2026 at 3PM** to NCBA Rwanda Head Office located on the **8th floor Kigali Height addressed** as follows; NCBA Bank Rwanda Plc P.O. Box 6774, KIGALI, RWANDA Email: procurement.rwanda@ncbagroup.com

Only companies outside Rwanda are allowed to submit their Expression of Interest by email.

Please note that late submission will be rejected and **No financial proposals** are required in this process.

Technical Requirements:

- I. Company registration certificate
- II. Valid Tax clearance certificates
- III. Valid RSSB Certificate
- IV. A detailed Company profile showing area of business, current clients and business location,
- V. Organizational structure showing directors and shareholders,
- VI. Provide proven experience in the area of work of at least 5 years doing similar work or services
- VII. Provide a minimum of five (5) good completion certificates or recommendation letters in area of business activity that have been provided not later than the past five (5) years
- VIII. Provide Purchase orders or Award letters for works executed with clients that have been provided not later than the past five (5) years
- IX. Provide CVs of company technical staff to be part of documents to be submitted
- X. Financial Accounts for the past two years or Audited financials where Applicable
- XI. Manufacturer's Authorization where applicable
- XII Any other information that the supplier considers important to this process
- XII. Provision of Business Continuity Plan

VENDORS REQUIRED BY THE BANK

1. Supply & Installation of IT Equipment's
2. Supply & Installation of Security equipment and services such as cameras, access controls fire extinguishers etc.
3. Supply of Sports equipment and related items
4. Repair and maintenance of power equipment such as UPS, Generators, AVR's, inverters and Air Conditioners.
5. Provision of repair and maintenance for IT equipment such as computers, servers, laptops, Cisco Office IP Phones, ATMs and related items
6. Provision of Transport services within Rwanda
7. Provision of Air ticketing services
8. Supply and provision of Repairs and Maintenance of safes, strong room doors ATM locks, time locks and related works
9. Provision of Customs Clearing Agent Services
10. Supply of all types of Furniture and related items Plus all Furnishing and Fittings & related items
11. Provision of outside catering services,
12. Provision of Videography and photography Services
13. Provision of Printing services
14. Furniture and kitchen electronics repair services, including maintenance and repair of office furniture such as desks, doors, and teller counters