

I. REQUEST FOR PROPOSAL N° 001.. T.USC/2026/USACCO FOR PROVISION OF OUTSOURCED MANPOWER SERVICE

Umwalimu SACCO is a Savings and Credit Cooperative for Rwandan Teachers. Its mission is to mobilize savings in order to improve the member's welfare through provision of appropriate, innovative, affordable and accessible financial and non-financial services. Mobilizing a pool of savings and later be offered loans at competitive interest rates are the core activities of the Cooperative.

To properly fulfil its mandate, Umwalimu SACCO wants to outsource manpower service for *Cashiers* and *Drivers* through a highly qualified Firm/Agency/Organization on 3 years framework contract subject to renewal depending on the client's satisfaction.

Prospective bidders will obtain the tender document from Umwalimu SACCO Head Office Street No: KG 205ST with effect from 01/04/2026 upon payment of a non-refundable fee of Ten thousand Rwandan francs (Frw 10,000) on account No. 00040-0028891-58 of Umwalimu SACCO opened in *Bank of Kigali*

The award of this tender will be subject to the outcome of the evaluation of Technical and Financial proposals.

Inquiries regarding this tender may be addressed to Umwalimu SACCO Head Office KIMIRONKO-GASABO-KIGALI; Street No: KG 205ST or on telephone number: (+250)0252580426/ 0781469546.

This tender is Quality and Cost based selection and the interested bidders shall be required to submit their tender documents in two different offers (i.e. Technical and financial offer) in two (2) sealed envelopes enclosed in a larger outer envelope for each clearly labeled "PROVISION OF MANPOWER SERVICES TO UMWALIMU SACCO" as follows:

Envelop 1: Technical proposal

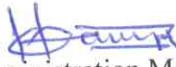
- i. Labeled: **"Preliminary and Technical Proposal for "PROVISION OF MANPOWER SERVICES TO UMWALIMU SACCO.** This shall contain the tenderer's Preliminary and technical proposal in response to the tender that will be evaluated as per the technical evaluation criteria. It shall be submitted as one (1) ORIGINAL which shall be clearly marked "ORIGINAL" as appropriate and two (2) "COPY" which shall be clearly marked as "COPY".

Envelope 2: Financial Proposal

- ii. Labeled: **"Financial Proposal for PROVISION OF MANPOWER SERVICES TO UMWALIMU SACCO.** This shall contain the tenderer's financial proposal duly signed, stamped, properly bound and clearly labeled **"Financial Proposal** - shall be submitted as one (1) ORIGINAL which shall be clearly marked "ORIGINAL" as appropriate and two (2) "COPY" which shall be clearly marked as such.

Well-detailed bids containing one original copy and two other copies with a mention of the outer envelope **“Provision of Outsourced Manpower Services”** shall be presented to Umwalimu SACCO Head Office in the General Secretariat office in a sealed envelope addressed to the Director General of Umwalimu SACCO, P.O BOX 2257 KIGALI, not later than ~~21/4~~ **21/4/2026** at **10:00 AM** Local time. The public opening of the bids shall be held on the same day at **10:30 AM** Local time in the Umwalimu SACCO Conference room. Late bids will be rejected and returned unopened.

Done at Kigali, on ~~30~~ **30** / ~~03~~ **03** /2026

MURUNGI Anna 
Procurement & Administration Manager

UWAMBAJE Laurence 
Director General

