



NCBA BANK RWANDA PLC

INVITATION TO TENDER

*Proposed Construction of NCBA Bank Rwanda PLC
Head office expansion*

August, 2025

1. Introduction

NCBA Bank Rwanda PLC, ("the Bank or NCBA "), is a commercial bank duly registered and licensed under the laws of the Republic of Rwanda, regulated by National Bank of Rwanda (BNR). The bank is a subsidiary of the NCBA Group Plc, a financial services group with headquarters in Nairobi, Kenya, having subsidiaries in Kenya, Rwanda, Tanzania, Uganda and Ivory Coast.

In line with its strategy, NCBA is implementing its Head office expansion projection. The Offices are to be refurbished in Kigali height 2nd Floor.

2. Objectives

The bank wishes to hire companies for its offices Fit outs and related services installation.

3. Scope of the work

Please note that the tender has been designed in 4 lots namely:

- a) Lot 1- Main works - Fit Out Works
- b) Lot 2- Building Services- Electrical Works, I.C.T and Audio-Visual installations
- c) Lot 3- Building Services- HVAC and Plumbing
- d) Lot 4- Building Services -Security Installations

4. 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 13th August 2025, after presentation of proof of payment of non-refundable Rwf 25,000 to account No. 2001161080000001 opened in NCBA BANK RWANDA PLC Rwanda.

A compulsory site visit is scheduled on **20th August 2025**, at **10:00am** Kigali height 2nd Floor, noting that bidders will arrange for their own transport.

Well-presented bids in two physical copies (Original and Xerox copy) 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 **3rd September 2025** at **11:00 Am**, late bids will be rejected. Opening of the bids will happen **same day 11:15 Am**. Every bid must be accompanied by a bid security of Rwf 1,000,000 from a reputable Rwandan Bank or Insurance Company. 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 12th August 2025

Management of NCBA Bank Rwanda PLC

