

TENDER NOTICE

The Media High Council (MHC) is an independent public institution established by the Constitution of the Republic of Rwanda of 2003 in its article 34. As per the law N° 03/2013 of 8/2/2013 determining its mission, organization and functioning, the MHC is mandated with "capacity building" of the media sector.

The Media High Council (hereinafter called "Client") has received funds from Ordinary budget towards the cost of the different services, the Client intends to apply a portion of the funds to eligible payments under the contract for which this invitation is issued.

The Media High Council (MHC) hereby invites qualified bidders to submit their offers for the following tenders as indicated in detail in the Tender Document for each tender to the Media High Council:

1. **Hiring a consultancy company to re-build and translate into Kinyarwanda the MHC website;**
Tender reference number: 010/S/2015-2016/SM/MHC/BO
2. **Recruitment of a consultancy Company for Maintenance of MHC IT equipments**
Tender reference number: 011/S/2015-2016/SM/MHC/BO

The tender Documents in English may be obtained from the Media High Council upon presentation of payment proof of a non-refundable fee of **Five thousand Rwanda Francs (5 000 RWF)** to the accounts open in the different Commercial Bank approved by National Bank of Rwanda on any working day from **November, 23rd, 2015**.

All bids shall be accompanied by a Bid Security as indicated in the tender documents; the bid security should be delivered by bank or insurance company.

Enquiries regarding this tender may be addressed to the Media High Council (MHC), email: info@mhc.gov.rw, P.O.Box 6929 Kigali, Phone (+250) 788 853 172 (Green House, former Gacaca Building).

Well printed bids, properly bound and presented in four copies one of which is the original with the title and the reference number of the tender must be addressed to the **Executive Secretary** of MHC P.O. Box 6929 Kigali, and reach to the **Procurement office of MHC** not later than **December, 4th, 2015** at 10:00 am prompt, local time. Late bids will be rejected. The opening will be, in the presence of bidders or their representatives who choose to attend, on the same date at 10: 30 am, MHC conference room.

The Outer envelope should clearly indicate the tender name and title. Bidding will be conducted in accordance with the Law N° 05/2013 of 13/02/2013 modifying and completing the Law N° 12/2007 of 27/03/2007 on Public Procurement.

Done at Kigali, 18/11/2015.



Peacemaker MBUNGIRAMIHIGO
Executive Secretary