

REQUEST FOR QUOTATION (RFQ)

Provision of Refreshments during meetings and Training materials for community trainings in all areas of operation (2026)

Engagement Type: Service Contract

Contract Duration: 24 Months (Renewable subject to performance)

Date of Issue: 4th February 2026

Submission Deadline: 27 February 2026, 17:00 EAT

1. Background

Raising the Village (RTV) exists because we believe that together we can find straight forward solutions to complex problems of inequality. Together, we can achieve what is impossible alone. Our story is borne as a result of two deep convictions: ultra-poverty is the worst form of inequality in our world; we have the opportunity to end ultra-poverty in our generation.

Our work and success is the result of cross-cultural collaboration between our staff and village partners, the local and federal government of Uganda, and experts from around the globe all working together. Fueled by the support of our donors, we are on a path to reach 2 million people living in ultra-poverty by 2030 in various districts in Uganda including;

2. Purpose of the Assignment

The purpose of this advert is to engage Potential community vendors to offer Refreshments to our beneficiaries during trainings and provide local Training materials.

3. Scope of Services

The selected service provider(s) shall:

- Ensure the Beneficiaries are served as per the order and agreement
- Offer exceptional customer experience and ensure we achieve value for money
- Timely delivery of refreshments
- Good quality products

- Practice reliability during contract performance
- Have access to variety of items to be supplied
- Be able to receive payment after delivering goods.

4. Geographic Coverage

Service providers must have capacity to supply within the areas applied for in our areas of operation

Eastern Region

Luuka, Bugiri, Kaliro, Sironko, Kapchorwa

Northern Region

Amuru, Nwoya, Gulu, Omoro, Oyam, Nebbi,

Mid-Western Region

Kiryandongo, Kagadi, Kibaale, Kakumiro, Kyegegwa, Kassanda, Kyenjojo, Kitagwenda, Bunyangabu, Mubende

Central Region

Kampala

South-Western Region

Buhweju, Kisoro, Rubanda, Rukiga, Mitooma, Rukungiri, Rubirizi, Ntungamo, Bushenyi, Isingiro, Rakai, Mbarara, Kabale.

Note: A Service provider is limited to quote for only 1 district.

5. Required Documentation for payment

- Invoice is shared for payment with the support of the Program Assistant.

RTV reserves the right to negotiate and standardize rates across regions. Or based on accessibility of the training areas. Items will be required at the training grounds or as quidded by RTV in writing.

7. Supplier Minimum Requirements

Interested service providers must meet the following minimum requirements:

- Business Name Indicating Address and phone number/email
- Name of the district to cover/supply
- Trading License

- TIN Number
- Registered mobile money number/Bank Account
- Bank statement or Mobile Money statement for 6 months
- Recommendation from LC1 or any Local authorities
- Proof of paper work (At least Invoice, Delivery Note and Receipt)

8. Evaluation Criteria

Quotations will be evaluated based on supplier Minimum Requirements above. Quotations missing any of the above information may be considered non-responsive.

9. Confidentiality

All information accessed during service delivery shall be treated as confidential and used solely for purposes of executing this assignment.

10. Payment Terms

Payments shall be made within a period of 30 days upon:

- Submission of a valid invoice with supporting documents.

11. List of items to quote for;

Description	UOM	QTY	Unit Rate
Bans	pcs	1	
Mandazi	Pcs	1	
Cakes	Pcs	1	
Bread	Kg	1	
Soda (330ml)	bottle	1	
Water (500) ml	bottle	1	
Bushera	20Ltr Jerrycan	1	
Ginger	tin	1	

White Star Soap 1kg	Bars	1	
Morter and Pestle	set	1	
Fermented Urine	Ltrs	1	
Garlics	bulb	1	
Local Onions small bulbs	Kgs	1	
Animal manure	100kgs bag	1	
Mingling stick	Big size	1	
Hot pepper	kgs	1	
Sieve	Big size	1	
Bucket	20L	1	
Matchbox	pkt	1	
Chapati	Pc	1	
Sausage	Pc	1	
Sugar	Kg	1	
Climax Blocks	Pair	1	
Coffee	Big size	1	
Millet flour 1kg	Kg	1	
Tooth picks	Normal size	1	
Tea bags 50 pcs in a pkt	A small box	1	
Harpic	Container	1	

Boiled eggs	Pc	1	
Serviettes	Pkt	1	
Peanut butter	A tin	1	
Honey	A Medium tin	1	
Toilet balls (6pcs in a pkt)	A pkt	1	
Tea spices	Kg	1	
Toilet papers Euro Silk 10 pcs in a pkt	Package of 20	1	
Salt	Sckt	1	
Firewood	bundle	1	
Sandwich	pc	1	
Springrolls	pc	1	
Whiteboard markers	pckt	1	
Filters for Liquid Manure accessories	Lpsm	1	
Kitchen Towels	Roll/Ctn	1	
Hand Washing Soap	Pc	1	
Air Freshener	pc	1	
Gnuts New mans	Kg	1	
Hard Corns New Mans	pc	1	
Water 500mls	Box	1	

Samosa Beef and Vegetable	pc	1	
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12. Submission Instructions

- Submit both quotation and supporting documents as one pdf via email.
- Email to: tenders@raisingthevillage.org
- Subject line: "Refreshments during meetings and Training materials [Supplier Name]"

Late submissions, partial quotations, or submissions sent to other email addresses will not be considered.

13. Clarifications

Requests for clarification must be submitted by 11 February 2026, 17:00 EAT to:
logistics@raisingthevillage.org

Responses will be shared with all interested bidders.

RTV appreciates your interest in partnering with us and looks forward to receiving your competitive quotations.