



Request for Quotation for Supply Office Stationaries (RFQ)

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| RFQ No.: | SNV/RFQ-005/-2022 |
| OPENING DATE | October 17, 2022 |
| CLOSING DATE | October 31, 2022, 17:00 Kigali time |
| DESCRIPTION: | OFFICE STATIONARIES |
| FUNDED BY: | SNV-Netherland Development Organization |
| CURRENCY OF BUDGET: | Rwandan Francs |
| POINT OF CONTACT: | Bonkey Ruzirabwoba – SNV Rwanda Operations officer rwandaprourement@snv.org |

***** ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *****

SNV is committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit.

SNV does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to justice.

Employees and agents of SNV are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to justice

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with SNV or project staff. For example, if an offeror's cousin is employed by the project, the offeror must state this.
- Disclose any family or financial relationship with other offerors submitting proposals. For example, if the offeror's father owns a company that is submitting another proposal, the offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to SNV' prohibitions against fraud, bribery and kickbacks.

Please contact SNV Procurement, rwandaprourement@snv.org, with any questions or concerns regarding the above information or to report any potential violations.

Section I: Instructions to Offerors

I. Introduction:

SNV Netherlands Development Organization is a not-for-profit international development organization founded in the Netherlands in 1965 with a global presence in 30 countries across Africa, Asia, and Latin America. As an organization, SNV focuses on the Agriculture, WASH, and Energy sectors with the belief that no one should have to live in poverty and that all people should have the opportunity to pursue their own sustainable development. SNV contributes to these sectors by strengthening the capacity of targeted partners and communities at the field level to realize increased skill sets and sustainable performance; reduce poverty levels and expand employment; and improve food security while paying special attention to gender equity, social inclusion of marginalized groups and stakeholder accountability.

To further have office stationaries, SNV Rwanda now send an RFQ to companies, suppliers, and vendors for the following service. To support its activities, SNV is currently requesting proposals for supplying office stationaries. The contract will allow SNV to procure services on an as-needed basis, over the next twelve (12) months. Offerors are responsible for ensuring that their offers are received by SNV in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

2. **Offer Deadline and Protocol:** Complete offers must be received no later than 17:00 Kigali, Rwanda time on October 31, 2022. Offers should be delivered by email to rwandaprocurement@snv.org, with the subject line “**Your company name-Supply Office Stationaries**”.

Please reference the RFQ number in any response to this RFQ. Offers received after the specified time and date will be considered late and will be considered only at the discretion of SNV.

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 17:00 Kigali, Rwanda time on October 31, 2022 by email to rwandaprocurement@snv.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that SNV believes may be of interest to other offerors will be circulated to all RF recipients who have indicated an interest in bidding.

Only the written answers issued by SNV will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of SNV or any other entity should not be considered as an official response to any questions regarding this RFQ.

3. **Technical and financial Specifications:**

4. **Quotations:** Quotations in response to this RFQ must be priced at a fixed price. Pricing must be presented in Rwandan Francs. Offers must remain valid for not less than forty-five (45) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of 12 months. Offerors are requested to provide quotations on their official quotation format or letterhead

Offerors responding to this RFQ are requested to submit the following:

- a copy of their official registration or business license, including clearance from the Rwanda Social Security Board;
- VAT Certificate
- RRA Tax Clearance certificate
- RDB Registration
- Cover letter with complete contact details of person/s to whom further correspondence must be sent, including name, position, email address, and phone number;

Other requirements:

- **Present documents showing your similar past experience**
- **Present payment terms and delivery terms**
- **Keep in**

5. **Taxes and VAT:**

The quotations (per unit) must be inclusive of all applicable taxes, VAT, charges, tariffs, duties and levies.

6. **Eligibility:** By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the Rwandan laws and U.S. Government. SNV will not award a contract to any firm that is debarred, suspended, or considered to be ineligible

7. **Evaluation and Award:**

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via analysis to be the best value based on the application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- Technical responsiveness/full compliance to requirements-30 Points
- Lowest price PER Item – 40 points
- Established track record in undertaking contracting arrangements similar to the requirements (please provide evidence of existing or previous similar contracts/similar services) – 20 points
- Value-added of other concessions, if any – 10 points

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. SNV reserves the right to waive immaterial deficiencies at its discretion.

It is anticipated that the award will be made solely on the basis of these original quotations. However, SNV reserves the right to conduct any of the following:

- SNV may conduct negotiations with and/or request clarifications from any offeror prior to award.
- Preference will be given to the offeror who can address the full technical requirements of this RFQ
- SNV may cancel this RFQ at any time.

8. **Terms and Conditions:** This is a Request for Proposal only. Issuance of this RFQ does not in any way obligate SNV to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. This solicitation is subject to SNV' standard terms and conditions. Any resultant award will be governed by these terms and conditions;. Please note the following terms and conditions will apply:

- SNV's standard payment terms are net 15 days after receipt and acceptance of any commodities or deliverables.
- Any award resulting from this RFQ will be in the form of a Blanket Purchase Agreement (BPA). Any BPA issued as a result of this RFQ will have a minimum duration of at least 12 months.

9. Technical Specifications

SNV is seeking offers from reputable, well-established, and experienced offerors, duly incorporated under the Laws of Rwanda to provide Office stationaries under BPA at fixed prices for a period of 12 months.

10. Responsibility of the offeror (Company, Supplier or Vendor)

Supplying the following materials to SNV Rwanda.

| N0 | ITEMS AND DESCRIPTION | Unity | Qty | Price | Comments |
|----|---------------------------------------|-------|-----|-------|----------|
| 1 | A4 Certificate paper (180gsm) 200 pcs | ream | 1 | | |
| 2 | A4 Certificate paper (240 gsm) | Pce | 1 | | |
| 3 | Adhesive Tack(Blue Tack) | Pce | 1 | | |
| 4 | Air Frechner | Pce | 1 | | |
| 5 | Anti Virus 1 User | Pce | 1 | | |
| 6 | Anti Virus 3 Users | Pce | 1 | | |
| 7 | Archive Box (Carton) | Pce | 1 | | |
| 8 | Archive Box (Plastic) | Pce | 1 | | |
| 9 | Binder Clips 15 mm | pqt | 1 | | |
| 10 | Binder Clips 19 mm | pqt | 1 | | |
| 11 | Binder Clips 25 mm | pqt | 1 | | |
| 12 | Binder Clips 32 mm | pqt | 1 | | |
| 13 | Binder Clips 41 mm | pqt | 1 | | |
| 14 | Binder Clips 51 mm | pqt | 1 | | |
| 15 | Binding Cover A3 | Pce | 1 | | |
| 16 | Binding Machine(GF) | Pce | 1 | | |
| 17 | Binding Machine(MF) | Pce | 1 | | |
| 18 | Binding Machine(PF) | Pce | 1 | | |
| 19 | Binding Sheet(Bristol A4) | pqt | 1 | | |
| 20 | Binding Transparent Papers A3 | Pce | 1 | | |
| 21 | Binding Transparent Papers A4 | pqt | 1 | | |
| 22 | Block notes A4 | Pce | 1 | | |
| 23 | Block notes A5 | Pce | 1 | | |
| 24 | Box File (Carton) | Pce | 1 | | |
| 25 | Box File (Plastic) | Pce | 1 | | |

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|----|-----------------------------------|-----|---|--|--|
| 26 | Box File with 2 Ring of 75 mm | Pce | 1 | | |
| 27 | Box File with 2 Ring of 25mm | Pce | 1 | | |
| 28 | Box File with 2 Ring of 50 mm | Pce | 1 | | |
| 29 | Box of Paper A4 | Crt | 1 | | |
| 30 | Box of Pens(Bics) | pqt | 1 | | |
| 31 | Box Pens (Allwrite) | pqt | 1 | | |
| 32 | Business Card Holders | Pce | 1 | | |
| 33 | Business Card Holders Big size | Pce | 1 | | |
| 34 | Calculator Casine Big | Pce | 1 | | |
| 35 | Calculator Casine Medium | Pce | 1 | | |
| 36 | Calculator Casio DJ-120 D | Pce | 1 | | |
| 37 | Calculator Casio MJ-120 D | Pce | 1 | | |
| 38 | Calculator Scientific FX 100 | Pce | 1 | | |
| 39 | Calculator Scientific FX 82 | Pce | 1 | | |
| 41 | Carbon paper pqt | pqt | 1 | | |
| 42 | Cash Box GF | Pce | 1 | | |
| 43 | Cash Box MF | Pce | 1 | | |
| 44 | Cash Box PF | Pce | 1 | | |
| 45 | CD | Pce | 1 | | |
| 46 | CD Markers | Pce | 1 | | |
| 47 | CD-RW | Box | 1 | | |
| 48 | Color Chalk | Box | 1 | | |
| 49 | Chalk maker pens 12pc | pqt | 1 | | |
| 50 | Chalk White | pqt | 1 | | |
| 51 | Clear Folder | pqt | 1 | | |
| 52 | Clipboard Double | Pce | 1 | | |
| 53 | Clipboard Simple | Pce | 1 | | |
| 54 | Colored Pencil Big size | pqt | 1 | | |
| 55 | Colored Pencil Small Size | Pce | 1 | | |
| 56 | Courrier Recu /Expedier | Pce | 1 | | |
| 57 | Crayon Dolphin | | 1 | | |
| 58 | Dairy A4 | Pce | 1 | | |
| 59 | Dairy A5 | Pce | 1 | | |
| 60 | Dated Stamp | Pce | 1 | | |
| 61 | Desk Organizer | Pce | 1 | | |
| 62 | Disk Wallet- File | Pce | 1 | | |
| 63 | Dividers Alphabetical & Numerical | Pce | 1 | | |

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|----|-------------------------------|------|---|--|--|
| 64 | Dividers with Different types | Pce | l | | |
| 65 | Duracell AA (Pc) | pair | l | | |
| 66 | Duracell AAA (Pc) | Pce | l | | |
| 67 | Dustbin | Pce | l | | |
| 68 | DVD-R | Pce | l | | |
| 69 | DVD-RW | Pce | l | | |
| 70 | Enveloppes A3 | Pce | l | | |
| 71 | Enveloppes A4 | Pce | l | | |
| 72 | Enveloppes A5 | pce | l | | |
| 73 | Enveloppes A6 /FA | Pce | l | | |
| 74 | Enveloppes Folio | Pce | l | | |
| 75 | Equeur GF | Pce | l | | |
| 76 | Equeur PF | pqt | l | | |
| 77 | Etiquette/sticker | pce | l | | |
| 78 | Executive pens | pce | l | | |
| 79 | Facturier A4(2 Copies) | pce | l | | |
| 80 | Facturier A4(3 Copies) | pce | l | | |
| 81 | Facturier A5(2 Copies) | pce | l | | |
| 82 | Facturier A5(3 Copies) | pce | l | | |
| 83 | Facturier Bar | pce | l | | |
| 84 | Farde Chemise | pce | l | | |
| 85 | File with Mult- pocket | pce | l | | |
| 86 | Files with Fastener | pce | l | | |
| 87 | Flash Disk 2 GB | pce | l | | |
| 88 | Flash Disk 4 GB | pce | l | | |
| 89 | Flash Disk 8 GB | pce | l | | |
| 90 | Flash Disk 16GB | pce | l | | |
| 91 | Flash Disk 32 GB | pce | l | | |
| 92 | Flat File | pce | l | | |
| 93 | Flat File Hard | pce | l | | |
| 94 | Flip Chart Paper | pce | l | | |
| 95 | Flip Chart Stand movable | pce | l | | |
| 96 | Flip Chart Stand Ordinary | pce | l | | |
| 97 | Foam Cleaner | pce | l | | |

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|-----|-----------------------------------|-----|---|--|--|
| 98 | Geometrical Set Black Board | set | 1 | | |
| 99 | Glue Liquid | pce | 1 | | |
| 100 | Glue stick 2l gr | pce | 1 | | |
| 101 | Glue Stick 8.2 gr UHU | pce | 1 | | |
| 102 | Graph Books | pce | 1 | | |
| 103 | HighLighter | pqt | 1 | | |
| 104 | Journal De Chantier | Pce | 1 | | |
| 105 | Key holders plastic | pce | 1 | | |
| 106 | Laminating Pouch A3 | Pce | 1 | | |
| 107 | Laminating Pouch A4 | Pce | 1 | | |
| 108 | Laminating Pouch A5 | Pce | 1 | | |
| 109 | Laminating Pouch A7 | Pce | 1 | | |
| 110 | Laptop Bag | Pce | 1 | | |
| 111 | Leads for Parker | Pce | 1 | | |
| 112 | Leads HB 0.5 mm | Pce | 1 | | |
| 113 | Leads HB 0.7mm | Pce | 1 | | |
| 114 | Livre de Banque | Pce | 1 | | |
| 115 | Livre de Caisse | Pce | 1 | | |
| 116 | Livre de Transimission | Pce | 1 | | |
| 117 | log Books | pqt | 1 | | |
| 118 | Magnet for White board | pqt | 1 | | |
| 119 | Markers - Permenant | pqt | 1 | | |
| 120 | Markers - White Board | Pce | 1 | | |
| 121 | Masking Tape Big Size | Pce | 1 | | |
| 122 | Masking Tape Small Size | Pce | 1 | | |
| 123 | Mathematical Set(SAI , OXFORD) | Pce | 1 | | |
| 124 | Mathematical Set(KOFA, Blue Edge) | Pqt | 1 | | |
| 125 | My Clear Bag | pce | 1 | | |
| 126 | Name Tag | pcs | 1 | | |
| 127 | Notebook- Drawing 48 Pgs | pce | 1 | | |
| 128 | Notebooks 120 Pgs | pce | 1 | | |
| 129 | Notebooks 200 Pgs | pce | 1 | | |
| 130 | Notebooks 32 Pgs | pce | 1 | | |
| 131 | Notebooks 48Pgs | pce | 1 | | |

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|-----|---------------------------------------|-----|---|--|--|
| 132 | Notebooks 96Pgs | pce | 1 | | |
| 133 | Notice Board | pce | 1 | | |
| 134 | Office Trays | pce | 1 | | |
| 135 | Paper Clips 25 mm | pqt | 1 | | |
| 136 | Paper Clips 28mm | pqt | 1 | | |
| 137 | Paper Clips 31mm/33mm | pqt | 1 | | |
| 138 | Paper Clips 50mm/51mm | pqt | 1 | | |
| 139 | Paper Clips 78mm | pqt | 1 | | |
| 140 | Paper Rolls of EBM Big size | pce | 1 | | |
| 141 | Paper Rolls of EBM Medium size | pce | 1 | | |
| 142 | Paper Rolls of EBM Small size | pce | 1 | | |
| 143 | Paper shredder | pce | 1 | | |
| 144 | Parker | pce | 1 | | |
| 145 | Executive Pens | pce | 1 | | |
| 146 | Pen Dolphin (excutive pen dolphin) | pqt | 1 | | |
| 147 | Pencil Case | pqt | 1 | | |
| 148 | Pinceau GF | pqt | 1 | | |
| 149 | Pinceau PF | pqt | 1 | | |
| 150 | Pins | pqt | 1 | | |
| 151 | porte Document Cuire | pce | 1 | | |
| 152 | porte Document semi-Cuire | pce | 1 | | |
| 153 | Post-it (Middle Size) | pce | 1 | | |
| 154 | Post-it (Small Size) | pce | 1 | | |
| 155 | Post-it with 5 Different Colors | pce | 1 | | |
| 156 | Power Saver | pce | 1 | | |
| 157 | Punching Machine 208 | pce | 1 | | |
| 158 | Punching Machine 308 | pce | 1 | | |
| 159 | Punching Machine 408 | pce | 1 | | |
| 160 | Punching Machine 508 | pce | 1 | | |
| 161 | Punching Machine DP 865 | pce | 1 | | |
| 162 | Punching Machine Mid.Duty 2 Hole(PSI) | pce | 1 | | |
| 163 | Punching Machine MP-0125 Unimax (PSI) | pce | 1 | | |
| 164 | Registers(Manuscript Book jambo) | pce | 1 | | |
| 165 | Registers(Manuscript Book PSI) | pce | 1 | | |

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|-----|---------------------------|-----|---|--|--|
| 166 | Reinforcement Pocket | pce | 1 | | |
| 167 | Ribbon Epson LQ 2180 | pce | 1 | | |
| 168 | Ribbon Epson LQ 300 | pce | 1 | | |
| 169 | Ribbon Epson LQ 590/890 | pce | 1 | | |
| 170 | Ribbon Epson LQ 680 | pqt | 1 | | |
| 171 | Roller Tip Pen(Pqt of 12) | pce | 1 | | |
| 172 | Rubber | pqt | 1 | | |
| 173 | Rubber Band | pce | 1 | | |
| 174 | Ruler - Plastic of 1 m | pce | 1 | | |
| 175 | Ruler -Metal of 1 m | pce | 1 | | |
| 176 | Ruler of 30 Cm | pce | 1 | | |
| 177 | Ruler of 50 cm | pce | 1 | | |
| 178 | Scisor Big size | pce | 1 | | |
| 179 | Scisor medium size | pce | 1 | | |
| 180 | Scotch Big Size | pce | 1 | | |
| 181 | Scotch Small Size | pce | 1 | | |
| 182 | Sharpener - Metal | pce | 1 | | |
| 183 | Sharpener Fixable | pce | 1 | | |
| 184 | Sharpener- Plastic | pce | 1 | | |
| 185 | Sign Here (Pc) | pce | 1 | | |
| 186 | Signatory | pce | 1 | | |
| 187 | Spiral 10mm | pce | 1 | | |
| 188 | Spiral 12mm | pce | 1 | | |
| 189 | Spiral 14 mm | pce | 1 | | |
| 190 | Spiral 16 mm | pce | 1 | | |
| 191 | Spiral 18mm | pce | 1 | | |
| 192 | Spiral 20mm | pce | 1 | | |
| 193 | Spiral 22 mm | pce | 1 | | |
| 194 | Spiral 45 mm | pce | 1 | | |
| 195 | Spiral 48 mm | pce | 1 | | |
| 196 | Spiral 50 mm | pce | 1 | | |
| 197 | Spiral 52 mm | pce | 1 | | |
| 198 | Spiral 6 mm | pce | 1 | | |
| 199 | Spiral 8 mm | pce | 1 | | |

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|-----|---|-----|---|--|--|
| 200 | Spring Files | pce | l | | |
| 201 | Stamp Ink | pce | l | | |
| 202 | Stamp Ink(Auto Encreur) or For sel-finking stamps | pce | l | | |
| 203 | Staple Remover | pce | l | | |
| 204 | Stapler Giant | pce | l | | |
| 205 | Stapler Heavy Duty MS-50LM Unimax (PSI brand) | pce | l | | |
| 206 | Stapler Heavy Duty MS-50SM Unimax (PSI brand) | pce | l | | |
| 207 | Stapler HS 2000 | pce | l | | |
| 208 | Stapler HS 3000 | pce | l | | |
| 209 | Stapler MS-56 I 5 Unimax(PSI brand) | pce | l | | |
| 210 | Stapler MS-585 I Unimax(PSI brand) | pce | l | | |
| 211 | Stapler No I | pce | l | | |
| 212 | Stapler No 58 | pce | l | | |
| 213 | Stapler No 76 | pce | l | | |
| 214 | Stapler Rapid 2 | pce | l | | |
| 215 | Stapler Rapid E 12 | pce | l | | |
| 216 | Stapler Rapid E 14 | pce | l | | |
| 217 | Staples 23/15, 23/17 | pce | l | | |
| 218 | Staples 24/6 | pce | l | | |
| 219 | Staples 26/6 | pce | l | | |
| 220 | Stock card | pce | l | | |
| 221 | Stock Card A4 | pce | l | | |
| 222 | Stock Card A5 | pce | l | | |
| 223 | Suspension Files | pce | l | | |
| 224 | Tableau d'affichage | pce | l | | |
| 225 | Visitor's Book | pce | l | | |
| 226 | Visitor's Card holder | pqt | l | | |
| 227 | Water Color Big Size | pqt | l | | |
| 228 | Water Color -Pelican | pce | l | | |
| 229 | White Board Cleaner (cleaning spray) small | pce | l | | |
| 230 | White Board Cleaner (cleaning spray) big size | pce | l | | |
| 231 | White board Eraser | pce | l | | |

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|-----|------------------------------------|-----|---|--|--|
| 232 | White Board With stand Big size | pce | 1 | | |
| 233 | White Board With stand Medium size | pce | 1 | | |
| 234 | White Board With stand small size | pce | 1 | | |
| 235 | White out(Correction Pen) | pce | 1 | | |
| 236 | Laptop mats | Pce | 1 | | |
| 237 | Hanging folder(King's) | Pce | 1 | | |
| 238 | Laminating Pouch | Pce | 1 | | |

11. Price Validity

The selected company/Supplier/vendor shall keep the same price for a period of minimum 12 Months.

12. Quotation Submission

Companies/Supplier/Vendor meeting the above criteria are requested to submit their proposals at rwandaprocurement@snv.org not later than **October 31, 2022, 17:00 Kigali time.**

END