



REQUESTS FOR QUOTATION

No. HPI20261004RW

SUPPLY OF OFFICE CONSUMABLES FOR A PERIOD OF ONE YEAR.

RFQ Release Date:	16 th October 2026
Question/ Inquiry Submission Deadline:	19 th October 2026
Response to inquiries	20 th October 2026
Quote Submission Deadline:	26 th October 2026
Selection Committee review	28 th October 2026
Estimated Notification of award	29 th October 2026
Award agreement and signing	09 th November 2026
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	procurement-rw@heifer.org
Contact information for inquiries about this RFQ:	procurement-rw@heifer.org



1. BACKGROUND

1.1. Context and background

2. Context and background

Heifer International Rwanda (HIR) is a Nonprofit and International Non-governmental Organization with the mission to alleviate hunger and poverty, while caring for the environment through sustainable agricultural practices. In collaboration with the Government of Rwanda and other relevant partners, this project has now grown to cover the whole country to become the flagship program known as “one cow per poor family”.

Heifer International Rwanda projects focus on improving income and nutritional status, mobilizing farmers, and promoting local capacity through training of project participants, promoting market linkages for dairy value chain actors, improving the quality of livestock through artificial insemination services, empowering rural women, building resilience through sustainable agricultural practices, and connecting local communities to business development services.

Heifer International Rwanda partners with smallholder farmers to build sustainable livelihoods by empowering them to use their own energy, ingenuity, and dreams to fuel their success out of hunger and poverty. Heifer programs mobilize communities and foster the organization of associations, cooperatives and social networks while strengthen their capacity to address development challenges.

3. Objective of the Tender

The main objective of this tender is to supply and deliver quality office consumables to Heifer International Rwanda under a one-year framework agreement, with the possibility of renewal subject to satisfactory supplier performance and the organization’s needs.



Bids must include the following information at a minimum. Incomplete offers may be rejected.

4. Administrative Requirements

The Quotation **must** include the following administrative documents at a minimum.

- A copy of Company Registration Certificate issued by RDB.
- A copy of Valid Tax Clearance Certificate issued by RRA.
- A copy of Corporate Income Tax Declaration issued by RRA
- A copy of Valid RSSB Clearance Certificate.

5. Technical specifications

The list of office consumables to be supplied by the supplier to Heifer International Rwanda on an as-needed basis is provided in the table below:

NO	DESCRIPTION	UNIT MEASURE
1	Question Coffee beans (Question everything) or equivalent	1Kg
2	Coffee cups	1Pc
3	Nescafe or equivalent	1 Pc of 50g
4	Hygienic Tissues (Fine or equivalent)	1pqt of 20pcs
5	Paper roll (Medium size)	1Pc
6	Paper roll (Big size)	1Pc
7	Sugar (Brown)	1 kg
8	Sugar (Elovo)	1 kg
9	Gas	25 Kg
10	Tea Bags	1 Pkt of 50pcs
11	Rwanda Tea (Tea leaves)	1 Pkt of 250gm
12	Serviettes (paper)	1 Pkt of 20 pcs
13	Tea Filter (Plastic) medium	1Pc
14	Tea Filter (stainless steel) medium	1Pc
15	Tea Filter (stainless steel) Big	1Pc



16	Honey (Pure natural)	1 Kg
17	Inyange Whole milk (UTL) or equivalent 500ML while delivered in Kigali	Carton of (12) Pcs
18	Inyange Low Fat milk (UTL) or equivalent 500ML while delivered in Kigali	Carton of (12) Pcs
19	Inyange Whole milk (UTL) or equivalent 500ML while delivered in Provinces	Carton of (12) Pcs
20	Inyange drinking water or equivalent 500ml while delivered in Kigali	Carton of (12) Pcs
21	Inyange drinking water or equivalent 500 ml while delivered in provinces	Carton of (12) Pcs
22	Inyange Drinking water or equivalent Gallon- while delivered in Kigali	Bottle/Gallon of 20Lts
23	Hand wash Ocean or equivalent 400ml	1Pc
24	Sponge (Easy clean) or equivalent	1 Pck of 5pcs

1. Technical Requirement

- a. Bidders must provide a detailed description of items required in the RFQ
- b. Bidders must provide at least one **satisfactory completion certificates (Good completion certificate) from reputable institutions with similar supply.**



1. Financial Proposal:

NO	DESCRIPTION	UNIT MEASURE	Estimated quantities per year	Unit price all taxes and transport inclusive	Total price taxes and transport inclusive
1	Question Coffee beans (Question everything) or equivalent	1Kg	120 Pcs		
2	Coffee cups	1Pc	6000 Pcs		
3	Nescafe or equivalent	1 Pc of 50g	60pcs		
4	Hygienic Tissues (Fine or equivalent)	1pqt of 20pcs	10Pcs		
5	Paper roll (Medium size)	1Pc	15pcs		
6	Paper roll (Big size)	1Pc	15pcs		
7	Sugar (Brown)	1 kg	200 kgs		
8	Sugar (Elovo)	1 kg	200pcs		
9	Gas	25 Kg	2 bottles		
10	Tea Bags	1 Pkt of 50pcs	100pcs		
11	Rwanda Tea (Tea leaves)	1 Pkt of 250gm	60pcs		
12	Serviettes (paper)	1 Pkt of 20 pcs	60 pcs		
13	Tea Filter (Plastic) medium	1Pc	5pcs		
14	Tea Filter (stainless steel) medium	1Pc	5pcs		
15	Tea Filter (stainless steel) Big	1Pc	5pcs		



16	Honey (Pure natural)	1 Kg	85kg		
17	Inyange Whole milk (UTL) or equivalent 500ML while delivered in Kigali	Carton of (12) Pcs	500 boxes		
18	Inyange Low Fat milk (UTL) or equivalent 500ML while delivered in Kigali	Carton of (12) Pcs	500 boxes		
19	Inyange Whole milk (UTL) or equivalent 500ML while delivered in Provinces	Carton of (12) Pcs	1200 boxes		
20	Inyange drinking water or equivalent 500ml while delivered in Kigali	Carton of (12) Pcs	1000pcs		
21	Inyange drinking water or equivalent 500 ml while delivered in provinces	Carton of (12) Pcs	2300pcs		
22	Inyange Drinking water or equivalent Gallon- while delivered in Kigali	Bottle/Gallon of 20Lts	800pcs		
23	Hand wash Ocean or equivalent 400ml	1Pc	25 pcs		
24	Sponge (Easy clean) or equivalent	1 Pck of 5pcs	10pcs		



Notes:

Bids must be submitted in PDF format, clearly indicating the RFB reference number provided above, and priced in Rwandan Francs (RWF), inclusive of all applicable taxes. **Please note that transport to the delivery sites, as well as offloading of the supplies, shall be the responsibility of the supplier.**

2. Conditions

- 1. Delivery period and Address:** The successful bidder shall adhere to supply and deliver office consumables to Heifer International Rwanda Headquarters located in Kacyiru and field staff located in different part of the country based on Purchase order.

Award Criteria:

Preliminary Examination – Assessment of compliance with all administrative requirements will be conducted on a pass/fail basis.

Technical Evaluation – Technical compliance shall be assessed on a pass/fail basis by comparing the product descriptions provided by bidders against the specifications stated in the Request for Bids.

Financial Evaluation – Among technically compliant bids, the contract will be awarded to the bidder offering the lowest total price all taxes and transport included without compromising on the quality.

Deadline for submission:

Bids must be submitted electronically to email: procurement-rw@heifer.org with clear subject line: **“(Supply and Delivery of Office consumables to Heifer International Rwanda and submitted by 26th October 2026 at 5:00pm Kigali time.**



5. Late submissions and verification

Proposals received after the submission deadline will not be considered. Bidders are responsible for ensuring their proposals are submitted according to the instructions stated herein.

Heifer retains the right to terminate this RFQ or modify the requirements upon notification to the bidders.

6. Validity of Proposals

Proposals submitted shall remain open for acceptance for 90 days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.

7. Limitations

This RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received because of the RFP.

8. Intellectual Property

Section 1. Ownership Generally. Subject to Section 8.2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI’s exclusive ownership of the Work Product.

Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive



property. Regarding any of Contractor's Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a "work made for hire" under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a "work made for hire", Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor's rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives all rights known as "moral rights", and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the way HPI may use the Work Product.