

**BIDDING DOCUMENT FOR THE TENDER FOR SUPPLY OF OFFICE
STATIONARIES TO NGALI HOLDINGS LTD.**

Tender Title	Tender for supply of office stationaries to Ngali Holdings and subsidiaries.
Tender reference number	OCB/08/04/NH/2024
Procurement method	Open Competitive Bidding
Date of issue of tender	19/04/2024

Prepared by



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Approved by



for **Diane MUGISHA**

Chief Executive Officer

Section II. Instructions to bidders, Bid Data Sheet (BDS)

The following specific data for the Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Procuring Entity is: NGALI HOLDINGS LTD
ITB 1.2	Tender Reference N°: OCB/08/03/NH/2024
ITB 2	The Source of funds:
B. Contents of Bidding Documents	
ITB 7	<p>Clarification of bids will be addressed to The NGALI HOLDINGS LTD. Clarifications may be requested not later than 1 days before the submission date during working days.</p> <p>For Clarification of bid purposes only, the Procuring Entity's address is:</p> <p>NGALI HOLDINGS Bodifa Mercy House, 7th Floor, Kimihurua, Gasabo, Kigali - Rwanda Email: charity.mutesi@ngali.com</p>
C. Preparation of Bids	
ITB 10	The language of the bid is English
ITB 11.1	The Bidder shall submit in its bid the following: N/A
ITB 13	Alternative Bids shall not be considered.
ITB 14.5	The INCOTERMS edition is: "INCOTERMS N/A
ITB 14.6	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract (One year) and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.
ITB 15.1	The Bidder is required to quote in the Rwanda Francs currency.
ITB 18.1	The bid validity period shall be ninety (90) calendar days, and shall remain valid for a period of 28 days beyond the validity period of the bid.

ITB 19.1	Bid shall include a Bid Security issued by only a reputable and recognized Bank operating in Rwanda. N/A
ITB 19.2	The amount of the Bid Security N/A
ITB 20.1	In addition to the original of the bid, the number of copies are: 01 copy.
A. Submission and Opening of Bids	
ITB 22.1	<p>Bids shall be received at Ngali Holdings procurement office no later than Date: 4/05/2024 Time: 10:00am</p> <p>The bid opening shall take place at the following address: NGALI HOLDINGS LTD Board Room Date: 4/05/2024 Hour : 10:30 am</p>
B. Evaluation and Comparison of Bids	
ITB 32	Bid prices will be in Rwanda Francs (Rwf) currency VAT Inclusive
ITB 33	Domestic preference N/A
ITB 34.3(a)	<p>The evaluation will be done for the entire tender. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the bid, and provided that the bid is substantially responsive, the average price of the item quoted by substantially responsive bidders will be added to the bid price and the equivalent total cost of the bid so determined will be used for price comparison.</p> <p>The evaluation committee shall base on their confidential budget relevant to the service to be provided and the lowest offer shall not be the only criteria to award the tender.</p>
C. Award of Contract	
ITB 40	<p>The maximum percentage by which an addendum to the contract may be done is 10%</p> <p>This tender intends to select service provider who shall sign a framework agreement of one year (which may be renewable twice upon satisfactory performance of the contract)</p>

Section III. Evaluation and Qualification Criteria

1. OUTCOMES/EXPECTATIONS.

Ensure delivery of stationary upon request, agreed time and costs.

Ensure availability to respond to any questions and concerns.

In case of price fluctuations, the supplier should inform the customer before accepting the order.

2. COMPANY EXPERIENCE.

The company must have at least 3 years' experience with certificates to prove it.

The company must have supplied at least 3 companies with efficiency while providing quality products.

3. PAYMENT TERMS.

The supplier will be paid in a span of 15 days as per purchase order and after delivery and providing invoice.

LIST OF STATIONARIES.

Reams of papers
Cartridge 410 Jaune
Cartridge 410 cyan
Cartridge 410 black
Cartridge 410 magenta
Brother toner black
pens
Pencils
Kyocera
CEVX 60
White wash
Blue Ink for stamp
File small
File medium
File big
Paper clips big
Paper clips small
Paper clips medium
Staples big

Staples medium
Staples small
Envelopes A4
Envelopes A5
Envelopes A3
Office organizers
Glue stick
highlighters
Stapling machine medium
Stapling machine heavy duty
Punching machine
Binding covers
Sign here
Scotch Kaki
Scotch clear
Scotch sellotape
Staple remover
Rubber band
separators
pins
Office trays
Chemise perforate
Desk Organizer
Binder clips small
Binder clips medium
Binder clips big
Dust bin
Flip chart
Pen holder
Plastic files
Register book
Binding rings small
Binding rings medium
Binding rings big
Scissor
Ruler
Post it medium
Post it small
Post it multicolor
Paper A3
Paper A4
Archive Box

Extension cable with 5 pots
White board 90*120cm
White board 120*200cm
Signature file
Card holder
AAA batteries
AA batteries
23A batteries
Hanging file
Spiral book
Pvc slide binder all sizes
White board duster
Transparent files
Flash Disk 8GB
Flash 4GB
HP Office Jet Pro 8620
LaserJet pro M102w
HP LaserJet P1102
HP color LaserJet pro mfp M477fdw
Hp laser jet pro M12W
HP color LaserJet pro MFP M477 PCL 6 CF410 A
HP Color laser jet Pro MFP M477 PCL 6 CF410 A
HP LaserJet 1536
Hp LaserJet MFP M477 M477fdw
Hp LaserJet pro MFP M426dw
Hp LaserJet m4345 MFP