



## REQUEST FOR QUOTATION FOR FOOD & NON-FOOD ITEMS

TO

FEDERATION HANDICAP INTERNATIONAL -RWANDA

### 1.0: About FEDERATION HANDICAP INTERNATIONAL

**HANDICAP INTERNATIONAL FEDERATION (HI)**, operating under the name **Humanity & Inclusion** a not-for-profit association governed by the French Act of July 1st 1901, domiciled at "138, avenue des Frères Lumière – 69371 Lyon cedex 08, France" and registered in Rwanda under RGB with the registration number 0066/RGB/18 with TIN No 100600244, Rebero Village, Rugando Cell, Kimihurura Sector, Gasabo District, City of Kigali, 14 KG 624 St.

#### Preamble

- HI is an independent international aid organization working in situations of poverty and exclusion, conflict and disaster,
- HI works alongside persons with disabilities and vulnerable persons; its action and testimony are focused on responding to their essential needs, their living conditions,
- HI is committed to promoting the respect of their dignity and their fundamental rights
- To that end, HI retains service providers who are reputed for their skills in their field of activity,
- HI and the Service provider have agreed to work together in a working relationship devoid of any form of hierarchical subordination.

#### Our Vision

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

#### Our Mission

Humanity & Inclusion is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

## **2.0 INSTRUCTIONS TO BIDDERS**

1. By submitting a tender, the Bidder accepts in full the conditions of this tender and therefore accepts to waive its own conditions for offering the specifies services.
2. Please read carefully all instructions and conditions to this tender. Ensure that all information and documentation pursuant to these requirements are provided on time as failure to do so may result in rejection of your bid.
3. The offers are sent on email, no papers will be accepted

## **3.0 SUBMISSION OF TENDERS**

Your offer comprising of administrative, technical and financial proposals must be submitted electronically to the below email address: [dao@rwanda.hi.org](mailto:dao@rwanda.hi.org) not later than **10<sup>th</sup> November 2026** at **5:00pm**.

## **4.0 SELECTION CRITERIA:**

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:

- Administrative and Technical compliance to requirements.....40% of the total marks
- Financial Evaluation (Lowest price per item) .....60% of the total marks

## **5.0 PRICING:**

- 1.Prices must be expressed only in **Rwandan francs**;
- 2.Any VAT or other taxes.

## **6.0 CONDITIONS TO BIDDERS**

- 1.Submit administrative documents, technical and financial proposals
- 2.HANDICAP INTERNATIONAL FEDERATION reserves the right to select and deal with any bidder(s) that would provide HANDICAP INTERNATIONAL FEDERATION with the best value for money.
- 3.This request for proposal is not a contract or an offer to enter into a contract, but a request for expression of Interest for the services indicated in this document.
- 4.Bidders are bound by their offer for a period of twelve months from the date of signing of the contract.
- 5.HANDICAP INTERNATIONAL FEDERATION is not responsible for any costs associated with preparing this tender.
- 6.HANDICAP INTERNATIONAL FEDERATION reserves the right to alter the dates of this tender.
- 7.Canvassing with representatives or staff of HANDICAP INTERNATIONAL FEDERATION in relation to this tender will result in disqualification of the bidder.
- 8.HANDICAP INTERNATIONAL FEDERATION will inform each bidder of the outcome of selection after evaluation process.

9. HANDICAP INTERNATIONAL FEDERATION will not enter into a contract or do business with companies or individuals that are public offenders as per the following criteria:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of court proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional misconduct by a judgement that has the force of res judicata;
- They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- They have been the subject of a judgement that has the force of res judicator for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- Following another procurement or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

If you submit your bid pursuant to this tender requirement, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company or yourself is in breach of any of the above provisions.

**Note:**

1. The financial offers should be in the Rwandan Francs (RwF) currency and must be inclusive of all applicable taxes.
2. The prices quoted cannot be adjusted unless for the successful offer/bid during negotiations.
3. Bid validity: 90 days.

Enquiries regarding this RFQ should be addressed in writing to the address indicated below.

HANDICAP INTERNATIONAL FEDERATION has the right to cancel or suspend this RFQ without any explanations or compensation to any bidder for any cost incurred by them to submit their proposals. HANDICAP INTERNATIONAL FEDERATION also have the right to negotiate with any Company in relation to the offer(s) when it is deemed necessary and only after the evaluation of all proposals and that there is reasonable evidence that negotiations with successful bidder failed to conclude any contractual relationship with HANDICAP INTERNATIONAL.

## **7.0 TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS**

HANDICAP INTERNATIONAL FEDERATION requires you to send your proposals by email to: [dao@rwanda.hi.org](mailto:dao@rwanda.hi.org)

**Note:** It shall remain the responsibility of the Suppliers to ensure that their proposals are submitted on or before the deadline, Proposals that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Well signed offers, written in English or French, must be submitted to the below email address by **Monday, 26<sup>th</sup> March 2026 at 5:00pm**; Late proposals will be rejected.

### 8.1 ADMINISTRATIVE REQUIREMENTS

1. Submission letter duly signed, dated and stamped;
2. Company profile with full address, legal name, location area, products/services, leadership team, telephone, E-mail, website...
3. Copy of business registration certificate
4. VAT registration certificate
5. Valid and Certified clearance certificate for Rwanda Social Security Board
6. Valid and Certified Tax Clearance Certificate
7. Three certified references of similar tenders executed proven by good completion certificates
8. Proof of Using Use EBM
9. Signing HI Declarations and Policies
10. ID/passport of the representative

### 8.2 TECHNICAL SPECIFICATIONS AND PRICING

FEDERATION HANDICAP INTERNATIONAL is seeking offers from reputable, well-established, and experienced offerors, duly incorporated under the Laws of Rwanda to provide Food & Non-Food items at fixed prices for a period of 24 months.

#### LIST OF ITMES TO BE QUOTED

**\*The product must not contain Genetical Modified organism (GMOs)**

| Nº                                 | DESCRIPTION            | Preferred brand                                                       | Unity             | Unity Price |
|------------------------------------|------------------------|-----------------------------------------------------------------------|-------------------|-------------|
| <b>Food and Drinks/ Cafetariat</b> |                        |                                                                       |                   |             |
| 1                                  | Ground Cofee           | Gorilla's                                                             | Paquet 500gr      |             |
| 2                                  | Roasted beans          | Gorilla's                                                             | Paquet 500gr      |             |
| 3                                  | Ground Cofee           | Maraba                                                                | Paquet 500gr      |             |
| 4                                  | Roasted beans          | Maraba                                                                | Paquet 500gr      |             |
| 5                                  | Full cream milk Powder | Nestle NIDO                                                           | Tin 400 grams     |             |
| 6                                  | Full cream milk Powder | Nestle NIDO                                                           | Tin 900 grams     |             |
| 7                                  | Full cream milk Powder | Nestle NIDO                                                           | Tin 180 grams     |             |
| 8                                  | Sugar, White           | White sugar, purified and crystallised, from sugar cane or sugar beet | bag of 5 kg       |             |
| 9                                  | Sugar, White           |                                                                       | bag of 25 kg      |             |
| 10                                 | Sugar, White           |                                                                       | bag of 50 kg      |             |
| 11                                 | Tea bag                | Rwanda tea                                                            | Paquet of 50 bags |             |
| 12                                 | Tea                    | Rwanda tea                                                            | Paquet            |             |
| 13                                 | Tea bag                | Rwanda tea                                                            | Paquet 100 bags   |             |
| 14                                 | Tea masala             |                                                                       | piece             |             |
| 15                                 | Tangawizi powder       |                                                                       | Box of 6 pieces   |             |

|                       |                                                                            |                        |                                 |                    |
|-----------------------|----------------------------------------------------------------------------|------------------------|---------------------------------|--------------------|
| 16                    | Juice 500cl                                                                | Inyange                | ( Box of 12 bottles)            |                    |
| 17                    | Juice 300ml                                                                | Inyange                | ( Box of 24 bottles)            |                    |
| 18                    | Mineral water 500 ml                                                       | Inyange                | ( Box of 12 bottles)            |                    |
| 19                    | Mineral water 500 ml                                                       | Inyange                | ( Box of 24 bottles)            |                    |
| 20                    | Mineral water 500 ml                                                       | Nil                    | ( Box of 12 bottles)            |                    |
| 21                    | Mineral water 500 ml                                                       | Nil                    | ( Box of 24 bottles)            |                    |
| 22                    | UHT Whole milk                                                             | Inyange                | ( Box of 12 boxes of 1/2 liter) |                    |
| 23                    | UHT Whole milk                                                             | Inyange                | ( Box of 12 boxes of 1 liter)   |                    |
| 24                    | UHT Whole milk                                                             | MUKAMIRA               | ( Box of 12 boxes of 1/2 liter) |                    |
| 25                    | UHT Whole milk                                                             | MUKAMIRA               | ( Box of 12 boxes of 1 liter)   |                    |
| 26                    | Haricot/ type de Colta                                                     |                        | Kg                              |                    |
| 27                    | Haricot/ type de Mutiki                                                    |                        | Kg                              |                    |
| 28                    | Corn- large caliber grain, very dry, well sorted ( without mold or damage) |                        | Kg                              |                    |
| 29                    | Rice, white, broken 15%                                                    | Pakistani              | 25kg                            |                    |
| 30                    | Rice, white, broken 25%                                                    | Pakistani              | 25kg                            |                    |
| 31                    | Rice, white, broken 15%                                                    | Tanzania               | 25kg                            |                    |
| 32                    | Rice, white, broken 25%                                                    | Tanzania               | 25kg                            |                    |
| 33                    | Rice, white, broken 15%                                                    | Taiwani                | 25kg                            |                    |
| 34                    | Rice, white, broken 25%                                                    | Taiwani                | 25kg                            |                    |
| 35                    | Sweet chocolate                                                            | New orient Carmel      | Box of 85 pieces                |                    |
| 36                    | Cassava floor                                                              | Kinazi                 | 1kg                             |                    |
| 37                    | Biscuit (Box 48 packet)                                                    | Maria                  | 1 box                           |                    |
| 38                    | Biscuit (Box of 84 packet)                                                 | Glucose/RIHAM          | 1 box                           |                    |
| <b>Non Food items</b> |                                                                            | <b>Preferred brand</b> | <b>Unity</b>                    | <b>Unity Price</b> |
| 1                     | Coffee filters nr 4 (extra strong)                                         |                        | 1 Box                           |                    |
| 2                     | BUCKET, plastic with lid, 10L                                              |                        | 1 piece                         |                    |
| 3                     | BUCKET, plastic with lid, 15L                                              |                        | 1 piece                         |                    |
| 4                     | BUCKET, plastic with lid, 20L                                              |                        | 1 piece                         |                    |
| 5                     | COOKING POT, Stainless steel or aluminium, with handles and lid            |                        | 1 Set                           |                    |
| 6                     | COOKING POT, 7L Stainless steel or aluminium, with handles and lid         |                        | 1 piece                         |                    |

|    |                                                                     |        |               |  |
|----|---------------------------------------------------------------------|--------|---------------|--|
| 7  | COOKING POT, 15L Stainless steel or aluminium, with handles and lid |        | 1 piece       |  |
| 8  | BASIN/BOWL, for washing, plastic midle, 20L                         |        | 1 piece       |  |
| 9  | BASIN/BOWL, for washing, plastic large with lid, 40L                |        | 1 piece       |  |
| 10 | Cooking gas                                                         |        | 20 kg         |  |
| 11 | Cooking gas                                                         |        | 15 kg         |  |
| 12 | Cooking gas                                                         |        | 12 kg         |  |
| 13 | Empty Plastic jercan 20 L                                           |        | 1 piece       |  |
| 14 | Black plastic boot ( different size)                                |        | 1 pair        |  |
| 15 | Hard brush                                                          |        | 1 piece       |  |
| 16 | Window cleaning brush                                               |        | 1 piece       |  |
| 17 | Scrub brush                                                         | KIYAKA | 1 piece       |  |
| 18 | Grasscutter, slasher                                                |        | 1 piece       |  |
| 19 | CUP, 250ml, plastic, graduated                                      |        | DZN           |  |
| 20 | Dishwasher cloth                                                    |        | DZN           |  |
| 21 | Deodorant for toilet (Tropical spray)                               |        | DZN           |  |
| 22 | Detelgent bloo de toilette/ NEW ACE toilet cleaner ocean fresh      |        | DZN           |  |
| 23 | Toilet cleaner brush                                                |        | DZN           |  |
| 24 | Tilet cleaner spray                                                 |        | DZN           |  |
| 25 | Bleach                                                              |        | 5 L container |  |
| 26 | Dish sponge                                                         |        | DZN           |  |
| 27 | Bath towel, small, 100% cotton, 70x30cm                             |        | 1 piece       |  |
| 28 | Bath towel, medium, 100% cotton, 90x50cm                            |        | 1 piece       |  |
| 29 | Bath towel, large, 100% cotton, 140x80cm                            |        | 1 piece       |  |
| 30 | Hand towel, 100% cotton, 60x30cm                                    |        | 1 piece       |  |
| 31 | Towel paper, disposable, 30cm, roll 1000m                           |        | DZN           |  |
| 32 | paper towel ( essuie tout)                                          |        | 1 piece       |  |
| 33 | Cleaning glove (different size)                                     |        | DZN           |  |
| 34 | Bleach toilet get                                                   |        | DZN           |  |
| 35 | Spray insecticide/ 400 ml                                           |        | DZN           |  |
| 36 | VIM citron/ VIM with lemon                                          |        | DZN           |  |
| 37 | Windows glass cleaner spray 23fl OZ                                 |        | DZN           |  |

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| 38 | Toilet paper, hygienic, twin ply ,roll ( 100% recycled paper, 300 sheets/roll)                             |        | Sealed plastic bags of 10 rolls |  |
| 39 | Hygienic pads, normal                                                                                      |        | Package of 10                   |  |
| 40 | SANITARY PADS , disposable, normal, in packages of 10                                                      |        | packages of 10 or 20            |  |
| 41 | DIAPER, disposable, baby 4-10kg                                                                            |        | Package of 10                   |  |
| 42 | DiaPER, disposable, adult                                                                                  |        | Package of 10                   |  |
| 43 | TOOTH BRUSH, medium                                                                                        |        | DZN                             |  |
| 44 | TOOTH PASTE, tube 140 ml                                                                                   |        | DZN                             |  |
| 45 | Soap body 80 gr                                                                                            |        | DZN                             |  |
| 46 | Laundry soap (TEMBO)                                                                                       |        | DZN                             |  |
| 47 | SOAP, laundry soap, 600g, piece                                                                            |        | DZN                             |  |
| 48 | Hand Liquid soap, 5L                                                                                       |        | 5 L container                   |  |
| 49 | Hand wash                                                                                                  |        | Bottle                          |  |
| 50 | Soap powder                                                                                                |        | Package of 10                   |  |
| 51 | Dish washing soap                                                                                          |        | 5 L container                   |  |
| 52 | Sweep                                                                                                      | KIYAKA | Piece                           |  |
| 53 | Squeegee                                                                                                   | KIYAKA | pece                            |  |
| 54 | VIM citron/ VIM with lemon                                                                                 |        | 1 piece                         |  |
| 55 | Rain shield umbrella (37 to 39 inch diameter canopy)                                                       |        | Piece                           |  |
| 56 | Tea towel                                                                                                  |        | DZN                             |  |
| 57 | Vacuum cup ( Suction cup) made in PVC or neoprene                                                          |        | Piece                           |  |
| 58 | Mattress 190x72x36D16 (High density polyurethane foam, in one piece, no glue assembled pieces)             | foam   | 1 piece                         |  |
| 59 | Mattress 190x72x36D18 (High density polyurethane foam, in one piece, no glue assembled pieces)             | foam   | 1 piece                         |  |
| 60 | Mattress 190x80x36D16 (High density polyurethane foam, in one piece, no glue assembled pieces)             | foam   | 1 piece                         |  |
| 61 | Mattress 190x80x36D18 (High density polyurethane foam, in one piece, no glue assembled pieces)             | foam   | 1 piece                         |  |
| 62 | Mattress 190x80x36D20 (High density polyurethane foam, in one piece, no glue assembled pieces)             | foam   | 1 piece                         |  |
| 63 | Water proof mattress 190x72x36D16 (High density polyurethane foam, in one piece, no glue assembled pieces) | foam   | 1 piece                         |  |

|    |                                                                                                                     |      |         |  |
|----|---------------------------------------------------------------------------------------------------------------------|------|---------|--|
| 64 | Water proof mattress<br>190x72x36D18 (High density<br>polyurethane foam, in one piece,<br>no glue assembled pieces) | foam | 1 piece |  |
| 65 | Water proof mattress<br>190x72x36D20 (High density<br>polyurethane foam, in one piece,<br>no glue assembled pieces) | foam | 1 piece |  |
| 66 | Real wax cotton ( 6 metres)                                                                                         |      | 1 piece |  |
| 67 | London wax (6 metres)                                                                                               |      | 1 piece |  |
| 68 | Tissue coton ( Jinja)                                                                                               |      | 1 m     |  |
| 69 | Single bedsheet ( cotton ) 38" W<br>x75"L                                                                           |      | 1 pair  |  |
| 70 | Twin XL bedsheet ( cotton )<br>38"Wx80"L                                                                            |      | 1 pair  |  |
| 71 | Full bedsheet (cotton) 53"Wx75"L                                                                                    |      | 1 pair  |  |
| 72 | Single bedspreads 135 cm by 200<br>cm                                                                               |      | 1 piece |  |
| 73 | Double bedspreads 200 cm by<br>200 cm                                                                               |      | 1 piece |  |
| 74 | King size bedspread 230 cm by 220<br>cm                                                                             |      | 1 piece |  |
| 75 | Floor mats made in a tightly<br>woven twill weave fabric 180x90<br>cm                                               |      | 1 piece |  |
| 76 | Floor mats made in a tightly<br>woven twill weave fabric 120x220<br>cm                                              |      | 1 piece |  |
| 77 | Tissue paper ( papier mouchoir)                                                                                     |      | 1 piece |  |
| 78 | Plastic trash can (120 L)                                                                                           |      | 1 piece |  |
| 79 | Plastic trash can ( small toilet with<br>lid)                                                                       |      | 1 piece |  |
| 80 | Plastic trash can ( for the office )                                                                                |      | 1 piece |  |
| 81 | Kitchen knife                                                                                                       |      | 1 piece |  |
| 82 | Knitting yam (Medium)                                                                                               |      | 1 DZN   |  |
| 83 | Knitting yam (big size)                                                                                             |      | 1 DZN   |  |
| 84 | Knitting needle ( medium)                                                                                           |      | 1 DZN   |  |
| 85 | Knitting needle (big size)                                                                                          |      | 1 DZN   |  |
| 86 | Small size hook                                                                                                     |      | 1 DZN   |  |
| 87 | Medium size hook                                                                                                    |      | 1 DZN   |  |
| 88 | Sewing needle                                                                                                       |      | DZN     |  |
| 89 | Medium cristal ( amasaro)                                                                                           |      | Paquet  |  |
| 90 | Vaseline (petroleum Jelly) 50 gr                                                                                    |      | DZN     |  |

|     |                                                                                                          |  |                 |  |
|-----|----------------------------------------------------------------------------------------------------------|--|-----------------|--|
| 91  | Vaseline (petroleum Jelly) 200 gr                                                                        |  | DZN             |  |
| 92  | Vaseline (petroleum Jelly) 250 gr                                                                        |  | DZN             |  |
| 93  | Vacuum flask (Thermos) 0.5 L in plastic                                                                  |  | 1 piece         |  |
| 94  | Vacuum flask (Thermos) 1 L in plastic                                                                    |  | 1 piece         |  |
| 95  | Vacuum flask (Thermos) 1.5 L in plastic                                                                  |  | 1 piece         |  |
| 96  | Vacuum flask (Thermos) 2 L in plastic                                                                    |  | 1 piece         |  |
| 97  | Vacuum flask (Thermos) 3 L in plastic                                                                    |  | 1 piece         |  |
| 98  | Stainless steel vacuum insulated flask 0.5 L                                                             |  | 1 piece         |  |
| 99  | Stainless steel vacuum insulated flask 1 L                                                               |  | 1 piece         |  |
| 100 | Stainless steel vacuum insulated flask 1.8 L                                                             |  | 1 piece         |  |
| 101 | Stainless steel vacuum insulated flask 2 L                                                               |  | 1 piece         |  |
| 102 | Stainless steel vacuum insulated flask 3 L                                                               |  | 1 piece         |  |
| 103 | a bag of coal                                                                                            |  | 1 bag           |  |
| 104 | Empty rice sac 100 kg                                                                                    |  | 1 bag           |  |
| 105 | Jeu Igisoro/ Kubuguza                                                                                    |  | 1 set           |  |
| 106 | Playing cards                                                                                            |  | 1 set           |  |
| 107 | Torch/ Solar lamp sun king pro2                                                                          |  | 1 piece         |  |
| 108 | Paper towel holder                                                                                       |  | 1 piece         |  |
| 109 | Esui tout (480 SHEETS/ Total length 19m/sheet length: 24.8cm/sheet width: 19cm/ total length 119cm/ 2ply |  | 1 packet / roll |  |
| 110 | Underwear for girls aged 10-20 years old                                                                 |  | 1 dozen         |  |
| 111 | Underwear for boys aged 10-20 years old                                                                  |  | 1 dozen         |  |
| 112 | Underwear for girls aged 5 months-3 years old                                                            |  | 1 dozen         |  |
| 113 | Underwear for boys aged 5 months-3 years old                                                             |  | 1 dozen         |  |

**Melanie GEISER**  
Country manager

