



REQUEST FOR PROPOSALS FOR SUPPLY AND DELIVERY OF STATIONERY AND OFFICE SUPPLIES.

1. 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.

2. Objective of the Service

The main objective of the service is to supply and deliver quality stationery and office supplies to Heifer International Rwanda on time upon request.

3. Information on the proposals

Proposals must include the following information at a minimum; Incomplete proposals may be rejected.

- Full company name, physical and mailing address and country of registration.
- Full name and contact information (email and phone number) of primary contact.

4. Period for validity of proposals

Proposals shall remain valid for Ninety (90) days after the date of Proposal submission prescribed by HIR, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected on the grounds that it is non-responsive.



5. Modifications to Request for Proposals

HIR reserves the right to modify this Request for proposals in any manner that ensures the achievement of the objectives and performance requirements of the project. In this event, all vendors who intend to submit proposals will be notified through the advertisement. If the Request for Proposals needs to be modified after the close of bid acceptance, HIR will notify only those bidders who have submitted a proposal by the stated deadline.

HIR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by HIR, without incurring any liability to bidders.

6. Related cost

The bidder shall bear all costs associated with the preparation and submission of the Proposal, HIR will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

7. Specification of the service:

The list of materials the supplier will be required to supply to HIR upon request are listed in the table below:

LIST OF ITEMS IN LOT 1.

NO	QTY	DESCRIPTION	UNIT PRICE OF GOODS
1	1ream	Reams of paper	
2	1pqt	Separators	
3	1pcs	Bic	
4	1pcs	Allwrite pens	
5	1pcs	Staples (small size)	
6	1pcs	Staples (medium size)	
7	1pcs	Staples (big size)	
8	1pcs	Stapling machine (big size)	
9	1pcs	Post it colored (small size)	
10	1pcs	Post it (big size)	
11	1pcs	Paper clip (small size)	
12	1pcs	Paper clips (medium size)	
13	1pcs	Paper clip (big size)	
14	1pcs	UHU Stick	
15	1PCS	Sign here sticky notes	
16	1pcs	Power extension cable 5m	
17	1pcs	Paper files	

RWANDA

NO	QTY	DESCRIPTION	UNIT PRICE OF GOODS
18	1pcs	Box file	
19	1pcs	Plastic file	
20	1 pcs	Ink for stamp	
21	1pcs	Binder clip 42 mm	
22	1pcs	Binder clip 19 mm	
23	1pcs	Binder clip 25mm	
24	1pcs	Stapler remover	
25	1 pcs	Punching machine small	
26	1pcs	Punching machine medium	
27	1pcs	Punching machine big	
28	1pcs	Binding machine	
29	1pcs	Flip chart	
30	1pkt	Marker	
31	1pcs	Correction ink	
32	1pcs	Envelope white small	
33	1pcs	Envelope A4	
34	1pcs	Envelope A5	
35	1pcs	Spiral 10mm	
36	1pcs	Transparent cover (for binding)	
37	1pcs	Hardcover (for binding)	
38	1pcs	Notebooks 96 Pages	
39	1pcs	Notes book A5	
40	1pcs	Flash disk 4GB	
41	1pcs	Flash disk 8GB	
42	1pcs	Dairy book A4	
43	1pcs	Dairy book A5	
44	1pcs	Signature book 18pages	
45	1pcs	Signature book 12pages	
46	1pcs	Calculator CASIO (big size)	
47	1pcs	Calculator CASIO (small size)	
48	1pcs	High Lighter	
49	1pair	Panasonic dry cell	
50	1pcs	Masking tape (big, small)	
51	1pcs	Masking tape (small)	
52	1pcs	Pair of scissors	
53	1pcs	Glue stick	
54	1pcs	Scotch big	

RWANDA

NO	QTY	DESCRIPTION	UNIT PRICE OF GOODS
55	1pcs	Scotch medium	
56	1pcs	Bic parker	
57	1pcs	Hard disk 500GB	
58	1pkt	Separator paper	

LIST OF ITEMS IN LOT 2

NO	QTY	DESCRIPTION	UNIT PRICE OF GOODS
1	1pcs	Toner for Xerox Printer 3655	
2	1pcs	Toner color Hp LaserJet pro MFP M177fw (130A)	
3	1pcs	Toner color HP LaserJet pro MFP M176n (126A)	
4	1pcs	Toner color HP for LaserJet pro 200MFP M276nw (131A)	
5	1pcs	Toner for printer 1020	
6	1pcs	Tonner for canon printer 1133	
7	1pcs	Drum 126A for color LaserJet printer MFP M177rw	
8	1pcs	Drum unit for canon Printer 1133	
9	1pcs	Drum for printer 1020	
10	1pair	Drum for xerox printer 3655	

8. Preparation and Submission of Bids.

The required materials the supplier is expected to deliver to HIR are divided into two (2) lots and bidders are allowed to quote for either one lot or both, and suppliers shall propose a reasonable cost estimate for materials they can supply. The registered company shall be entirely responsible for all taxes.

9. Bid Price and Currency

The price quoted for the services shall be the **Rwanda Francs**.

10. Submission of Proposals:

Prospective bidders should submit their proposals electronically to: procurement-rw@heifer.org with clear subject line: **“(Supply of Office Stationeries)”** and submitted by **Tuesday, 13th December 2022 at 5:00pm** Kigali Time.

11. Late Bids:

Bids received after the established closing date and time will not be accepted and shall be returned to the service provider unopened.



12. Selection criteria:

The selection will be based on the cost (**Least Cost Based Selection**).

13. Notification:

The outcome of the selection shall be notified to the bidders via email: procurement-rw@heifer.org and thereafter the successful bidder shall be invited for contract negotiation and signing.

For any additional information/clarifications, send an email to Procurement-rw@heifer.org.

Done on Tuesday, November 30, 2022

Heifer International Rwanda

