Ecofleet SOLUTIONS

OPEN TENDER

SUPPLY OF OFFICE SUPPLIES (THREE LOTS)

Office Stationery | Cleaning and Refreshment Items | Kitchen Items

Tender reference	ECF-OFS-TND-2026-010
Date of issue	12 November 2026
Lots	Lot 1: Office Stationery and Consumables (items 1–50) Lot 2: Cleaning and Refreshment Items (items 51–92) Lot 3: Kitchen Items (items 93–110)
Deadline for submission	3 December 2026 at 17:00 (Kigali time)
Submission	By e-mail to procurement@ecofleet.rw, copy to info@ecofleet.rw
Technical specifications and price schedule	To be requested by e-mail to procurement@ecofleet.rw, quoting the tender reference
Contract	Framework contract for one (1) year, renewable by written agreement
Currency	Rwandan Francs (RWF)

1. Invitation

Ecofleet Solutions Ltd ("Ecofleet") is a government-owned company working to improve public transport services in the City of Kigali. Ecofleet invites eligible suppliers to submit tenders for the supply of office stationery and consumables, cleaning and refreshment items, and kitchen items, as specified in Annex B.

The tender has three (3) lots. A bidder may bid for one, several or all lots. Each lot must be bid in full: every item in the lot must be priced and must meet the specification. Incomplete lot bids will be rejected.

The selected supplier(s) will deliver against purchase orders issued by Ecofleet during the contract period, at the unit prices in the tender.

2. Scope of supply

Lot	Description	Item numbers	Number of items
Lot 1	Office Stationery and Consumables	1 – 50	50
Lot 2	Cleaning and Refreshment Items	51 – 92	42
Lot 3	Kitchen Items	93 – 110	18
Total	**Three (3) lots**	**1 – 110**	**110**

Parameter	Requirement	Notes
Quantities	As stated in each purchase order	One (1) unit per item in Annex B is used only to compare prices
Place of delivery	Ecofleet office, Nyarugenge, KN 63 St, Kigali	Delivery, unloading and handling at the supplier's cost
Delivery time	Within three (3) working days of each purchase order	Branded items: within seven (7) working days of artwork approval
Condition of goods	New, genuine, in original sealed packaging	Food items with the minimum shelf life stated in Annex B

3. Tender documents

The tender document consists of:

- this Request for Tenders (Clauses 1 to 12);
- Annex A: Form of Tender and Bidder's Declaration;
- Annex B: Technical Specifications and Price Schedule.

Interested bidders shall request the Technical Specifications and Price Schedule (Annex B) by e-mail to procurement@ecofleet.rw, quoting the tender reference **ECF-OFS-TND-2026-010**. The schedule will be sent be returned, completed, signed and stamped, with the tender. Tenders not submitted on this schedule may be rejected.

4. Obligations of the supplier

The supplier shall:

- Supply the items of the lot(s) awarded in the quantities, specifications stated in Annex B and in each purchase order;
- Deliver within the times in Clause 2, with a delivery note and an EBM invoice for each delivery;
- Replace at its own cost, within two (2) working days, any item rejected as defective, damaged, expired or non-compliant;
- Submit artwork proofs of branded items (items 1, 21, 45 and 46) for Ecofleet's written approval before production.

5. Eligibility and mandatory documents

A tender will be rejected as non-responsive if any of the following is missing, invalid or expired at the submission deadline:

No.	Requirement	Document to submit
5.1	Legal status	RDB certificate of registration showing business activity in the supply of the goods of the lot(s) bid; company profile.

No.	Requirement	Document to submit
5.2	Shop or office in Kigali	The bidder must have a recognised, operating shop or office in the City of Kigali. Submit: (a) the physical address (district, sector, street and building); (b) a valid trading licence (patente) for that address or a lease agreement / proof of ownership; and (c) recent photographs of the shop or office. Ecofleet may visit the premises to verify before award.
5.3	RRA tax clearance	Valid tax clearance certificate from the Rwanda Revenue Authority.
5.4	RSSB clearance	Valid social security clearance certificate from RSSB.
5.5	Experience	At least two (2) certificates of good completion, or purchase orders with signed delivery notes, for similar supplies in the last three (3) years.
5.6	Product certification	For Lot 2: RSB certificates and/or Rwanda FDA registration of the food, water, soap and cleaning products offered, or the manufacturer's certificates.
5.7	Form of Tender	Annex A fully completed, signed and stamped by the authorised representative.
5.8	Price schedule	Annex B completed for every item of each lot bid, signed and stamped.
5.9	Cover letter	Signed letter on company letterhead stating the lot(s) bid and confirming compliance with the eligibility criteria.
5.10	Power of attorney	Written authorisation of the person signing the tender, where that person is not the owner or a director of the company.

6. Clarifications

Questions about this tender shall be sent by e-mail to procurement@ecofleet.rw no later than **26 November 2026 at 17:00 (Kigali time)**. Ecofleet will reply by e-mail and share the answers with all bidders who have requested the BoQ.

7. Preparation and submission of tenders

- Tenders shall be written in English. Prices shall be in RWF, with amounts excluding VAT and VAT shown separately.
- Unit prices shall be fixed and include the goods, packaging, branding, transport, delivery, unloading, warranty, overheads, profit and all statutory charges. They shall remain firm for the contract period.
- Tenders shall remain valid for one hundred and twenty (120) calendar days from the submission deadline.
- Tenders shall be submitted electronically as PDF files by e-mail to procurement@ecofleet.rw, copy to info@ecofleet.rw.

- E-mail subject: **"Tender – Supply of Office Supplies – ECF-OFS-TND-2026-010 – Lot(s) ..."**
- **Deadline: 3 December 2026 at 17:00 (Kigali time). Tenders received after the deadline will be rejected.**

8. Evaluation

Tenders will be evaluated in three stages, and only those that pass one stage move on to the next.

Stage	Basis of assessment
Stage 1: Administrative compliance	Completeness and validity of the documents in Clause 5, including the shop or office in Kigali (pass/fail).
Stage 2: Technical evaluation	Compliance of every item of the lot with Annex B, review of technical literature and, where requested, samples (pass/fail).
Stage 3: Financial evaluation	Correction of arithmetic errors (unit prices prevail over totals; amounts in words prevail over figures) and comparison of total lot prices, VAT inclusive.

9. Award

Each lot will be awarded to the technically compliant bidder with the lowest evaluated total price for that lot. A bidder may be awarded more than one lot. Ecofleet may ask a bidder to justify in writing a price that appears abnormally low; a tender may be rejected if the justification is not satisfactory. Before award, Ecofleet may verify the information submitted, including a visit to the bidder's shop or office.

10. Contract conditions

Contract period	One (1) year from signature, renewable by written agreement subject to satisfactory performance.
Ordering	Written purchase orders. Ecofleet does not guarantee any minimum quantity.
Prices	The unit prices in the tender are fixed for the contract period and apply to every purchase order.
Payment	Within thirty (30) days of delivery and acceptance, on presentation of the delivery note and EBM invoice.
Late delivery	Penalty of 0.1% of the value of the late order per day of delay, up to 5%. Ecofleet may then cancel the order or terminate the contract.
Warranty and replacement	Goods are warranted against defects for the period stated in Annex B. Rejected items are replaced as set out in Clause 4.

11. Quality and conflict of interest

- Goods shall comply with Annex B and, where applicable, the standards of the Rwanda Standards Board (RSB).

- Counterfeit, expired or near-expiry goods will be rejected. Supplying such goods may lead to termination of the contract.
- Bidders shall disclose any actual or potential conflict of interest. Failure to disclose a material conflict will lead to disqualification.

12. Reservation of rights

In accordance with applicable procurement rules, Ecofleet may accept or reject any tender, cancel the tender process, or reject all tenders at any time before contract award. Ecofleet is not liable for any cost incurred by bidders in preparing or submitting their tenders.



Aubin RUKERA
Chief Executive Officer
Ecofleet Solutions Ltd

ANNEX A: FORM OF TENDER AND BIDDER'S DECLARATION

To: Ecofleet Solutions Ltd, Nyarugenge, KN 63 St, Kigali, Rwanda

Tender: Supply of Office Supplies (Three Lots), Ref. **ECF-OFS-TND-2026-010**

Having examined the Request for Tenders and its Annexes, we offer to supply the items described for the lot(s) and prices below:

Lot	Total excl. VAT (RWF)	VAT 18% (RWF)	Total incl. VAT (RWF)
Lot 1: Office Stationery and Consumables			
Lot 2: Cleaning and Refreshment Items			
Lot 3: Kitchen Items			

Lot(s) bid (Lot 1 / 2 / 3)	
Total price in words, VAT inclusive (for each lot bid)	
Delivery time after purchase order (working days)	
Delivery time for branded items after artwork approval (working days)	
Address of shop / office in Kigali	

We declare that:

- This tender is valid for one hundred and twenty (120) calendar days from the submission deadline and is binding on us;
- The information and documents submitted are true, accurate and current;
- The items offered are new, genuine and comply with Annex B;
- We have an operating shop or office in Kigali at the address stated above, which Ecofleet may visit;
- We are not bankrupt, under liquidation or debarred from public procurement;
- We have no conflict of interest in relation to this tender; and
- We will provide samples on request before award.

Name of bidder	
Authorised representative and title	
Address, telephone and e-mail	
TIN	
Date	
Signature and company stamp	