

**CATHOLIC RELIEF SERVICES**  
**UNITED STATES CATHOLIC CONFERENCE OF BISHOPS**

**TENDER FOR ESTABLISHMENT OF BLANKET PURCHASE AGREEMENT FOR  
SUPPLYING OFFICE STATIONERY**

**Title of the Tender: Supplying Office Stationery**

**Tender Reference Number: CRS-Rwanda 018- FY23-TN/2023**

**Procurement Method: National Open Competitive Tender**

**Duration of the Contract: one year.**

**Date of Issue: April 26, 2023**

**Date of Submission: May 5, 2023**

**SUPPLYING OFFICE STATIONERY  
NO.CRS-Rwanda 018- FY23-TN/2023**

**Call for Tender for Supplying Office Stationery**

Catholic Relief Services – United States Conference of Catholic Bishops’ office in Rwanda (CRS/Rwanda) is a nonprofit international humanitarian and development organization working with local partners to serve the poor and vulnerable in Rwanda and globally.

CRS Rwanda invites you to submit the financial proposal / quotation for **Supplying Office Stationery** as per the specifications below:

#	Item Description	Estimated quantity	Unit	UP(RWF)	TP(RWF)	Delivery time (after receiving the LPO)
<b>INDIVISIBLE LOT 1: CARTRIDGES</b>						
1	CARTRIDGE HP 207 Black(W2210A) (for HP Color laser Jet Pro MFP M283 fdw)	62	Pc			
2	CARTRIDGE HP 207 Cyan(W2211A) (for HP Color laser Jet Pro MFP M283 fdw)	51	Pc			
3	CARTRIDGE HP 207 Yellow(W2212A) (for HP Color laser Jet Pro MFP M283 fdw)	51	Pc			
4	CARTRIDGE HP 207 Magenta(W22103A) (for HP Color laser Jet Pro MFP M283 fdw)	51	Pc			
5	TONER CARTRIDGE, CANON, BLACK ORIGINAL FOR CANONO 220-240V a.c (image Runner 1133 IF)	8	Pc			
6	TONER CARTRIDGE, Yellow, Order 659A (W2012A) for HP Laser MFP M776	6	Pc			
7	TONER CARTRIDGE, black, Order 659A (W2010A) for HP Laser MFP M776	18	Pc			
8	TONER CARTRIDGE, Cyan, Order 659A (W2011A) for HP Laser MFP M776	6	Pc			
9	TONER CARTRIDGE, Magenta, Order 659A (W2013A) for HP Laser MFP M776	9	Pc			
10	Cartridge CF 500 A-202A HP Color LaserJet M281fdw	6	Pc			
11	Cartridge CF 501 A-202A HP Color LaserJet M281fdw	6	Pc			
12	Cartridge CF 502 A-202A HP Color LaserJet M281fdw	6	Pc			
13	Cartridge CF 503 A-202A HP Color LaserJet M281fdw	6	Pc			
14	TONER CARTRIDGE, HP 81A Black Original LaserJet M605, (CF281A)	8	Pc			
15	TONER CARTRIDGE, HP 83A Black Original LaserJet Pro M201dw, (CF83A)	10	Pc			
<b>INDIVISIBLE LOT 2: OFFICE STATIONERY</b>						
1	White Paper Ream (A4)	1090	Ream			
2	Blue Pens / Bic	33	Packet			



3	Black Pens/ Bic	3	Packet			
4	Red Pens/ Bic	3	Packet			
5	FILES(CLASSEURS)	670	Pc			
6	Staplers/ Agrapheuses	5	Pc			
7	Staples 24/6	70	Packet			
8	Marker Eraser white board/ Chiffons	20	Pc			
9	Tapes/ Scotchies	110	Pc			
10	Colored Markers	40	Packet			
11	Flip Charts Paper/50 Sheets	120	Pc			
12	Glue stick (Office Point) UHU pomade	70	Pc			
13	Universal Foam cleaning agent	24	Pc			
14	Scissors, Office, Stan (17 cm)	20	Pc			
15	Step file organizer (3-layer plastic desk file organizer/ document paper tray)	20	Pc			
16	Register book (Brand - MANUSCRIPT FIS)	80	Pc			
17	LABEL, sign here	50	Pc			
18	Desk organizer/Pens holder	10	Pc			
19	Extension cord, multiple outlet (6 in 1 multi-plug outlet power extension cord)	10	Pc			
20	Staples 23/8 8mm	5	Packet			
21	Staples 23/13 13mm	5	Packet			
22	Staples 23/17 17mm	5	Packet			
23	Highlighter	10	Packet			
24	CARD, COLORED, A16 size, Bristol	100	Pcs			

**N.B:**

- Each lot is indivisible, and the bidder is required to quote for all items for each lot.
- CRS Rwanda will sign a **one-year Blanket Purchase Agreement** with successful bidders based on the unit prices. Quantity is indicative and will be confirmed by individual purchase order.

**A. Bidder should submit the following documents in its bid:**

**SECTION I: ADMINISTRATIVE DOCUMENTS**

1. RDB certificate of company registration (duly mentioning that the supplier is registered in this business area.
2. Tax clearance certificate: a copy of a valid Tax clearance certificate issued by Rwanda Revenue Authority (RRA).
3. Bid should be signed and stamped by the legal representative of the company.
4. **Company profile** clearly showing the Physical address/Location of the office (street number, building, office number, official e-mail of the company and phone number) for due diligence.

**SECTION II. TECHNICAL DOCUMENTS**

1. At least **3 copies of certificates** of good completion (aged less than 3years) for similar services executed in Public Institutions, International Organizations agencies or NGOs.
2. **For Lot 1: cartridges**, the bidder should provide HP Partnership/distribution certificate.

## SECTION II: FINANCIAL OFFER

1. Price schedule dated and signed, using the form provided along with the tender document. The prices must indicate if VAT is inclusive or not.
2. Bid should specify maximum **delivery period after receiving the purchase order.**
3. The prices quoted by the Bidder **shall not be adjustable** during the contract period.

### B. Clarification of the Bidding Document

Bidder requiring any clarification on the tender document, or a pre-bid conference may notify CRS in writing. The response will be made in writing to any request for clarification of the bidding document that it receives earlier than one week prior to the Deadline for the Submission of Bids. Written copies of CRS's response will be published in the same manner as the present tender. Clarification may be sought in writing to:

**CRS Email:** [rwandabids@crs.org](mailto:rwandabids@crs.org)

**Attention to CRS Rwanda Procurement Team**

### C. Submission of bid

Bid written in French or English addressed to the attention of the CRS / Rwanda Program Country Representative must be submitted to the following e-mail address [rwandabids@crs.org](mailto:rwandabids@crs.org) on or before **May 05, 2023, at 10:00AM local time.**

You are advised that this tender does not constitute in any way a commitment on the part of CRS/Rwanda or its agents, for any service requested.

Done at Kigali, April 26, 2023

  
Kumud Chandra

Acting Country Representative

