

Request for Quotation (RFQ)  
***Printing and Branding/Design Services***

Date: February 12, 2021

**Subject: Request for Quotations**

TechnoServe Inc. (TNS) – *Rwanda*, seeks service providers to submit competitive bids **for *Printing and Branding/designing services for the TNS office in Rwanda***. The service provider will be on a call-on basis, to help the office meet its need for quality design and printing services. **The mentioned services shall also include promotional materials (caps, t-shirts, pens, diaries etc.)**

**Introduction**

TechnoServe is an independent, non-governmental organization providing professional support to build competitive farms, businesses and industries. We are a non-profit organization that develops business solutions to poverty by linking people to information, capital and markets. Our work is rooted in the idea that given the opportunity, hardworking men and women in even the poorest of places can generate income, jobs and wealth for their families and communities.

We recognize that maximizing the inclusive economic growth requires the full and unencumbered participation of women. This requires us to not only systematically integrate gender in our project participation, but also within all levels of our staffing. For more information, visit [www.technoserve.org](http://www.technoserve.org)

**BACKGROUND**

TechnoServe Rwanda seeks quotations to provide printing and branding services. TechnoServe plans to issue a contract/LPO to one successful bidder through a full and open competition. Interested and qualified service providers are encouraged to express their interest in providing the printing and design/branding services for the TechnoServe offices located in Umoja House in Muhima.

**GENERAL REQUIREMENTS**

Bidders are invited to submit quotations in accordance with requirements of the RFQ. Quotations must be received by TechnoServe no later than the date and local time stated in this RFQ. TechnoServe requires that proposals remain valid for a minimum of 30 calendar days after submission.

The bidders should read the entire solicitation, which includes all pertinent sections and the terms, conditions and instructions required for submitting a quotation. This solicitation in no way obligates TechnoServe to award a contract, nor does it commit TechnoServe to pay any cost incurred in the preparation and submission of a quotation in response hereto.

**HEADQUARTERS**

1777 N Kent Street | Suite 1100 | Arlington, VA 22209  
T +1 202 785 4515 | F +1 202 785 4544

**TECHNOSERVE RWANDA**

Umoja House, 2<sup>nd</sup> Floor | PLOT 0079/Nya/Muh African Union Boulevard, Kiyovu | P.O.BOX 7108, Kigali, Rwanda  
T +250 788 385957

Furthermore, TechnoServe reserves the right to reject any and all bids, if such action is considered to be in the best interest of TechnoServe.

**PRICE SCHEDULE**

The price must include all taxes and fees, in Rwandan Francs, and should be expressed in a per unit basis, based on the needs listed in Chart 1 below.

**Chart 1: Description of Required Printing and Branding Services**

No	Description of Printing and Branding Services	Unit	Unit Cost (Frw)
1	Sign posts	Pc	
	<i>Normal banner with no lights</i>	Pc	
	<i>Light box double sided</i>	Pc	
	<i>Light box single sided</i>	Pc	
2	PVC banner (Large)	Pc	
3	PVC banner (medium)	Pc	
4	Pull up banners		
	<i>With wide base</i>	Pc	
	<i>With small base</i>	Pc	
5	Flex banners	Pc	
6	Folder printed on matt papers		
	<i>Single sided</i>		
	A3 laminated	Pc	
	A4	Pc	
	A5	Pc	
	A6	Pc	
	<i>Double sided</i>		
	A4	Pc	
	A5	Pc	
	A6	Pc	
7	Staff identification badges	Pc	
8	Colored documents		
	<b>A2</b>	Pc	
	<b>A3</b>	Pc	
	<b>A4</b>	Pc	
	<b>A5</b>	Pc	
9	Business cards		
	<i>With lamination</i>	Pc	

	<b><i>Without lamination</i></b>	Pc	
10	Booklets printed in black and white on normal paper		
	<b>A5</b>	Pc	
	<b>A4</b>	Pc	
11	Stamps		
	<b><i>Auto-encreur (small size)</i></b>	Pc	
	<b><i>Auto-encreur (medium size)</i></b>	Pc	
12	Printed certificates A4 on hard paper	Pc	
13	Printing and laminating documents		
	<b>A3</b>	Pc	
	<b>A4</b>	Pc	
	<b>A5</b>	Pc	
14	Printing registers		
	<b>A3</b>	Pc	
	<b>A4</b>	Pc	
15	Printing and binding accounting vouchers	Pc	
16	T-shirt La Coste		
	<b><i>Screen printing</i></b>	Pc	
	<b><i>Embroiding</i></b>	Pc	
17	T-shirt round neck		
	<b><i>Screen printing</i></b>	Pc	
	<b><i>Embroiding</i></b>	Pc	
18	Corporate office Polo T-shirts		
	<b><i>Screen printing</i></b>	Pc	
	<b><i>Embroiding</i></b>	Pc	
19	Corporate office shirt		
	<b><i>Screen printing</i></b>	Pc	
	<b><i>Embroiding</i></b>	Pc	
20	Big corporate umbrella with screen printing	Pc	
	Small corporate umbrella with screen printing	Pc	
21	Printed inserts/ leaflets/ brochures		
	<b>A4</b>	Pc	
	<b>A5</b>	Pc	
	<b>A6</b>	Pc	

22	Promotional Caps	Pc	
23	Posters		
	<b>A0</b>	Pc	
	<b>A1</b>	Pc	
	<b>A2</b>	Pc	
	<b>A3</b>	Pc	
	<b>A4</b>	Pc	

Selection will be based on price, Compliance to specifications, quality and Delivery time of Printing and Branding items, and vendor experience.

**Evaluation Criteria**

The LPO will be awarded to the bidder that receives the highest score as set out in the criteria below.

<b>Selection Criteria</b>	<b>Score 100%</b>
<b>Technical</b>	<b>40</b>
<b><i>Compliance to specifications</i></b>	<b>20</b>
<b><i>Delivery Time/Product Quality</i></b>	<b>10</b>
<b><i>Vendor Experience</i></b>	<b>10</b>
<b>Financial</b>	<b>60</b>
<b><i>Price of items</i></b>	<b>60</b>
<b><i>Total Score</i></b>	<b>100</b>

The currency of the bid will be in Rwanda Francs (Frw) and will be inclusive of all applicable Taxes.

**CRITERIA FOR SELECTION**

The evaluation of each response to this RFQ will be based on vendor demonstrated competence, compliance, format, and organization. The purpose of this RFQ is to identify Printing and Branding Services providers that have the interest, capability, and financial strength to supply TNS with the Printing and Branding Services requested.

**TERMS AND CONDITIONS**

1. The Request for Quotes is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated on the RFQ. All late responses will be rejected.
3. All unresponsive quotes will be rejected.
4. All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by respondent.

5. All procurement will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
6. TNS reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting RFQs for such rejection or cancellation of the procurement.
7. TNS reserves the right to accept all or part of the quotation when awarding the purchase order/contract.
8. All information provided by TNS in this RFQ is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of TNS, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.

#### **FORM/CONTENT OF RESPONSE**

All quotations shall:

1. Be in the *English* language.
2. Contain detailed cost in *Rwanda Francs (Frw)*, with applicable Tax/Charges clearly identified, and provided against each of the categories of services described in Chart 1.
3. Provide requested payment terms and conditions.
4. Describe the qualifications, experience and capabilities of the firm in providing the type of services being request by this RFQ.
5. Provide at least 3 references for similar procurements with a description of the work done and the dates performed.
6. Include a contact name, email address, and telephone number to facilitate communication between TNS and the vendor.
7. A brief outline of the company and services offered, including:
  - Full legal name, jurisdiction of incorporation, and address of the company
  - Full legal name and country of citizenry of company's President and / or Chief Executive Officer and / or all other officers and senior managers of the company
  - Year business was established
8. Business registration certificate
9. Evidence of Tax registration and a valid RRA tax clearance certificate
10. Proof of using EBM

## SCHEDULE OF EVENTS

1. Questions regarding this request may be addressed to Francine Kayitesi at [fkayitesi@tns.org](mailto:fkayitesi@tns.org) and must be received no later than February 12, 2021. Responses to questions will be distributed to all interested parties no later than February 18, 2021.
2. Responses to the RFQ should be submitted in a pdf format, addressed to the attention of Country Programs Manager, and sent to [fkayitesi@tns.org](mailto:fkayitesi@tns.org) clearly indicating the subject line: "Printing and branding/design services" no later than March 2, 2021 at 5:00pm **(Due to the COVID-19 pandemic only soft copies are accepted)**

End of RFQ