

Request for Quotation (RFQ)
Supply of Office Stationaries

Date: February 12, 2021

Subject: Request for Quotations

TechnoServe Inc. (TNS) – *Rwanda*, seeks service providers to submit competitive bids for the ***Supply of Office Stationaries for the TNS office.***

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

BACKGROUND

TechnoServe Rwanda seeks quotations to supply office stationaries. 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 supplying office stationaries at TechnoServe offices located in Umoja House in Muhima.

GENERAL REQUIREMENTS

Bidders are invited to submit quotations in accordance with requirements of the enclosed 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.

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

HEADQUARTERS

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

TECHNOSERVE RWANDA

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

PRICE SCHEDULE

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

Chart 1: Description of Required *office stationaries*

No	Description of <i>office Supplies</i>	Unit	Unit Cost (Rwf)
1	Staples 26/6	Pack of 10/12 small box	
2	Staples 24/6	Pack of 10/12 small box	
3	Staples 66/14	Pack of 10/12 small box	
4	Stapler middle size	Pc	
5	Stapler small size	Pc	
6	Stapler big size	Pc	
7	Staple remover	Pc	
8	Paper clip 32mm/33mm	Pack of 10/12 small box	
9	Paper clip 50/51mm	Pack of 10/12 small box	
10	Paper clip 78mm	Pack of 10/12 small box	
11	Binder clips 15mm	Pack of 12 small dozen	
12	Binder clips 16mm	Pack of 12 small dozen	
13	Binder clips 19mm	Pack of 12 small dozen	
14	Binder clips 25mm	Pack of 12 small dozen	
15	Binder clips 31mm/32mm	Pack of 12 small dozen	
16	Binder clips 35mm	Pack of 12 small dozen	
17	Binder clips 41mm	Dozen	
18	Binder clips 51mm	Dozen	
19	Filing box (hard folder) normal size	Pack	
20	Filing box (hard folder) medium/plastic/various colors	Pack	
21	Filing box (hard folder) small/plastic/various colors	Pack	
22	Archive box kaki 36X26X11cm	Pack	
23	Business card holder	Pc	
24	Signature book	Pc	
25	Register book 330mmX210mm	Pc	
26	Calculator	Pc	
27	Notepad with plastic cover	Pc	
28	Small and simple notepad with spiral A5	Dozen	

29	Notebook A4	Dozen	
30	Notebook A5	Dozen	
31	Notebook A3	Dozen	
32	DVD-R 4.7GB 120min	Pack	
33	Paper glue	Dozen	
34	Paper glue/gel	Dozen	
35	Hard cover for binding	Ream	
36	Transparent cover for binding	Ream	
37	Pencil	Dozen	
38	Pen (blue) BIC	Pack of 50	
39	Pen (black) BIC	Pack of 50	
40	Pen (red) BIC	Pack of 50	
41	Desk organizer	Pc	
42	Rubber bands	Packet	
43	Stamping ink	Pc	
44	Corrector ink	Set of 2	
45	Envelop A4	Packet of 50	
46	Envelop A3	Packet of 50	
47	Envelop A5	Packet of 50	
48	Envelop small white	Packet of 50	
49	Plastic file	Packet of 20	
50	A4 suspension file	Packet of 50	
51	Incoming courier book	Pc	
52	Outgoing courier book	Pc	
53	Flash disk 4GB	Pc	
54	Flash disk 8GB	Pc	
55	Flash disk 16GB	Pc	
56	Flash disk 32GB	Pc	
57	Flash disk 64GB	Pc	
58	External hard disk 500GB	Pc	
59	External hard disk 1000GB	Pc	
60	Tonner/Cartridge (GPR-16)	Pc	
61	Tonner/Cartridge (hp53A Black)	PC	
62	Tonner/Cartridge (hp 05A Black)	PC	
63	Tonner/Cartridge((hp 36A Black)	PC	

64	Tonner/Cartridge(inkjet tri-color 22 & inkjet Black 21) for the Printer HP Deskjet F2200	PC	
65	Permanent marker	Dozen	
66	Whiteboard marker	Dozen	
67	Sellotape transparent with holder	Packet	
68	Sellotape transparent white and big	Packet	
69	Sellotape transparent white and small	Packet	
70	Scotch khaki big	Packet	
71	Printing paper A4, super white 80 G/M ²	Box of 5 reams	
72	Flip chart paper	Pc	
73	Flip chart stand	Pc	
74	Paper punching machine - medium size	Pc	
75	Paper punching machine - small size	Pc	
76	Key holder	Packet	
77	Post it yellow - small	Dozen	
78	Post it yellow - big	Dozen	
79	Post it set of mixed colours	Dozen (set of 5)	
80	Post it with various colours in one	Pc	
81	Sign here stickers, different colours	Pc	
82	Plastic binding spiral / 21 rings, 6mm	Box of 100 pc	
83	Plastic binding spiral / 21 rings, 8mm	Box of 100 pc	
84	Plastic binding spiral / 21 rings, 10mm	Box of 100 pc	
85	Plastic binding spiral / 21 rings, 12mm	Box of 100 pc	
86	Plastic binding spiral / 21 rings, 14mm	Box of 100 pc	
87	Plastic binding spiral / 21 rings, 16mm	Box of 100 pc	
88	Plastic binding spiral / 21 rings, 21mm	Box of 100 pc	
89	Plastic binding spiral / 21 rings, 25mm	Box of 100 pc	
90	Plastic binding spiral / 21 rings, 32mm	Box of 100 pc	
91	Highlighter / yellow, green, blue, pink	Pack of 10	
92	Sharpener	Packet	
93	Office tray / organizer	Set of 3 (plastic)	
94	Office tray / organizer	Set of 3 (transparent)	
95	Battery AA size	Pair	

96	Battery AAA size	Pair	
97	Microfiber cloth for cleaning computer	Pc	
98	Foam cleaner for laptop	Pc	
99	Laser pointer	Pc	
100	Diary (agenda)	Pc	

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 service providers that have the interest, capability, and financial strength to supply TNS with the *Office stationaries* requested. Selection will be based on price, Compliance to specifications, Delivery Time and quality of *Stationaries* 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.

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

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

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*, fkayitesi@tns.org and must be received no later than *February 18, 2021*. Responses to questions will be distributed to all interested parties no later than *February 22, 2021*.
2. Responses to the RFQ should be submitted in PDF format, addressed to the attention of *Country Programs Manager*, and sent to the email address fkayitesi@tns.org clearly indicating the subject line: "Supply of Office Stationaries" and no later than *March 2, 2021* at 5:00pm. **(Due to the COVID-19 pandemic only soft copies are accepted)**

End of RFQ