

Request for Quotation (RFQ)
Supply of Office Supplies

Date: February 12, 2021

Subject: Request for Quotations

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

No	Description of <i>Office Supplies</i>	Unit	Unit Cost (Frw)
1	Air freshener (Tropical)	Bottle	
2	Hand wash (vague)	Bottle	
3	Dinpick	Bottle	
4	Kitchen sponge (for dishes)	Packet	
5	Kitchen tissues	Pc	
6	Liquid soap (5 Ltr Jerrycan)	Pc	
7	Long handled dustpan brush	Pc	
8	Powdered detergent (big bucket sunlight)	Pc	
9	Tissue paper (Supa)	Dozen	
10	Sugar	Kg	
11	Table tissues small	Box	
12	Table tissues big	Box	
13	Black teabags	Box	
14	Green teabags	Box	
15	Toilet brush	Pc	
16	Toilet tissue roll (Jumbo)	Pc	
17	Milk (Inyange 1 liter)	Carton	
18	Mineral water (bottle)	Dozen	
19	Mineral water (gallon)	Pc	
20	Sponge mop (Raclette)	PC	
21	Wiper (Torchon)	PC	
22	Coffee beans	Kg	
23	Coffee grinding machine	PC	
24	Salt	Kg	
25	Tea filter	PC	
26	Kettle	PC	
27	Microwave	PC	
28	Spoons (small big)	Dozen	
29	Knives (Normal size)	Dozen	
30	Forks (Normal size)	Dozen	
31	Cups (small, normal & big size)	Dozen	
32	Glasses (Normal & big size)	Dozen	

33	Plates	Dozen	
----	--------	-------	--

NB:

- A quotation which do not comply with the above conditions will not be considered.
- Suppliers should make sure the supplied items are original and not expired.

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 Supplies* requested.

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
Compliance to specifications	20
Delivery time/quality of supplies	10
Vendor Experience	10
Financial	60
Price of items	60
Total Score	100

The currency of the bid will be in Rwanda 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 *Rwandese 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 Supplies" and no later than *March 2, 2021* at 5:00pm **(Due to the COVID-19 pandemic only soft copies are accepted)**

End of RFQ