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**University of Technology and Arts of Byumba**  
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## **CALL FOR APPLICATION: ACQUISITION OF OFFICE STATIONARIES**

### **1. Introduction**

The University of Technology and Arts of Byumba (UTAB) invites qualified and experienced suppliers to submit their applications for the acquisition of office stationeries for various departments and units of the University.

The detailed list of needed office stationeries is enclosed with this call for application. Interested suppliers are encouraged to carefully review the enclosed list to ensure they can meet the University's requirements.

### **2. Background**

University of Technology and Arts of Byumba (TAB) is a fully accredited community-based university. It started as Institut Polytechnique de Byumba (IPB) and began teaching on 26<sup>th</sup> January 2006 in Byumba Sector, Gicumbi District, Northern Province, Rwanda. On 20<sup>th</sup> December 2015, IPB upgraded from the status of institute to that of university under the name of University of Technology and Arts of Byumba (UTAB). Currently, UTAB runs three faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (SSMDS), the Faculty of **Education**, and the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE). In addition, UTAB has Distance and Open Learning facility (DOLF) located in Gatsibo District, Kiramuruzi Sector. UTAB journey of more than 15 years has been long but very fulfilling. As a university, UTAB is engaged in different activities such as academic, research and community outreach. All of those activities aim at raising the quality of education and social transformation. UTAB has planned to enhance service delivery.





This bid aims to enable UTAB to get office stationeries of good quality which will contribute to quality service delivery.

## **2.1.Vision of UTAB**

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

## **2.2.Mission of UTAB**

The mission of UTAB is:

- To provide quality higher education and community oriented research;
- To shape a skilled workforce in the domains of technology and arts;
- To promote a culture of excellence and innovation for quality service delivery.

## **3. Scope of Work**

The tender will encompass the supply of office stationeries as per the attached list. Interested applicants should ensure the supply of the product of good quality.

## **4. Submission requirements**

Interested suppliers must provide a complete application, including the following information:

- Company name and contact details.
- Proof of registration and licensing as a supplier or business.
- A brief overview of the company, including its history and experience in supplying office furniture.
- References from previous clients.
- Proposed pricing and delivery terms.
- A timeline for delivery.

All applications must be submitted in a sealed envelope, clearly marked " Application for acquisition of Office Stationeries," and should be delivered to UTAB Receptionist Office

The deadline for submission of applications is Thursday, November 09<sup>th</sup>, 2023, at 12:00am. Late applications will not be considered.

## **5. Evaluation and selection criteria**

UTAB will evaluate all submitted applications based on the following criteria:



- Price competitiveness.
- Quality and durability of the proposed furniture.
- Registration Certificate as a company
- Tax Clearance Certificate
- Past performance and references.

## 6. Costing

Interested applicants are required to provide unit price for each item appearing on the enclosed list.

## 7. Contact Information

For inquiries or clarifications related to this call for applications, please contact:

**Mrs. MUKAMANA Jeannette, Logistics Officer, Phone Number: 0781298696**

## 8. Disclaimer

UTAB reserves the right to accept or reject any or all applications and to cancel the application process without incurring any liability. The University of Technology and Arts of Byumba (UTAB) looks forward to receiving your applications and working with a contractor who shares our commitment to good service delivery and sustainable development.

## LIST OF NEEDED OFFICE STATIONERIES

| No | DESIGNATION /SUPPLIES       |
|----|-----------------------------|
| 1  | Paper (Carton)              |
| 2  | Staplers                    |
| 3  | Punching machine            |
| 4  | Envelopes A4 (PQT)          |
| 5  | Pens                        |
| 6  | Filing cabinets (Classeurs) |
| 7  | Triers                      |
| 8  | Extension cable             |
| 9  | Suspension files            |





|    |   |
|----|---|
| 10 | Catridges HP(laserjet 05A black                 |
| 11 | Catridges HP Original(Laserjet 2320 color (Set) |
| 12 | Canon tonner(2318)genuine                       |
| 13 | Canon tonner(C-EXV 60 )genuine Toner black      |
| 14 | Catridges 05A                                   |
| 15 | Catridges 227                                   |
| 16 | Catridges 053                                   |
| 17 | Registre  |
| 18 | White board marker( boxes)                      |
| 19 | Scotch transparent                              |
| 20 | POST IT   |
| 21 | Attache -tout(Paper clips)                      |
| 22 | Chalk   |
| 23 | Pile/carton                                     |
| 25 | Arrache/remover                                 |
| 26 | Highlighter/souligneur                          |
| 27 | Scissors  |
| 28 | Eraser  |
| 29 | Pencils and sharpener                           |
| 30 | Marker  |
| 31 | Calculator                                      |
| 32 | Note book/Agenda                                |
| 33 | Cover book                                      |
| 34 | Shredder  |
| 35 | Calendars                                       |
| 36 | Desk organizer                                  |
| 37 | Blanco  |
| 38 | Paper glue (Cole de papiers)                    |

Done at Byumba, November 02<sup>nd</sup>, 2023

Fr. Dr. MUNANA Gilbert, O.P

Vice Chancellor

