

## 1. Introduction

**Background:** IPA is a research and policy Non-Governmental Organization (NGO) that discovers and promotes effective solutions to global poverty problems. IPA designs, rigorously evaluates and refines these solutions and their applications together with researchers and local decision makers, ensuring evidence is used to improve the lives of the world's poor. Since being founded in 2002, IPA has worked with over 400 leading academics to conduct over 500 evaluations in 51 countries.

IPA Rwanda was established in 2013 and has multiple active projects spanning Education, Agriculture, Finance and Health. IPA Rwanda predominantly implements randomized evaluations in collaboration with the academics, the Government of Rwanda and other development NGOs to evaluate the impact of new development concepts to help inform future government policy and development projects.

## 2. Synopsis of the Request for Quotation

IPA Rwanda invites qualified offerors to submit proposals to supply and deliver office supplies in support of IPA office operations and program implementation.

1. RFQ No.	RFQ No. 001/10/16/2025/SUP
2. Issue Date	October 16, 2025
3. Title	office supplies tender
4. Issuing Office	Innovations for Poverty Action (IPA), Rwanda Plot 1123, KK23/KK387, Kicukiro ( <a href="#">IPA Rwanda office map</a> ), <a href="http://www.poverty-action.org">www.poverty-action.org</a>
5. Deadline for Receipt of Questions	October 23, 2025, at 5PM
6. Point of Contact for Questions	<a href="mailto:iparwandaprocurement@poverty-action.org">iparwandaprocurement@poverty-action.org</a>

7. Deadline for Receipt of Quotes.	<i>October 26<sup>th</sup> ,2025 at 5PM</i>
8. Submission Address	<a href="mailto:RWA_proposals@poverty-action.org">RWA_proposals@poverty-action.org</a>
9. Anticipated Award Type	<p><b>A Blanket Purchase Agreement</b>, IPA will pay an agreed fixed price on the items requested.</p> <p>Issuance of this RFQ in no way obligates IPA to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.</p>
10. Basis for Award	<p>An award will be given to the bidder responsible whose bid is responsive to the terms of the RFQ and is most advantageous to IPA considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 4, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.</p>

### 3. Request for Quotation

1. General Instructions to Bidders	<p><i>Quotes must be received by October 26<sup>th</sup> ,2025 at 5PM</i></p> <p><i>Late offers will be rejected except under extraordinary circumstances at IPA's discretion.</i></p> <ul style="list-style-type: none"> <li>• Bidders shall submit quotes electronically via <a href="mailto:RWA_proposals@poverty-action.org">RWA_proposals@poverty-action.org</a></li> <li>• Bidders shall sign and date their quotation.</li> <li>• Bidders shall complete <a href="#">Attachment 1: Price Schedule template</a>. Value Added Tax (VAT) shall be included in the proposed price.</li> </ul>
2. Questions Regarding the RFQ	Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted in writing to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.
3. Deliverables and timeline	1. The offeror will be contract for a period on one year with the possibility of extension based on the performance
4. Determination of Responsibility	IPA will not enter into any type of agreement with a vendor prior to ensuring the service provider responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:

	<p><b>Request for Quotations:</b></p> <ol style="list-style-type: none"> <li>1. Quotations for the engagement must be addressed to the to <a href="mailto:RWA_proposals@poverty-action.org">RWA_proposals@poverty-action.org</a> no later than 05h00 PM Rwanda time on October 26<sup>th</sup> ,2025. Late submissions will not be considered.</li> <li>2. Firms must submit a fixed price (TTI) for items and Deliverables in Rwandan Francs <b>valid for one year</b></li> <li>3. Firms must submit a competency statement to demonstrate their ability to complete the work, similar past engagements and a minimum of three (3) references.</li> <li>4. Firms must include full administrative details of their company including:             <ol style="list-style-type: none"> <li>a. <i>Full address of the company indicating Country, Province, District, Sector, Cell, Village, Street number, E-mail, Telephone, Post office box and Bank account details</i></li> <li>b. <i>Company profile</i></li> <li>c. <i>Copy of Trade License</i></li> <li>d. <i>Original or certified copy of affidavit of no debt by RRA still valid</i></li> <li>e. <i>Original or certified copy of affidavit of no debt by the Rwanda Social Security Board still valid</i></li> <li>f. <i>Valid CIT-CORP. INCOME TAX</i></li> <li>g. <i>Past performance (3) certificate from government institutions or other known institutions (preferably international NGO)</i></li> </ol> </li> <li>5. All quotations must be submitted in English</li> </ol>
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5. Compliance with Terms and Conditions	Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in <a href="#">Attachment 2: Terms and Conditions</a> .
6. Procurement Ethics	By submitting an RFQ, Bidders certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445.

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_  
dated \_\_\_\_\_ Our attached quote is for the total price of  
\_\_\_\_\_ (figure and in words)

I certify a validity period of 360 days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that IPA is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

## 1.1 Attachment 1: Price schedule template

S/N	Item Name	Specification	Frequency of request	QTY	Unity price in number	Total price with VAT
1	Hand wash soap 500 ml	Vena with orange	High frequency			
2	Insecticide	Bygones	Medium frequency			
3	Insecticide	Blitez	Medium frequency			
4	Liquid soap 5l	Supa Multipurpose perfume	High frequency			
5	Soap	tempo	Low frequency			
6	Tea Bag	Box of 50 enveloped tea bags	High frequency			
7	Rwanda mountain tea	500grs	High frequency			
8	Thé du Rwanda 250g	From SORWATHE	High frequency			
9	Coffee 500 g	Malaba	High frequency			
10	Window cleaner	Shinex 650ml	Low frequency			
11	Air-fleshner 300ml	Tropical	High frequency			
12	Toilet paper	Supa	High frequency			
13	Toilet cleaner	Dipnic 800ml	High frequency			
14	Vim	500g	Medium frequency			
15	Foam clean	650ml	Medium frequency			
16	Towel for the toilet cleaning	Paquet of 6 pieces	Low Frequency			
17	Torchon		Medium Frequency			
18	Towel for the kitchen		Medium Frequency			
19	Sugar	Sack of 25kg	Medium frequency			
20	Water 500ml	Inyange box of 12 bottles	Medium frequency			
21	Rateaux		Low Frequency			

22	Thermos flask	3lts Stainless Steel	Low Frequency		
23	Kettle	3lts Stainless Steel	Low Frequency		
24	Coffee maker	Classic Stainless Steel	Low Frequency		
25	Empty Gaz cylinder	12KG	Low Frequency		
26	Refilling Gas	12Kgs	High Frequency		
27	Teacups arcopal		Medium Frequency		
28	Water Glasses		Medium Frequency		
29	Casserole (5L)	With minimum carrying capacity of 5L	Low frequency		
30	Teaspoons		Low Frequency		
31	Sponge		High Frequency		
32	Mop	KIAKA	Low Frequency		
33	Broom	KIAKA	Low Frequency		
34	Machete		Low Frequency		
35	Couper a Couper		Low Frequency		
36	Secateurs		Low Frequency		
37	Dustbin (CELLO) with Carrying capacity of 100Kg	Medium	Low Frequency		
38	Dinner set	with minimum of 12 arcopal plates	Low Frequency		
39	Hand sanitizer 500ml	500ml with gel	High Frequency		
40	New plastic Inyange water gallons (with water)	bottles 20 liters	Low Frequency		
41	Refilling inyange water bottle	20 liters without tap	High Frequency		
42	Sugar container (sucriere)	With carrying capacity 300g	Low Frequency		
43	Tablet Chargers	Samsung Original	Medium frequency		
44	Face masks	Surgical (Black or Bleu)	Low Frequency		
45	Power banks	with capacity of 2000 MA	Low Frequency		
46	Boots		Low Frequency		
47	Raincoats		Low Frequency		

48	Umbrellas		Low Frequency		
49	Travel coffee mugs	500-1000ML	Low Frequency		
50	water bottle (Amacupa yo kunywesha amazi)	1000ML	Low Frequency		
51	Inyange Milk	Packet of 12 pieces of 500ML	High Frequency		
52	Welcome mat		Low Frequency		
53	Toilet Balls (Imbuma)	Paquet	High Frequency		
54	Tile cleaning brush	Piece	High Frequency		
55	Tile cleaner	Piece	High Frequency		
56	Air flesher	Pledge	High Frequency		
57	Batteries	AAA	High Frequency		
58	Batteries	AA	High Frequency		
59	Milk powder	Inyange (Sac of 25kgs)	High Frequency		
60	Extension cable (multi-prise)	Kadris with 6 spaces	High Frequency		

## 1.2 Attachment 2: Terms and Conditions

1. The Request for Quotes is not and shall not be considered an offer by IPA.
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 the entire period provided by respondents.
5. All procurement will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
6. IPA 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 quotations for such rejection or cancellation of the procurement.
7. IPA reserves the right to accept all or part of the quotation when awarding the purchase

order/contract.

8. All information provided by IPA 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. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. IPA 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 the bidder or any third party, in connection with the Response.
11. All Responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.
12. Willing to sign Terrorist Financing Screening Consent Form

Done at Kigali on October 16, 2025

IPA Rwanda