



REQUEST FOR QUOTATION

No. HPI20251102RW

REQUEST FOR QUOTATION FOR HIRING A FIRM FOR DESIGNING, PRINTING AND SUPPLY OF PROMOTIONAL MATERIALS TO HEIFER INTERNATIONAL RWANDA UNDER FRAMEWORK AGREEMENT

RFQ Release Date:	18th November 2025
Question/ Inquiry	21st November 2025
Submission Deadline:	
Quotation Submission Deadline:	Thursday, 27th November 2025
Selection Committee review	28th November 2025
Notification of award	03rd December 2025
Award agreement negotiation and signing	13th December 2025
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	<u>procurement-rw@heifer.org</u>
Contact information for inquiries about this RFP:	<u>procurement-rw@heifer.org</u>



1. Context and background

Heifer International Rwanda (HIR) is a Nonprofit and International Non-governmental Organization with the mission to alleviate hunger and poverty, while caring for the environment through sustainable agricultural practices. In collaboration with the Government of Rwanda and other relevant partners, this project has now grown to cover the whole country to become the flagship program known as “one cow per poor family”.

Heifer International Rwanda projects focus on improving income and nutritional status, mobilizing farmers, and promoting local capacity through training of project participants, promoting market linkages for dairy value chain actors, improving the quality of livestock through artificial insemination services, empowering rural women, building resilience through sustainable agricultural practices, and connecting local communities to business development services.

Heifer International Rwanda partners with smallholder farmers to build sustainable livelihoods by empowering them to use their own energy, ingenuity, and dreams to fuel their success out of hunger and poverty. Heifer programs mobilize communities and foster the organization of associations, cooperatives and social networks while strengthen their capacity to address development challenges.

2. Objective of the tender

The main objective of this tender is to ensure the timely and reliable supply of quality promotional materials to enhance Heifer’s visibility and strengthen brand recognition among communities and partners, thereby supporting the achievement of Heifer’s business goals.

3. Technical Specifications:

The table below outlines the promotional materials that the supplier shall be required to provide to Heifer International Rwanda (HIR) upon request:



Description	No	Categories	Material	Estimated quantities	Units of measure /size	Quote for one Unit All taxes inclusive
Promotional materials (design and print with Heifer International Rwanda logo	1.	Brochure design & printing A4	Paper 150 gsm glossy	500	Quote by One Pce	
	2.	Wall Banner	Flexi material 510gsm matt Per sqm	20	Quote by 1.00 Sqm	
	3.	Tear Drop of 2.2m with strong cross shape (+) stand)	Canvas material cloth, stand with Stainless Steel	20	Quote by One/siz e	
		Tear Drop of 2.7m with strong cross shape (+) stand)		20	Quote by One/siz e	
		Tear Drop of 3.4m with strong cross shape (+) stand)		20	Quote by One/siz e	
		Tear Drop of 4.3m with strong cross shape (+) stand)		20	Quote by One/siz e	



	4. Pop-up Banner	Canvas material cloth, stand with Stainless Steel 85*200cm	20	Quote by One Pce	
	5. Semi executive plastic Pen with HIP logo	Features: <ul style="list-style-type: none"> <input type="checkbox"/> Plastic Material <input type="checkbox"/> 1.0mm Point Diameter <input type="checkbox"/> White colored barrel & clip. <input type="checkbox"/> Solid colored middle ring <input type="checkbox"/> Normal slim refill <input type="checkbox"/> Maximum Length of 139mm 	500	Quote by One Pce	
	6. Executive Metallic Pen Set Ballpoint & Roller Ball With HIP Logo	Features: <ul style="list-style-type: none"> <input type="checkbox"/> Premium metal ballpen <input type="checkbox"/> A high-grade carbon fibre barrel <input type="checkbox"/> The upper black barrel is undercoated chrome for a mirror finish <input type="checkbox"/> Writes in black or Blue ink <input type="checkbox"/> Supplied in recyclable cardboard boxes 	100	Quote by One Pce	



		<input type="checkbox"/> chrome pocket clip branded with UV printing method			
7.	Round & Rectangular Metal Key holders branded with UV printing method	Dimensions: 	500	Quote by One Pce	
8.	White Envelopes branded (A4;) (Minimum one supply is 100 items)	Material: manilla paper	500	Quote by One Pce	
9.	White Envelopes branded (A3;) (Minimum one supply is 100)	Material : Manilla paper	500	Quote by One Pce	
10.	Umbrella branded (large 47inch, medium 45inch, small 41inch)	Material in nylon taffeta with an acrylic coating	300	Quote by One/size	



	11. Staff Badges with their strong plastic cover and string holders(size: 9cmX5.5cm)	PVC card with transparent cover and String to be Matt	70	Quote by One Pce	
	12. Digital Staff ID Badges with their strong plastic cover and string holders(size: 9cmX5.5cm)	PVC card with transparent cover with inside microchip and String to be Matt	70	Quote by One Pce	
	13. Executive Notebook branded	Black leatherette Cover (or foam-board) with magnetic closure Inside ruled papers (90gsm) A5 size	200	Quote by One Pce	
	14. Executive leather folder branded	Leather A4 size	50	Quote by One Pce	
	15. Folder branded (A4) – (Minimum order 500)	250 gsm glossy paper laminated	500	Quote by One Pce	
	16. Business gift set (with pen, Executive notebook & Key holder or coffee mugs)	Small bag with flash disc, pen, notebook & Key holder	100	Quote by One set	
	17. Pull up Banner 0.8 x 2 m with large base	Printed on 400 gsm PET Grey back material	20	Quote by One	
	18. Pop up banner branded with REG	Flexi material 510gsm matt 85*200cm	20	Quote by 1.00 Sqm	



19.	Rubber Bracelets branded with HPI	<p><i>Material:</i> Silicon (elastic) <i>Color:</i> Dark blue or White</p>	500	Quote by One Pce	
20.	Pins branded	<p>Custom Pins for Suits Size 22mm</p>	500	Quote by One Piece	
21.	Insulated Coffee mugs branded	<p>Features:</p> <ul style="list-style-type: none"> - high-quality Stainless steel, double wall 	100	Quote by One Piece	



		<p>vacuum insulated and leak resistant - Powder Coated & No Sweat Design.</p>		
	22.	Staff business cards (minimum order: 100 items)	250 gsm glossy laminated paper 85*55mm	3000 Quote by One Piece
Outfits for staff with Heifer International Rwanda logo	23.		Round neck t-shirt(dark bleu or white color)	1000 Quote by One Pce



	24.	Special "Made In Rwanda" branded shirts	<ul style="list-style-type: none"> • 200–250 GSM (medium to heavy duty for durability) in white or Dark blue color 	200	Quote by One Pce	
	25.	Branded Raincoats	Navy Blue	100	Quote by One Pce	
	26.	Branded Corporate Polo T-shirts	Polo T-shirts with long sleeves in white and dark blue color embroidered-Premium Twill Greige material and cotton	1000	Quote by One Pce	
			Polo T-shirts with short sleeves in white and dark blue color embroidered-Premium Twill Greige material and cotton	1000	Quote by One Pce	
	28.	Executive Jacket	4–6 functional pockets (2 chest, 2 lower fronts, optional inner pocket)	100	Quote by One Pce	
	29.	Raincoats and Trouser	Heavy, waterproof, windproof jacket and trouser Suit with bag and double raided)	100	Quote by One Pce	
	30.	Caps	Caps branded Cotton 100%	500	Quote by One Pce	
	31.	Semi Jacket	 Branded sleeveless	100	Quote by One Pce	



			Jackets all cotton, Khaki or dark blue color			
	32.	Laptop bags	Leather with a mixture of made in Rwanda design	100	Quote by One Pce	

NOTE:

1. The Evaluation team will Visit the workplaces/equipment
2. Photos are for reference
3. Before printing any item, samples must be provided to verify quality, color, material, and other specifications, and must be approved before final printing or production.

4. Administrative Requirements

The bid documents **must** include the following administrative documents at a minimum.

- Bid submission letter
- Company Registration Documents issued by RDB.
- Valid Tax Clearance Certificate issued by RRA.
- Valid Corporate Income Tax Declaration issued by RRA
- Valid Certificate of good standing/non-Bankruptcy certificate issued by RDB.
- Valid RSSB Clearance Certificate.

5. Technical Requirements

- References of two (2) similar tenders executed related to Supply of Promotional materials accompanied by a certificate of completion.



6. Quotation Submission Requirements:

The required materials that the supplier is expected to deliver to HIR are grouped in a single lot. Bidders are requested to submit quotes for all items in this indivisible lot, with all applicable taxes included.

Prospective bidders should submit their quotation electronically to: procurement-rw@heifer.org with clear subject line: "**(HIRING A FIRM FOR DESIGNING, PRINTING AND SUPPLY OF PROMOTIONAL MATERIALS TO HEIFER INTERNATIONAL RWANDA**)." and submit by Thursday, **27th November 2025 at 5:00pm** Kigali Time.

7. Modifications to Request for Quotation:

HIR reserves the right to modify this Request for Quotation in any manner that ensures the achievement of the objectives and performance requirements of the project. In this event, all vendors who intend to submit quotation will be notified through the advertisement. If the Request for quotation needs to be modified after the close of bid acceptance, HIR will notify only those bidders who have submitted quotation by the stated deadline.

HIR reserves the right to accept or reject any quotation or to cancel the procurement process and reject all quotations at any time prior to contract signature and issue by HIR, without incurring any liability to bidders.

8. Late Bids:

Bids received after the established closing date and time will not be accepted and shall be returned to the service provider unopened.

9. Selection criteria:

The selection will be based on the **Lowest quotation**.

10. Validity of Quotation

Quotation submitted shall remain open for acceptance for 90 days from the last date specified for receipt of the quotation. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.



11. Limitations

This RFQ does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFQ, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any quotation received as a result of the RFQ.

12. Intellectual Property

Section 1. Ownership Generally. Subject to Section 8.2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the "Work Product") shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI's exclusive ownership of the Work Product.

Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date ("Prior-Owned IP") shall remain that Party's sole and exclusive property. With regard to any of Contractor's Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a "work made for hire" under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a "work made for hire", Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively



and in perpetuity, all of Contractor's rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives any and all rights known as "moral rights", and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product.

Done on Thursday ,18th November 2025.
Heifer International Rwanda