

SUPPLY TENDER DOCUMENT

Tender Title: Supply of School Materials for Autism Rwanda

Tender Reference: RCKMJ/IHS RWANDA/2025/01

Date of Issue: 5th November 2025

Deadline for Bid Submission: 12th November 2025, 10:00 AM (physically at Autism Rwanda located in Gisozi, Kigali at KG 836ST, #1)

1. Tender Overview

Rotary Club Kigali Mont Jali (RCKMJ), with funding support from **IHS Rwanda**, invites qualified and eligible suppliers to submit bids for the **supply of school materials** to **Autism Rwanda**, a specialized school providing education and developmental support to children living with autism.

This is a **one-lot tender**. The successful supplier will be required to supply **all listed items at once** and within the specified delivery timeline. Partial or staggered delivery is not permitted.

2. About the Beneficiary: Autism Rwanda

Autism Rwanda is a private school located in Kigali with a mission to facilitate the daily lives of people living with autism and their families. The school is dedicated to preparing young people with autism to transition into adulthood with confidence, skills, and independence—empowering them to participate meaningfully in their communities.

With a vision to increase achievement and help students access employment or further education, Autism Rwanda dreams of building a society that embraces and recognizes the humanity and skills of people living with autism.

3. About the Issuer: Rotary Club Kigali Mont Jali

Rotary Club Kigali Mont Jali (RCKMJ) is one of the 12 Rotary Clubs operating in Rwanda under the global network of Rotary International. Rotary unites people from all continents, cultures, and professions to take action on the world's most persistent challenges, including:

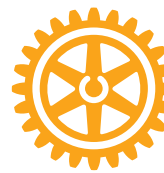
- Promoting peace
- Fighting disease
- Supporting education
- Providing clean water, sanitation, and hygiene
- Saving mothers and children
- Growing local economies
- Protecting the environment

As part of its Silver Anniversary celebrations, Rotary Club Kigali Mont Jali approached **IHS Rwanda** to partner in a flagship initiative titled “Education for Autistic Children”, aimed at supporting Autism Rwanda with essential learning materials.

4. Scope of the Tender

The tender covers the **supply and delivery of school materials** to Autism Rwanda. A detailed list of required items and their specifications is available upon request via email at:

rckmj.procurement@gmail.com



Note:

The items include (but are not limited to):

- Learners' books for Primary Grades 1 to 6, approved by REB and aligned with the National Curriculum for public schools
- Computers and tablets (for students and staff)
- Projectors and projection screens
- Color printers and printing accessories
- Educational toys and sensory play materials
- Bicycles
- Playground materials (e.g., swings)
- Other learning support materials

5. Site Visit (Optional but Recommended)

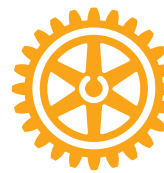
A site visit to Autism Rwanda is **not mandatory** but is **highly recommended** for interested suppliers. This visit offers an opportunity to assess the school environment, particularly for items that require installation—such as playground swings—and to gain a clearer understanding of the delivery and setup requirements.

Suppliers wishing to schedule a visit are kindly requested to submit their request via email to:
rckmj.procurement@gmail.com

Visits will be arranged upon request and coordinated directly with the school.

6. Bid Submission and Opening

All interested and eligible suppliers will have **7 calendar days** following the site visit to prepare and submit their bids.



Bid Submission Details

 **Submission Deadline: Wednesday, 12th November 2025**

 **Time: 10:00 AM**

 **Location:** Autism Rwanda School, KG 836 St, No. 1 – Gisozi, Kigali

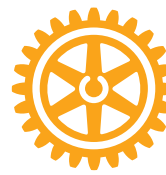
Bids must be submitted **physically** in **well-sealed envelopes**, clearly labeled with the tender reference:
“Supply of School Materials for Autism Rwanda – RCKMJ/IHS RWANDA/2025/01”

Late submissions will not be accepted under any circumstances.

Bid Opening Procedure

- Bids will be opened **immediately after submission at 10:30 AM**, in the presence of representatives from Rotary Club Kigali Mont Jali and Autism Rwanda.
- Preliminary information will be recorded, including:
 - Supplier name
 - Quoted total price
 - Delivery time
- All suppliers will be invited to witness this opening, then sign and will be dismissed once all quotes are publicly read.
- Rotary Club Kigali Mont Jali and Autism Rwanda will then proceed with the evaluation process privately.

Only **shortlisted suppliers** will be contacted for the next steps.



The **successful supplier** will be expected to:

- Sign a supply contract and be given a purchase order immediately.
- Deliver all items within 21 calendar days from the date of signing of contract signing

Failure to deliver within the stated timeline **may result in cancellation of the tender award**. A **12-month guarantee** will be required on all **electronic items**.

7. Eligibility and Required Documents

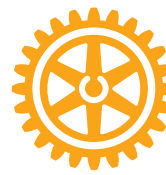
All interested suppliers must submit the following **mandatory documents**:

1. ☒ Valid **RDB Company Registration Certificate**
2. ☒ **Proof of Use of EBM** – also referred to as **EBM Certificate** issued by RRA
3. ☒ Valid **RRA Tax Clearance Certificate**
4. ☒ Detailed **quotation in Rwandan Francs (RWF)**
5. ☒ Proposed delivery timeline (must not exceed 21 calendar days)
6. ☒ Warranty details (minimum 12-month guarantee on electronics)
7. ☒ Certificates of **previous similar supplies** (optional, but adds value)

8. Evaluation Criteria

Bids will be evaluated based on the following:

- Compliance with eligibility requirements
- Clarity and completeness of the proposal
- Competitive and realistic pricing
- Proven capacity to deliver all items as one lot
- Delivery timeline (maximum 21 calendar days)
- Warranty conditions
- Previous experience with similar procurements



9. Inquiries and Communication

All inquiries regarding this tender should be directed to:

 **Procurement.autismrwanda@gmail.com**

 **+250 788 350 857**

No phone calls for negotiation or clarification will be accepted after the bid submission deadline.

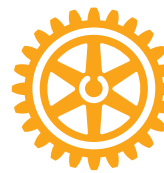
10. Important Notes

- This is a **one-lot tender**. The awarded supplier must supply **all items together** and within the agreed timeline.
- **Partial deliveries or late submissions** will not be accepted.
- **Failure to deliver within the committed timeframe** may result in immediate cancellation of the award and blacklisting from future tenders.

11. Disclaimer

This tender document **does not constitute a contract** or an offer of any legal engagement in the supply of the needed items. It is a formal **invitation to bid**, and Rotary Club Kigali Mont Jali reserves the right to:

- Cancel the tender without obligation
- Accept or reject any or all bids
- Award the tender based on internal evaluation criteria without being bound to accept the lowest bid.



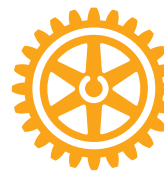
12. Annex – List of Materials to be Procured

This annex presents the detailed list of school materials to be supplied to Autism Rwanda as part of the “Education for Autistic Children” initiative supported by IHS Rwanda and Rotary Club Kigali Mont Jali.

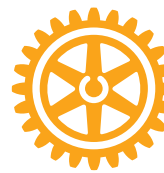
The listed items are intended to enhance the learning environment, promote inclusive education, and support the developmental needs of students living with autism. Suppliers are required to review this list carefully and provide accurate pricing, specifications, warranty information (where applicable-mainly all the electronics), and respect the delivery timeline of 21 days maximum after contract signing.

- This is a one-lot tender: partial bidding is not allowed.
- All items must be delivered **together** within the specified timeframe.
- Where brands or models are not specified, suppliers may propose **equivalent or superior alternatives**, subject to approval.

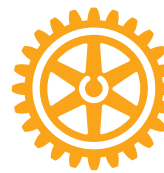
Item Grouping	Specific items	Item Description and specifications	Images of items	Procurement needs	Quantity
Books for primary section	Mathematics	P1 - P6 (C/R REB)	C/R REB		40
	English	P1 - P6 (C/R REB)	C/R REB		40
	French	P1 - P6 (C/R REB)	C/R REB		40
	Social Religious .. studies	P1 - P6 (C/R REB)	C/R REB		40
	Science	P1 - P6 (C/R REB)	C/R REB		40
	Kinyarwanda	P1 - P6 (C/R REB)	C/R REB		40
Books for Kindergarten	Reading books	1. Preschool activity book(9781330002981)		Provide images of the book cover	40
		2. Math Concept (9781684372836&693)		Provide images of the book cover	40
		3. Learning fun workbook (9781684372836&699)		Provide images of the book cover	40
		4. Thinking and Reasoning (9781684372836&689)		Provide images of the book cover	40
		5. My first Carry Book Alphabet (9781684381516)		Provide images of the book cover	40
		6. Say a happy prayer before you go to sleep (9781636096681)		Provide images of the book cover	40
		7. Baby Animals (9780583378700)		Provide images of the book cover	40
	Feel and touch books	1. Biggs Dinosaurs (97813308835770)		Provide images of the book cover	40
		2. Can you creep like a crab (9781635230360)		Provide images of the book cover	40
		3. Dinosaurs (9781638231215)		Provide images of the book cover	40
		4. Learning Transport(9781639821388)		Provide images of the book cover	40
		5. How it work Tractor(9781628188510)		Provide images of the book cover	40
	Reward charts	1. Magnetic Reward chart		Provide images of the item	20
		2. My star chart		Provide images of the item	20
		3. Rainbow Reward chart		Provide images of the item	20
		4. Double Reward		Provide images of the item	20
	Tumbling	1. Teaching Tumbling book		Provide images of the book cover	20



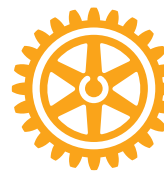
Item Grouping	Specific items	Item Description and specifications	Images of items	Procurement needs	Quantity
Computer	Laptop	HP Envy x360 14" 2in1 Laptop, AMD Ryzen 7-3840HS Processor, AI Enhanced, 32 GB RAM, 1TB SSD, AMD Radeon Graphics, WUXGA IPS Touchscreen, Up to 14hrs 45 battery, Win 11, Glacier Silver and Hp laptop bag		Bring sample post confirmation of tender	3
	Desktop	HP 27" All-in-One Desktop PC AMD Ryzen 7-7730U Processor 16 GB RAM 1TB SSD AMD Radeon Graphics FHD IPS Display Windows 11 Home Dual Speakers Shell White, screen size 27 inches		Bring sample post confirmation of tender	2
Tablet	Samsung	Brand: Samsung; Model name: Samsung Galaxy Tab S11 W6 128GB GRAY; Memory storage capacity 128GB; Screen size 10.9 inches; Display resolution maximum 2048x1536; Operating system Android 16; Colour Grey; RAM memory installed size 12 GB; Generation 11th Generation; Model year 2025 (Samsung Galaxy Tab S11, AI Tablet, Wi-Fi, Lightweight Design, Multi-Modal AI Tools, DoX Connect, 128GB Storage, 12GB Memory, Long Battery Life, Gray) with its electronic pen, screen protector and black hard cover		Bring sample post confirmation of tender	10
Blocks	1.Lego Blocks	Plastic small, medium or large size educational toys, used to for building different structures. They often come in different colors and sizes. Can be found in majority of establishments that sell toys.		Provide images of the item	10
	2. Big blocks	Plastic small, medium or large size educational toys, used to for building, or differentiating different structures or shapes. They often come in different colors and sizes. Can be found in majority of establishments that sell toys.		Provide images of the item	10
	3. Small blocks	Plastic small, medium or large size educational toys, used to for building, or differentiating different structures or shapes. They often come in different colors and sizes. Can be found in majority of establishments that sell toys.		Provide images of the item	10



Item Grouping	Specific Items	Item Description and specifications	Images of Item	Procurement needs	Quantity
Board	1. Portable white board	Portable Whiteboards are designed for flexibility, collaborative learning, and student engagement. The Portable Mobile Whiteboard is a large, double-sided unit (typically 3' x 4' or 4' x 6') mounted on a sturdy stand equipped with locking caster wheels for safe movement and stability. The surface should be high-quality, magnetic, and ideally reversible to maximize writing space. This board requires the same Dry Erase Markers and Erasers as the fixed board, along with a secure, integrated pen tray . Furthermore, the stand must often include clips or baskets to hold large flip chart paper pads for presentations that require see-onceable notes. For individual student learning, Small Lapboards are necessary; these are handheld boards (around A4 or A3 size) made from lightweight, rigid plastic or laminated material, often featuring a plain side and a gridded side. Their key accessories include Fine-Tip Dry Erase Markers for precision and Mini Erasers for quick, individual cleanup.			10
	2. Board Erasers	Erasers for boards that use both markers and chalk.			20
	3. Fixed board	Fixed Boards , including both Whiteboards and Chalkboards, serve as the primary, permanent teaching surfaces in a classroom and must be durable and large enough for the entire class to see. The standard Fixed Whiteboard is typically sized between 4' x 6' and 4' x 8', with the optimal surface material being Porcelain on Steel (Ceramic Steel) due to its magnetic properties, 15-year warranty, and excellent resistance to ghosting and staining. The board should be enclosed in a sturdy aluminum frame and feature a full-length pen tray. For a Fixed Chalkboard , the material is often Porcelain Enamel in black or dark green for superior contrast. The essential accessories for Fixed Whiteboards are low-odor, non-toxic Dry Erase Markers with various tip sizes (bullet or chisel), Dry Erasers (magnetic foam/foit), and a periodic use of Whiteboard Cleaner Spray to maintain the surface. For a Chalkboard , the requirements are low-dust Chalk , heavy Felt Block Erasers , and a specific chalkboard cleaning solution. In both cases, the magnetic surface feature is highly valuable, requiring strong rare-earth magnets to display teaching aids and posters.			10

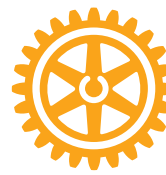


Item Grouping	Specific Items	Item Description and specifications	Images of items	Procurement needs	Quantity
Board Marker	1. Differences color	different permanent and eraser friendly markers for use on boards or paper			20
Laminating machine	1. Laminating	The optimal laminating machine for school use in Rwanda is a robust A3 Pouch Laminator that can handle various document sizes up to 320mm wide (A3). Key specifications suitable for our needs include Hot and Cold Lamination capabilities, support for a wide pouch thickness range from 60 microns up to a minimum of 150 microns, and a laminating speed of at least 300 mm/minute. It must feature an essential Reverse Switch for clearing jams, offer adjustable temperature control, have a quick warm up time of under 5 minutes, and possess a durable heavy duty metal chassis with necessary overheating protection. Finally, the machine must operate on the Rwanda standard 220V - 240V, 50/60 Hz power supply and come with a minimum 1-year warranty.		Provide images of the item	1
Laminating paper	1. Paper	Laminating Paper that can be used with the machine in the above description			20
Trampoline	1. Big one	an outdoor trampoline, with protective mesh surrounding the trampoline accessible through horizontal zipper.		Provide images of the item	1



Item Grouping	Specific Items	Item Description and specifications	Images of items	Procurement needs	Quantity
Tobogan	Garden Toboggan	Children play set that includes multifunctional components such as slides, climbing scales, tunnels, and climbing ropes. Please refer to the image in the column E. Should be constructed/installed at the school. It should be able to support children 10 kg to around 70 kg.			1
Swing	Swing Merry-go-round	Children toy that is installed in the garden; constructed in metal, and contains 8 seats. Should be able to support children from 10kgs to around 70kgs			1

Item Grouping	Specific Items	Item Description and specifications	Images of items	Procurement needs	Quantity
Printer	1. L320	The Epson EcoTank L320/L3210 is an economical all-in-one (AIO) color inkjet printer designed for home and small office use, featuring Print, Scan, and Copy functions. Its key specification is the use of an integrated ink tank system (EcoTank) rather than cartridges, which allows for ultra-low-cost printing and high page yields, typically up to 8,100 pages in black and 5,500 pages in color with the included set of ink bottles. The printer uses an Epson Micro Piezo print head to achieve a high printing resolution of 5,760 x 1,440 DPI . Print speeds (ISO) are rated at approximately 10 pages per minute (ipm) for black and 5 ipm for color. It handles paper up to A4 size, features a 100-sheet input tray, and can print borderless photos up to 8R (8x6 inches) . Connectivity is primarily via USB 2.0 , and it utilizes Epson's Heat-Free Technology for reduced power consumption.		Bring sample post confirmation of tender	1
Projector	2. Small	The specification for a small projector often referred to as a portable or mini-projector prioritizes compact size, ease of use, and quick setup, making it ideal for home entertainment, travel, or small meetings. These projectors have lower brightness, typically ranging from 200 to 1,000 ANSI or ISO lumens , sufficient for a dark or dimly lit room. The native resolution is commonly 720p or 1080p Full HD , which provides a clear image on smaller screen sizes, usually between 60 to 120 inches diagonal. They are often equipped with a power-efficient LED light source and may include a built-in battery for wireless operation. For user convenience, they often feature a fixed lens with auto-focus and auto-keystone correction, as well as built-in smart functionality (WiFi, Bluetooth , streaming apps) and simple connectivity like standard HDMI . The best accompanying screen is usually a portable, roll-up, or fixed-frame screen with a 16:9 aspect ratio and a standard Matte White (1.0 gain) material to ensure a wide viewing angle for everyone in a small audience.		Bring sample post confirmation of tender	1
Bicycle	1. Age 3-6	Children bicycles, with support wheels on the back wheel.		Provide images of the item	5
	2. Age 7-12	Children bicycles, without support wheels on the back wheel.		Provide images of the item	5
Potty	Portable	15 Toddler potties and 5 children potty seats		Provide images of the item	20



Item Grouping	Specific Items	Item Description and specifications	Images of items	Procurement needs	Quantity
Tops	bouncing ball	Medium and large sizes, for kids from 5 years and up, holding up to 120kgs		Provide images of the item	5 (3 medium & 2 large)

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