

SOCIETY FOR FAMILY HEALTH (SFH) RWANDA



P.O BOX: 3040, Kigali –Rwanda; Located in Kicukiro District- Gahanga Sector,
Nunga Cell, Road Opposite Gahanga market towards Gakinjoro site on KK15RD -
KK 52 AVE, Email: procurement@sfhrwanda.org,
Website: www.sfhrwanda.org.rw

SUPPLY TENDER FOR BRANDED PROMOTIONAL MATERIALS –BACK PACK BAGS AND FIELD & STREAM VESTS/ Gilets

Tender Reference Number: 004/ SUPPLY OF BACK PACK BAGS AND FIELD
& STREAM VESTS Tender/SFH/2026

Procurement Method: National Open Competitive Tender

February, 2026

Title of the Tender: for branded promotional materials –back pack bags and field & stream vests/ gilets

SOCIETY FOR FAMILY HEALTH RWANDA (SFH Rwanda) wishes to sign a contract with a Promotional materials registered supply company located in Kigali that will provide Supplies to SFH Rwanda; all in a supply agreement for a frame work supply agreement under indefinite supply quantity contract (IQC).

Bidders are encouraged to respond with their best price initially, as there may not be an opportunity to submit revised bids as there will not be time to update the cost. All offers should be on a *fixed prices* basis, and should be submitted in a sealed envelope to SFH Rwanda reception at the Head Office.

General Information about SFH Rwanda

SFH is a non-profit organization, established in 2012 under the laws of Rwanda. SFH is organized exclusively for social marketing purposes, with primary focus in public health.

Society for Family Health (SFH) Rwanda, P.O Box.3040, Kigali is currently located Located in Kicukiro District- Gahanga Sector, Nunga Cell, Road Opposite Gahanga market towards Gakinjiro site on KK15RD - KK 52 AVE,.

PART I: TENDER SUMMARY

SFH Rwanda invites you to bid through a competitive tender process on equal ground; please read the tender package carefully and comply with all submission guidelines using the tender reference number above for all correspondences. Failure to comply with submission guidelines may prompt SFH Rwanda to disqualify your submission.

The table below provides basic information about the promotional materials Supplies tender; including the proposed type of award contract should the Company be selected from this process.

TENDER SUMMARY	
Supply being tendered	Promotional materials – BACK PACK BAGS and FIELD & STREAM VESTS (GILETS)
Type of contract planned	One year supply contract Renewable
Date tender launched	5th February 2026
Submission deadline	5 th March 2026 at 11h00
Public opening date	5 th March 2026 at 11h20
Public opening location	SFH Rwanda conference room
Inquiry contact email	procurement@sflhrwanda.org
ALLOWED BIDDERS	ONLY Bid Companies located in Kigali City are Preferred
Deadline for Inquiries	2 days before submission deadline

PART II: BID SUBMISSION GUIDELINES

II.1 Format and Content of Bids

Bidders MUST comply with the format and content instructions in the table below. Failure to comply with the submission format and content below may disqualify your offer.

BID FORMAT AND CONTENT	
N# of bid copies required	Signed and stamped (1 ORIGINAL AND ONE PHOTOCOPY)
Bid language	English
Minimum Bid Contents	Signed submission letter
	Signed and stamped financial offer Bid
Bid currency	Rwandan Francs
Bid pricing	VAT Exclusive (<i>ALL BIDDING COMPANIES MUST BE ABLE TO OFFER EBM RECEIPTS</i>)
Bid validity	At least 90 days from bid receipt
Bid submission format	Hand delivery by hard copy in a sealed envelope signed or stamped across the seal. NOTE: NO ELECTRONIC SUBMISSION ALLOWED
Complete Bid submission Address	SFH RWANDA “BACK PACK BAGS AND FIELD & STREAM VESTS/ GILETS” Attention: Executive Director PO Box 3040; Kicukiro District- Gahanga Sector, Nunga Cell, on KK15RD - KK 52 AVE Telephone: 0788305685 Tender Ref. N#: 004/ SUPPLY OF BACK PACK BAGS AND FIELD & STREAM VESTS Tender/SFH/2026

II.2 Submission and Handling of Bids

- (a) Bids are to be delivered by hand delivery/courier in a **sealed** envelope at SFH Rwanda reception desk to the submission address above in section II.1.
- (b) In order to be considered, the original bid must be received at the above address or number (as applicable) no later than the submission deadline in Part 1. Bidders are solely responsible to ensure the timely receipt of their bids. Bids received after the date and time required will generally not be considered unless no other bids are received.
- (c) Bids must follow the format and content described in section II.1. Incomplete bid or bids which do not follow the submission guidelines may be disqualified from consideration. Each bid must include a manually signed, stamped fully binding one original Bid, and one (1) copy, valid for ninety (90) days after the Last Bid Receipt Date.
- (d) Bids will be opened in public on the Public Opening Date and Location in Part 1.
- (e) Once opened, bids will be held secure and intact. Reasonable efforts will be made to protect them from loss, alteration, or disclosure to any person other than SFH Rwanda, or any person unauthorized by SFH Rwanda. However, SFH Rwanda will not be liable to any bidder for any failure to comply with this Section 2.4(f).
- (f) Bids may not be altered, corrected or withdrawn after the Last Bid Receipt Date. In exceptional cases, SFH Rwanda may, at its sole discretion, permit correction of arithmetic errors, transposition errors, or other clerical minor mistakes. This is only possible in cases where SFH Rwanda can clearly identify the mistake and where the intended bid can be established conclusively on the face of the submission.

Beyond arithmetic errors, transposition errors, or other clerical minor mistakes, no mistakes alleged by a bidder after the Submission Deadline will be permitted to be corrected.

PART III: TECHNICAL SPECIFICATIONS AND Estimated quantities to be used in Bidding Cost

The company has to ensure the quality standards of the materials and should have sufficient machines and stock and operating address that will be verified upon the visit by SFH tender committee delegated members.

SUPPLY OF PROMOTIONAL MATERIALS (BACK PACK BAGS AND FIELD & STREAM VESTS/Gilets)

LOT #1: BACKPACK TECHNICAL SPECIFICATIONS

Product Description

A high-quality, durable, and eco-friendly backpack designed for daily use, travel, and field operations. Each unit should be handcrafted with precision to ensure long-lasting performance, strong finishing, and consistent quality across all production batches.

Technical Specifications: Dimensions

- Height: 16 inches
- Width: 12 inches
- Depth: 6 inches

Materials & Construction

- **Exterior Fabric:** High-density premium cotton
- **Eco-Friendly Component:** Fabrics and materials sourced with reduced environmental impact, minimizing waste and ensuring sustainable production practices
- **Exterior Protection:** Water-resistant finish • **Interior Finish:** Smooth, easy-clean lining • **Reinforcement:**
 - 3–5 mm foam padding for structure and comfort
 - High-strength interfacing for enhanced durability
- **Closure System:** Drawstring and flap closure with expandable, foldable top for additional load capacity
- **Side Pockets:** Suitable for water bottles, umbrellas, or field accessories
- **Straps:** Adjustable padded shoulder straps with ergonomic design
- **Stress Points:** Reinforced stitching to support heavy loads and extended use

Branding & Customization Options

- High-quality logo embroidery
- Optional custom colors, labels, or interior branding
- Suitable for corporate, NGO, school, or institutional identity programs

Quality & Production Standards

- Standardized production systems ensuring consistent output • Clean, professional finishing inside and out
- Meets international quality and durability standards but manufactured locally (Made in Rwanda)

- Preferably produced by women and youth from vulnerable groups like rural communities, supporting inclusive and socially responsible employment

Competitive Strengths

- High-quality craftsmanship from experienced artisans
- Strong durability for daily, long-term use
- Proven experience delivering bulk backpack orders to corporates, NGOs, schools, and institutions
- Extensive custom branding capabilities
- Fast turnaround times with reliable delivery schedules
- Professional finishing and manufacturing processes aligned with international expectations

Item name	BRANDED BACK PACK BAGS	Possible Quantities	Unit Price VAT Exclusive	Delivery time from date of the final approved artwork (in Business days)
Description	Embroidery of the KORA LINK logo on the Top bag cover Two Side pockets use elastic for opening	20-100		
		101- 400		
Color	Blue / GREY color			
Material	COTTON	401- 700		
Logs	Bags have logos that have two colors as per the design	701-1000		
Inside bag	Water proof material added inside the Main bag			
SIZE OF BAG	<ul style="list-style-type: none"> •Height: 16 inches • Width: 12 inches • Depth: 6 inches 	1001-2000		
		2001 to 5000		



LOT #2: FIELD & STREAM VESTS OR GILETS TECHNICAL SPECIFICATIONS

Item name	BRANDED FIELD & STREAM VESTS/Gilets	Range of Required Quantities	Unit Price VAT Exclusive	Delivery time of the final artwork (in Business days) for each range
Description of Pocket and zipper placement	- Two Chest pockets (on each side) of the Vest	20-100		
	- 2 Zippers in the middle (Between upper & lower pockets)	101- 400		
	- Two lower pockets (on each side) of the Vest	401- 700		
	- NET sewed– Back side Inside the vest	701-1000		
Vest Color	Dark Blue color	1001-2000		
Material	Cotton	2001 to 5000		
Logos	- Logos have more than two colors	2001 to 5000		
	- KORA LINK logo on the right side of the upper chest			
Finishing	- Master Card Foundation logo on the left side of the upper chest			
	- Screen printed message/ Logo on the back			
Finishing	Closing Vest with a zip, testing zippers (e.g., YKK), buckles, and fasteners for smooth operation, corrosion resistance, and strength.			
	SIZES XXXL, XXL, XL, L, M			

The above table is showing the range of materials to be produced;

Please show the fixed Unit Cost per range of the material for the whole duration of the contract to be supplied with 18% VAT Exclusive and all costs inclusive with delivery at SFH Rwanda warehouse at Gahanga

DESIGN OF THE FIELD & STREAM VESTS



Front



Back



Please keep all logos the same size. Do not make any logos bigger than the others.

1.

NOTE* A sample for Bag and Vest are available at SFH Rwanda reception to check on the design and material for reference.

SAMPLE OPTION 2: VESTS OR GILETS WITH OUT INSIDE NET

Item name	BRANDED FIELD & STREAM VESTS/Gilets	Range of Required Quantities	Unit Price VAT Exclusive	Delivery time from the final approval (in Business days) range
Description of Pocket and zipper placement	<ul style="list-style-type: none"> - Two Chest pockets (on each side) of the Vest - 2 Zippers in the middle (Between upper & lower pockets) - Two lower pockets (on each side) of the Vest 	20-100		
Vest Color	Dark Blue OR BLUE color	101- 400		
Material	Cotton	401- 700		
Logos	<ul style="list-style-type: none"> - Logos have more than two colors - Donor logo on the right side of the upper chest - SFH logo on the left side of the upper chest - Screen printed message on the back 	701-1000		
Finishing	Closing Vest with a zip, testing zippers (e.g., YKK), buckles, and fasteners for smooth operation, corrosion resistance, and strength. SIZES XXXL, XXL, XL, L, M	1001-2000		
		2001 to 5000		



2.

SAMPLE OPTION 3: VESTS OR GILETS WITH ONE LOGO

Item name	BRANDED FIELD & STREAM VESTS/Gilets	Range of Required Quantities	Unit Price VAT Exclusive	Delivery time from the final approval (in Business days) range
Description of Pocket and zipper placement	- Two Chest pockets (on each side) of the Vest	20-100		
	- 2 Zippers in the middle (Between upper & lower pockets)	101- 400		
Vest Color	Dark Blue OR BLUE color	401- 700		
Material	Cotton	701-1000		
Logos	- Logo has more than two colors - SFH logo on the left side of the upper chest - Screen printed message on the back	1001-2000		
Finishing	Closing Vest with a zip, testing zippers (e.g., YKK), buckles, and fasteners for smooth operation, corrosion resistance, and strength. SIZES XXXL, XXL, XL, L, M	2001 to 5000		



PART V: STANDARD PROVISIONS

V.1 Definitions and Headings

Except otherwise provided contrary to what is herein, all time periods specified shall be consecutive calendar days. The term “Tender Package” refers to the entire document, including all attachments thereto. Any headings contained in the text of the Tender Package are for reference only, and do not alter, limit, or waive the content of the full provisions.

V.2 Donor Guidelines and Policies

(a) The procedures followed by SFH Rwanda in making any award and contract resulting from this Tender Package, as well as the terms and conditions of such award and contract, will be based on the SFH Rwanda *Procurement Manual*.

(b) Prospective companies providing this service should also note that a primary requisite for SFH Rwanda is to obtain the most valuable offer on the current market. Whenever possible, bids are sought on a competitive basis, and all prices offered will be subject to detailed scrutiny and, possibly, negotiation if necessary to ensure reasonable contract price is obtained.

V.3 Tender Package

This Tender Package should not be considered an award or contract as it is intended solely for the provision of information to prospective service providers.

V.4 Review of Tender Package

Prospective service providers are solely responsible to examine carefully all of the terms and conditions of this Tender Package. Failure to do so will be at the prospective supplier’s risk and expense, and any items requested by SFH Rwanda but not submitted by bidder are grounds for disqualification from the tender.

Any ambiguities in the technical specifications and standards or inconsistencies between or among the various provisions of the Tender Package shall be resolved against the prospective Service provider if she/he fails to seek clarification prior to award.

V.5 Probity and Ethics

In the purchasing efforts SFH Rwanda follows, and by virtue of the submission of their bids, all bidders commit to follow the guidelines contained in the SFH Rwanda *Procurement Manual*.

V.6 Language

All documents submitted in response to this Tender Package, as well as all correspondences in connection with the Tender Package, shall be in the language specified in Section II.1, always in English. The final contract will be written and signed in English.

V.7 Inquiries

Inquiries concerning this Tender Package and any return bid(s) must be submitted in writing ten days before the submission deadline to permit a thorough and accurate response by SFH Rwanda. Such inquiries shall be sent by telephone at 0788305685 or by email through procurement@sfhrwanda.org using the contact information included in Section II.1. SFH Rwanda is under no obligation to consider or respond to questions that are not received in a timely manner.

V.8 Evaluation of Bids

A. ADMINISTRATIVE CRITERIA for All Lots

- Copy of Business Registration certificate or Certificate of domestic Company Registration to transact in printing services.
- Valid Original Contribution clearance certificate from RSSB
- Valid Original tax clearance certificate (attestation de non-creance) from RRA
- Certificate of Good Standing for non-bankruptcy delivered by RDB.
- Proof of payment of a non-refundable fee of Fifty thousand Rwandan francs (50,000Rwf) paid into:
 - Bank Name: Access Bank (Rwanda) Ltd*
 - Account Name: SOCIETY FOR FAMILY HEALTH RWANDA*
 - Account Number: 1002190101953001*
 - Currency: RWF*

The Company that will not have filled any of aforesaid conditions will be eliminated and their bids will not be considered for the next evaluation stage.

B. TECHNICAL CRITERIA with a combined score at 60 %

1. **At least 4 References/Recommendations letters** and related contracts/Purchase orders from former/current clients with full contact names and addresses at **12%**
2. **Delivery time:** Shortest delivery time in Business days offered will be most preferred at **3%**.
3. **Technical visit to verify the capacity (30 marks):** *Having at least an established office with related Machines to complete the work on time.* Machines for production of the promotional materials among them should be:
 - ✓ Embroidery Machine.
 - ✓ Fabrics Printing Machine.
 - ✓ Heat Press machine
 - ✓ Fabric Inspection Machine.
 - ✓ Sewing Machine
 - ✓ Spinning machines,
4. **Sample Quality.** To facilitate SFH Rwanda in evaluating whether a prospective Supplier has the technical capacity to supply the required materials, bidder must provide the following information; Please provide One (1) High Quality sample of

back pack bag as per the design above (TO BE RETURNED TO THE LOOSING BIDDER AFTER NOTIFICATION PERIOD) on **scored at 15%.**

SAMPLE Quality of the Material and Structural Durability

- **Fabric Testing:** Evaluation of outer and inner fabrics for tensile strength, tear resistance and abrasion resistance to ensure long-term durability.
- **Water Resistance:** Hydrostatic pressure testing (ISO 811) to determine water penetration resistance, with highly waterproof standards requiring 10,000mm+.
- **Reinforcement:** Verification of double or triple stitching, particularly at load-bearing points (straps, handles, base).

Physical Performance and Stress Testing

- **Load and Jerk Tests:** The backpack is tested its load capacity followed by jerk tests on straps and handles to simulate sudden movements.
- **Drop Tests:** Simulating accidental drops from 1–2 meters while loaded to assess structural integrity.
- **Fatigue Resistance:** Simulating daily use through cycling, twisting, and pulling to identify potential failure points.

Ergonomics and Comfort

- **Weight Distribution:** Evaluation of back panel padding and shoulder strap design to ensure even weight distribution.
- **Adjustability:** Testing the smooth, secure function of adjustable shoulder straps, chest straps, and waist belts.
- **Wear Trials:** Physical, on-body testing to assess comfort levels during movement.

Functional and Design Features

- **Organization:** Inspection of compartment layout, including dedicated padded laptop sleeves, water bottle pockets, and internal organizers.
- **Dimensions:** Verification of actual measurements against specified dimensions, critical for compliance with travel or tactical standards.

Compliance and Safety

- **Environmental Resistance:** UV light exposure testing to check for color fading and material degradation.

TYPICAL TECHNICAL EVALUATION CHECKLIST (SUMMARY)

Criterion	Key Checkpoints
Material	Cotton, Water repellency, Tear strength.

Stitching	Stitch density (e.g., 26-33 stitches/10 cm), reinforcement, thread quality.
Straps/Handles	Padding, attachment strength (jerk test), adjustment smoothness.
Structure	Load capacity, shape retention, padding rigidity.
Function	Pockets, compartments, material carriage sleeve padding.

C. FINANCIAL CRITERIA 40%

The financial criteria to be followed will be based on the lowest price that will be most preferred after the Technical criteria score.

The overall winner will be determined after combining both Technical and Financial Scores for companies that have been prequalified.

V.9 AMENDMENTS

If at any time prior to award SFH Rwanda deems there to be a need for a significant modification to the terms and conditions of this Tender Package, SFH Rwanda will issue such a modification as a written Tender Package amendment to all competing bidders using an addendum posted through all the channels used in sending out the tender package. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any Tender Package term or condition, and no bidder shall rely on any such statement.

V.10 PRICE VERIFICATION

If adequate competition is not achieved in the tendering process, the right is reserved for any otherwise compliant bid to be referred to SFH Rwanda who may, at their discretion, authorize a price verification exercise to be undertaken on their behalf by an organization or delegated SFH Staff. In such an eventuality, the bidder will be required to give details of the services tendered for, together with details of any costing used or undertaken in preparing the bid.

V.11 EXTENSION OF BID VALIDITY DATES

When necessary and appropriate under the circumstances, SFH Rwanda may request bidders, in writing, to extend the validity period of their bids and Bid Securities (if any). A bidder may refuse to extend its bid; however, its bid will be disqualified. A bidder agreeing to extend will not generally be permitted or required to modify their bid in any manner other than to extend it.

V.12 REJECTION OF TENDERS

(a) SFH Rwanda is not bound to accept the lowest bid and reserves the right to reject any tender in whole or in part and to reject any or all tenders without assigning any reason. Circumstances in which rejection of all bids may occur include, without limitation, the following:

none of the bids is adequately responsive to the specifications,
there is evidence of insufficient competition,

- (1) the lowest bid exceeds the estimated value or funds available and cannot be reduced by negotiation,
- (2) the quality of the tender is deemed insufficient
- (3) the technical or financial bases of procurement have changed materially prior to the award, or The prices of the bid are obviously and clearly high.

V.13 TERMS OF AWARDS

- (a) All awards are subject to the availability of adequate funds from SFH Rwanda and the receipt of all required approval from SFH Rwanda and the donors.
- (b) Upon receipt of SFH Rwanda and/or the indenter's approval of the recommended award, to the extent required, SFH Rwanda will send a Notice of Award to the winning bidder and will inform unsuccessful bidders that they have not been selected.

IV.14. NOTIFICATION OF TENDER AWARD

The bidder whose proposal attains the highest score, in accordance with the evaluation criteria in the present request for proposals shall be selected for award, subject to satisfactory conclusion of negotiations if deemed necessary.

The procuring entity shall notify the successful bidder of its selection results and at the same time inform other unsuccessful bidders of the decision. In the absence of a challenge by any other bidders within seven (7) days of the notice, the contract shall be signed by both parties.

IV.15. PAYMENT TERMS

SFH Rwanda undertakes to pay 100% of invoice after submission of EBM and Delivery note to the satisfaction of the client paid within Max of 15 working days upon reception of documents.

HOW TO APPLY: Submission and Contact Information

Interested Bidders should submit their expressions of interest in **TWO HARD COPIES** (ONE Original and ONE Copy) in one envelope composed of both technical and financial proposals (in English), submitted at SFH Rwanda reception located at **located at Gahanga – Nunga Cell**;

not later than the submission deadline of **5th March 2026, at 11:00am local time and public opening** of sealed bids on the same date of **5th March 2026, at 11:20am in SFH Rwanda Conference Room at Gahanga – Nunga Cell**, Road Opposite Gahanga market towards Gakinjoro site on KK15RD - KK 52 AVE.

Any Inquiry regarding this tender can be through only the contact email procurement@sflrwanda.org or call on Telephone: 0788305685

SFH Rwanda welcomes your bid in this competitive process,

Approved by: **Janepher TURATSINZE**
CHIEF OPERATING OFFICER