

## 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](mailto:procurement@sfhrwanda.org),  
**Website:** [www.sfhrwanda.org.rw](http://www.sfhrwanda.org.rw)

### **SUPPLY TENDER FOR BACK PACK BAGS AND HELMETS WITH FACE SHIELD**

**Tender Reference Number:** 005/ BACK PACK BAGS AND HELMETS  
SUPPLY TENDER/SFH/2026

**Procurement Method:** National Open Competitive Tender

**February, 2026**

## **TITLE OF THE TENDER FOR BACK PACK BAGS AND HELMETS WITH FACE SHIELD**

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, 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 for the selected from this process.

<b>TENDER SUMMARY</b>	
Supply being tendered	<b>BACK PACK BAGS AND HELMETS WITH FACE SHIELD</b>
Type of contract planned	One year supply contract Renewable
Date tender launched	<b>20th February 2026</b>
Submission deadline	<b>5<sup>th</sup> March 2026 at 14h00</b>
Public opening date	<b>5<sup>th</sup> March 2026 at 14h20</b>
Public opening location	SFH Rwanda conference room
Inquiry contact email	<a href="mailto:procurement@sflrwanda.org">procurement@sflrwanda.org</a>
<b>ALLOWED BIDDERS</b>	<b>ONLY Bid Companies located in Kigali City are Preferred</b>
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.

<b>BID FORMAT AND CONTENT</b>	
<b>N# of bid copies required</b>	Signed and stamped (1 ORIGINAL AND ONE PHOTOCOPY)
<b>Bid language</b>	English
<b>Minimum Bid Contents</b>	Signed submission letter
	Signed and stamped financial offer Bid
<b>Bid currency</b>	Rwandan Francs
<b>Bid pricing</b>	VAT Exclusive ( <i>ALL BIDDING COMPANIES MUST BE ABLE TO OFFER EBM RECEIPTS</i> )
<b>Bid validity</b>	At least 90 days from bid receipt
<b>Bid submission format</b>	Hand delivery by hard copy in a sealed envelope signed or stamped across the seal. <b>NOTE: NO ELECTRONIC SUBMISSION ALLOWED</b>
<b>Complete Bid submission Address</b>	<b>SFH RWANDA</b> “BACK PACK BAGS AND HELMETS WITH FACE SHIELDS” Attention: Executive Director PO Box 3040; Kicukiro District-, on KK15RD - KK 52 AVE Telephone: 0788305685 <b>Tender Ref. N#:</b> 005/ BACK PACK BAGS AND HELMETS WITH FACE SHIELD SUPPLY 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**

### **LOT #1: TECHNICAL SPECIFICATIONS FOR BACK PACK BAGS FOR SCHOOLS OR NGO ADULT USE**

- Typically require durable, water-resistant materials reinforced stitching at stress points, and functional design features like padded, adjustable straps, multiple compartments, and laptop pockets.



Item name	<b>BLACK BACK PACK BAGS</b>	Possible Quantities	Unit Price VAT Exclusive	Delivery time from date the final approved Sample (in Business days)
<b>Description</b>	Structure: 3–5 mm foam padding for structure and user comfort Compartments: Main compartments ( <b>at least TWO Pockets</b> , including a laptop sleeve), With extra <b>TWO</b> side pockets for (water bottle/umbrella holders), and heavy-duty, high-quality, durable zippers	20-100  101- 400  401- 700  701-1000		
<b>Color</b>	BLACK color	1001-2000		
<b>Material</b>	Water-resistant polyester or Nylon Metty	2001 to 5000		
<b>Logs</b>	Bags have logos that have two colors as per the design			
<b>Finishing</b>	Reinforcement: Double stitching on all load-bearing points (straps, handles, zippers).			

## **LOT #2: TECHNICAL SPECIFICATIONS FOR HELMETS WITH FACE SHIELD**

- **Shell Material:** High-density polyethylene (HDPE), polycarbonate, or polyurethane, offering impact absorption.
- **Face Shield/Visor:** Detachable, transparent, and scratch-resistant polycarbonate. Must resist chemical, heat, and particle impacts
- **Suspension/Interior:** 4 or 6-point, easily removable, adjustable ratchet system (54-62 cm or 51-65 cm).
- **Chin Strap & Comfort:** Adjustable, sweat-resistant head band and chin strap.

- **Safety Standards:** Compliance with ISO 3873, IS 2925, or EN 14458.

**SEE PHOTO COMPLETE COMPONENTS OF HELMET AND SHIELD**



<b>Item name</b>	<b>COMPLETE SET OF HELMET AND FACE SHIELD</b>	<b>Range of Required Quantities</b>	Unit Price VAT Exclusive	Delivery time from of the final approval sample (in Business days)
<b>Description</b>	- <b>Shell Material:</b> High-density polyethylene (HDPE), polycarbonate, or polyurethane, offering impact absorption.	20-100  101- 400		
<b>Other components</b>	<ul style="list-style-type: none"> <li>- Face Shield/Visor: Detachable, transparent, and scratch-resistant polycarbonate. Must resist chemical, heat, and particle impacts</li> <li>- Suspension/Interior: easily removable, adjustable ratchet system</li> <li>- Chin Strap &amp; Comfort: Adjustable, sweat-resistant head band and chin strap.</li> </ul>	401- 700  701-1000  1001-2000  2001 to 5000		

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

**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**

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## **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@sflhrwanda.org](mailto:procurement@sflhrwanda.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 50 %**

1. **At least FOUR (4) References/Recommendations letters** and related contracts/Purchase orders from former/current clients with full contact names and addresses for supply at **20%**
2. **Delivery time:** Shortest delivery time in Business days offered will be most preferred at **10%**.
3. **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 and HELMET WITH A COMPLETE FACE SHIELD on **scored at 20%**.

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***(TO BE RETURNED TO THE LOOSING BIDDER AFTER NOTIFICATION PERIOD)***

**C. FINANCIAL CRITERIA 50%**

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 **5<sup>th</sup> March 2026, at 14:00am local time and public opening** of sealed bids on the same date of **5<sup>th</sup> March 2026, at 14:20am 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@sfhrwanda.org](mailto:procurement@sfhrwanda.org) or **call on Telephone: 0788305685**

SFH Rwanda welcomes your bid in this competitive process,

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