



REQUEST FOR QUOTATION (RFQ)
FOR
SUPPLY OFFICE STATIONARIES
TO
HANDICAP INTERNATIONAL FEDERATION -RWANDA

1.0: INTRODUCTION

Request for Quotation for Supply Office stationaries (RFQ)

Dear Sir/Madam,

Subject: Request for Quotation for Supply Office stationaries

HANDICAP INTERNATIONAL FEDERATION, invites all Suppliers registered in Rwanda to submit their competitive Quotation for “**Supply Office stationaries**”.

This tendering process will result in entering into a contract with the successful and selected bidder. The period of performance for this effort shall be two years from **February 1, 2026 to January 31, 2028**.

- a) Your offer comprising of administrative, technical and financial proposals must be submitted by email to dao@rwanda.hi.org not later than **31 December 2025 at mid night**.
- b) Any additional information or clarification regarding this RFQ can be sought by email to: dao@rwanda.hi.org.

Yours Sincerely

Melanie GEISER
Country manager

2.0: TIMETABLE

Issue of Tender: 17 December 2025

Deadline for Reply: 31 December 2025

3.0: About HANDICAP INTERNATIONAL FEDERATION

HANDICAP INTERNATIONAL FEDERATION (HI), operating under the name Humanity & Inclusion a not-for-profit association governed by the French Act of July 1st 1901, domiciled at “138, avenue des Frères Lumière – 69371 Lyon cedex 08, France” and registered in Rwanda under RGB with the registration number 0066/RGB/18 with TIN No 100600244, Rebero Village, Rugando Cell, Kimihurura Sector, Gasabo District, City of Kigali, 14 KG 624 St., P.O. Box 747 KIGALI.

Preamble

- HI is an independent international aid organization working in situations of poverty and exclusion, conflict and disaster,
- HI works alongside persons with disabilities and vulnerable persons; its action and testimony are focused on responding to their essential needs, their living conditions,
- HI is committed to promoting the respect of their dignity and their fundamental rights
- To that end, HI retains service providers who are reputed for their skills in their field of activity,
- HI and the Service provider have agreed to work together in a working relationship devoid of any form of hierarchical subordination.

Our Vision

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

Our Mission

Humanity & Inclusion is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

4.0 INSTRUCTIONS TO BIDDERS

1. Participation is open to all registered Suppliers
2. By submitting a tender, the Bidder accepts in full the conditions of this tender and therefore accepts to waive its own conditions for offering the specifies services.
3. Please read carefully all instructions and conditions to this tender. Ensure that all information and documentation pursuant to these requirements are provided on time as failure to do so may result in rejection of your bid.
4. The offers are sent on email, no papers will be accepted

5.0 SUBMISSION OF TENDERS

Your offer comprising of administrative, technical and financial proposals must be submitted electronically to the below email address: dao@rwanda.hi.org not later than **31 December 2025** at **mid night**.

6.0 SELECTION CRITERIA:

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via analysis to be the best value based on the application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

- Administrative Evaluation..... 20% of the total marks
- Technical responsiveness/full compliance to requirements.....20% of the total marks
- Financial Evaluation (Lowest price per item)60% of the total marks

7.2 PRICING:

- 1.Prices must be expressed only in **Rwandan francs**;
- 2.Any VAT or other taxes inclusive.

8.0 CONDITIONS TO BIDDERS

- 1.Submit administrative documents, technical and financial proposals
- 2.HANDICAP INTERNATIONAL FEDERATION reserves the right to select and deal with any bidder(s) that would provide HANDICAP INTERNATIONAL FEDERATION with the best value for money.
- 3.This request for proposal is not a contract or an offer to enter into a contract, but a request for expression of Interest for the services indicated in this document.
- 4.Bidders are bound by their offer for a period of twelve months from the date of signing of the contract.
- 5.HANDICAP INTERNATIONAL FEDERATION is not responsible for any costs associated with preparing this tender.
- 6.HANDICAP INTERNATIONAL FEDERATION reserves the right to alter the dates of this tender.
- 7.Canvassing with representatives or staff of HANDICAP INTERNATIONAL FEDERATION in relation to this tender will result in disqualification of the bidder.
- 8.HANDICAP INTERNATIONAL FEDERATION will inform each bidder of the outcome of selection after evaluation process.
- 9.HANDICAP INTERNATIONAL FEDERATION will not enter into a contract or do business with companies or individuals that are public offenders as per the following criteria:
 - They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of court proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - They have been convicted of an offence concerning their professional misconduct by a judgement that has the force of res judicata;
 - They have been guilty of grave professional misconduct proven by any means that the contracting authority can justify;
 - They have not fulfilled obligations relating to the payment of social security contributions or payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country

where the contract is to be performed;

- They have been the subject of a judgement that has the force of res judicator for fraud, corruption, involvement in a criminal organisation or any other illegal activity;
- Following another procurement or grant award procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

If you submit your bid pursuant to this tender requirement, it shall constitute a guarantee that neither your company nor any affiliate or a subsidiary controlled by your company or yourself is in breach of any of the above provisions.

Note:

1. The financial offers should be in the Rwandan Francs (RwF) currency and must be inclusive of all applicable taxes.
2. The prices quoted cannot be adjusted unless for the successful offer/bid during negotiations.
3. Bid validity: 90 days.

Enquiries regarding this RFQ should be addressed in writing to the address indicated below.

HANDICAP INTERNATIONAL FEDERATION has the right to cancel or suspend this RFQ without any explanations or compensation to any bidder for any cost incurred by them to submit their proposals. HANDICAP INTERNATIONAL FEDERATION also have the right to negotiate with any Company in relation to the offer(s) when it is deemed necessary and only after the evaluation of all proposals and that there is reasonable evidence that negotiations with successful bidder failed to conclude any contractual relationship with HANDICAP INTERNATIONAL.

9.0 TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

HANDICAP INTERNATIONAL FEDERATION requires you to send your proposals by email to: dao@rwanda.hi.org

Note: It shall remain the responsibility of the Suppliers to ensure that their proposals are submitted on or before the deadline, Proposals that are received after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Well signed offers, written in English or French, must be submitted to the below email address by **31 December 2025 mid night**; Late proposals will be rejected.

9.1 ADMINISTRATIVE REQUIREMENTS

1. Submission letter duly signed, dated and stamped;
2. Company profile with full address, legal name, location area, products/services, leadership team, telephone, E-mail, website...
3. A copy of Official registration certificate for RDB
4. VAT Certificate
5. Valid and Notified RRA Tax clearance certificate
6. Valid and Notified RSSB Clearance certificate
7. Notified Three certificates for completion in similar domain
8. Proof of using EBM
9. ID/passport of the representative
10. Signing HI declarations and Safeguarding policies

9.2 TECHNICAL SPECIFICATIONS AND PRICING

HANDICAP INTERNATIONAL FEDERATION is seeking offers from reputable, well-established, and experienced offerors, duly incorporated under the Laws of Rwanda to provide Office stationaries under BPA at fixed prices for a period of 24 months.

10.RESPONSIBILITY OF THE OF THE SUPPLIER

Supplying the following materials to HI

sn	ITEMS AND DESCRIPTION	Unity	Qtty	Price	Comments
1	A4 Certificate paper (240 gsm)	pc	1		
2	Adhesive Tack (Blue Tack)	pc	1		
3	Air Frechner	pc	1		
4	Archive Box (Carton)	pc	1		
5	Archive Box (Plastic)	pc	1		
6	Binder Clips 15 mm	pqt	1		
7	Binder Clips 19 mm	pqt	1		
8	Binder Clips 25 mm	pqt	1		
9	Binder Clips 32 mm	pqt	1		
10	Binder Clips 41 mm	pqt	1		
11	Binder Clips 51 mm	pqt	1		
12	Binding Cover A3	pc	1		
13	Binding Machine (GF)	pc	1		
14	Binding Machine (MF)	pc	1		
15	Binding Machine (PF)	pc	1		
16	Binding Sheet (Bristol A4)	pqt	1		
17	Binding Transparent Papers A3	pc	1		
18	Binding Transparent Papers A4	pqt	1		
19	Block notes A4	pc	1		
20	Block notes A5	pc	1		
21	Box File (Carton)	pc	1		
22	Box File (Plastic)	pc	1		
23	Box File with 2 Ring of 75 mm	pc	1		
24	Box File with 2 Ring of 25mm	pc	1		
25	Box File with 2 Ring of 50 mm	pc	1		
26	Box of Paper A4	Crt	1		
27	Box of Pens(Bics)	pqt	1		
28	Box Pens (Allwrite)	pqt	1		
29	Business Card Holders	pc	1		
30	Business Card Holders Big size	pc	1		
31	Calulator prints (CASIO ou CITIZEN)	pc	1		

32	Calculator Casino Medium	pc	1		
33	Calculator Casio DJ-120 D	pc	1		
34	Calculator Casio MJ-120 D	pc	1		
35	Calculator Scientific FX 100	pc	1		
36	Calculator Scientific FX 82	pc	1		
37	Carbon paper pqt	pqt	1		
38	Cartouche: HP color lasert Jet MFP M281 FDW (Cyan)	pc	1		
39	Cartouche: HP color lasert Jet MFP M281 FDW (yellow)	pc	1		
40	Cartouche: HP color lasert Jet MFP M281 FDW (black)	pc	1		
41	Cartouche 80A: HP lasert Jet Pro 400	pc	1		
42	Cash Box GF	pc	1		
43	Cash Box MF	pc	1		
44	Cash Box PF	pc	1		
45	Color Chalk	Box	1		
46	Chalk maker pens 12pc	pqt	1		
47	Chalk White	pqt	1		
48	Clear Folder	pqt	1		
49	Clipboard Double	pc	1		
50	Clipboard Simple	pc	1		
51	Colored Pencil Big size	pqt	1		
52	Colored Pencil Small Size	pc	1		
53	Courrier Recu /Expedier	pc	1		
54	Crayon Dolphin	pc	1		
55	Dairy A4	pc	1		
56	Dairy A5	pc	1		
57	Dated Stamp	pc	1		
58	Desk Organizer	pc	1		
59	Disk Wallet- File	pc	1		
60	Dividers Alphabetical & Numerical	pc	1		
61	Dividers with Different types	pc	1		
62	Duracell AA (Pc)	pair	1		
63	Duracell AAA (Pc)	pc	1		
64	Dustbin	pc	1		
65	Enveloppes A3	pc	1		
66	Enveloppes A4	pc	1		
67	Enveloppes A5	pc	1		
68	Enveloppes A6 /FA	pc	1		

69	Enveloppes Folio	pc	1		
70	Equeur GF	pc	1		
71	Equeur PF	pqt	1		
72	Etiquette/sticker	pc	1		
73	Executive pens	pc	1		
74	Farde Chemise	pc	1		
75	File with Mult- pocket	pc	1		
76	Files with Fastener	pc	1		
77	Flat File	pc	1		
78	Flat File Hard	pc	1		
79	Flip Chart Paper	pc	1		
80	Flip Chart Stand movable	pc	1		
81	Flip Chart Stand Ordinary	pc	1		
82	Foam Cleaner	pc	1		
83	Geometrical Set Black Board	set	1		
84	Glue Liquid	pc	1		
85	Glue stick 21 gr	pc	1		
86	Glue Stick 8.2 gr UHU	pc	1		
87	Graph Books	pc	1		
88	HighLighter	pqt	1		
89	Key holders plastic	pc	1		
90	Laminating Pouch A3	pc	1		
91	Laminating Pouch A4	pc	1		
92	Laminating Pouch A5	pc	1		
93	Laminating Pouch A7	pc	1		
94	Laptop Bag	pc	1		
95	Leads for Parker	pc	1		
96	Livre de Banque	pc	1		
97	Livre de Caisse	pc	1		
98	Livre de Transimission	pc	1		
99	Magnet for White board	pqt	1		
100	Markers - Permenant	pqt	1		
101	Markers - White Board	pc	1		
102	Masking Tape Big Size	pc	1		
103	Masking Tape Small Size	pc	1		
104	Mathematical Set(SAI , OXFORD)	pc	1		
105	Mathematical Set(KOFA, Blue Edge)	Pqt	1		
106	Name Tag	pc	1		
107	Notebook- Drawing 48 Pgs	pc	1		
108	Notebooks 120 Pgs	pc	1		

109	Notebooks 200 Pgs	pc	1		
110	Notebooks 32 Pgs	pc	1		
111	Notebooks 48Pgs	pc	1		
112	Notebooks 96Pgs	pc	1		
113	Notice Board	pc	1		
114	Office Trays	pc	1		
115	Paper Clips 25 mm	pqt	1		
116	Paper Clips 28mm	pqt	1		
117	Paper Clips 31mm/33mm	pqt	1		
118	Paper Clips 50mm/51mm	pqt	1		
119	Paper Clips 78mm	pqt	1		
120	Paper Rolls of EBM Big size	pc	1		
121	Paper Rolls of EBM Medium size	pc	1		
122	Paper Rolls of EBM Small size	pc	1		
123	Paper shredder	pc	1		
124	Parker	pc	1		
125	Pen Dolphin (excutive pen dolphin)	pqt	1		
126	Pencil Case	pqt	1		
127	Pinceau GF	pqt	1		
128	Pinceau PF	pqt	1		
129	Pins	pqt	1		
130	porte Document Cuire	pc	1		
131	porte Document semi-Cuire	pc	1		
132	Post-it (Middle Size)	pc	1		
133	Post-it (Small Size)	pc	1		
134	Post-it with 5 Different Colors	pc	1		
135	Punching Machine 208	pc	1		
136	Punching Machine 308	pc	1		
137	Punching Machine 408	pc	1		
138	Punching Machine 508	pc	1		
139	Punching Machine DP 865	pc	1		
140	Punching Machine Mid.Duty 2 Hole(PSI)	pc	1		
141	Punching Machine MP-0125 Unimax (PSI)	pc	1		
142	Registers(Manuscript Book jambo)	pc	1		
143	Registers(Manuscript Book PSI)	pc	1		
144	Reinforcement Pocket	pc	1		
145	Ribbon Epson LQ 2180	pc	1		
146	Ribbon Epson LQ 300	pc	1		
147	Ribbon Epson LQ 590/890	pc	1		
148	Ribbon Epson LQ 680	pqt	1		

149	Roller Tip Pen(Pqt of 12)	pc	1		
150	Rubber	pqt	1		
151	Rubber Band	pc	1		
152	Ruler - Plastic of 1 m	pc	1		
153	Ruler -Metal of 1 m	pc	1		
154	Ruler of 30 Cm	pc	1		
155	Ruler of 50 cm	pc	1		
156	Scisor Big size	pc	1		
157	Scisor medium size	pc	1		
158	Scotch Big Size	pc	1		
159	Scotch Small Size	pc	1		
160	Sharpener - Metal	pc	1		
161	Sharpener Fixable	pc	1		
162	Sharpener- Plastic	pc	1		
163	Sign Here (Pc)	pc	1		
164	Signatory	pc	1		
165	Spiral 10mm	pc	1		
166	Spiral 12mm	pc	1		
167	Spiral 14 mm	pc	1		
168	Spiral 16 mm	pc	1		
169	Spiral 18mm	pc	1		
170	Spiral 20mm	pc	1		
171	Spiral 22 mm	pc	1		
172	Spiral 45 mm	pc	1		
173	Spiral 48 mm	pc	1		
174	Spiral 50 mm	pc	1		
175	Spiral 52 mm	pc	1		
176	Spiral 6 mm	pc	1		
177	Spiral 8 mm	pc	1		
178	Spring Files	pc	1		
179	Stamp Ink	pc	1		
180	Stamp Ink(Auto Encreur) or For sel-finking stamps	pc	1		
181	Staple Remover	pc	1		
182	Stapler Giant	pc	1		
183	Stapler Heavy Duty MS-50LM Unimax	pc	1		
184	Stapler Heavy Duty MS-50SM Unimax	pc	1		
185	Stapler HS 2000	pc	1		
186	Stapler HS 3000	pc	1		
187	Stapler MS-5615 Unimax(PSI brand)	pc	1		
188	Stapler MS-5851 Unimax(PSI brand)	pc	1		

189	Stapler No 1	pc	1		
190	Stapler No 58	pc	1		
191	Stapler No 76	pc	1		
192	Stapler Rapid 2	pc	1		
193	Stapler Rapid E 12	pc	1		
194	Stapler Rapid E 14	pc	1		
195	Staples 23/15, 23/17	pc	1		
196	Staples 24/6	pc	1		
197	Staples 26/6	pc	1		
198	Stock card	pc	1		
199	Stock Card A4	pc	1		
200	Stock Card A5	pc	1		
201	Suspension Files	pc	1		
202	Tableau d'affichage	pc	1		
203	Visitor's Book	pc	1		
204	Visitor's Card holder	pqt	1		
205	Water Color Big Size	pqt	1		
206	Water Color -Pelican	pc	1		
207	White Board Cleaner (cleaning spray)	pc	1		
208	White Board Cleaner (cleaning spray) big size	pc	1		
209	White board Eraser	pc	1		
210	White Board With stand Big size	pc	1		
211	White Board With stand Medium size	pc	1		
212	White Board With stand small size	pc	1		
213	White out (Correction Pen)	pc	1		
214	Hanging folder (King's)	pc	1		
215	Laminating Pouch	pc	1		

Melanie GEISER
Country manager