

REQUEST FOR QUOTATION (RFQ)

Date: 15th January 2025

Ref No. 02/EUCORD/2025

LETTER OF INVITATION

EUCORD-PROFARM PROJECT IN RWANDA

European Cooperative for Rural Development (EUCORD) through PROFARM project funded by European Union under KUNGAHARA Program and PURE.Ag Project funded by EnDEV/GIZ is seeking quotations from reputable and experienced design and printing service providers for the production of booklets, flyers, and leaflets. Quotations must be received by the PROCUREMENT office at the address specified below not later than 30th January 2025 at 13:00 local time.

EUCORD-RWANDA OFFICE
Glass Building
Ground Floor
KG5 Av 13, Kimihurura
(+250)788355380
PO BOX: 131 Kigali-Rwanda

**DESIGN AND PRINTING SERVICES FOR PRODUCTION OF BOOKLETS, FLYERS,
AND LEAFLETS FOR EUCORD’S PROJECTS IN RWANDA**

European Cooperative for Rural Development ([EUCORD](http://www.eucord.org))

Website: www.eucord.org

1. Summary

Solicitation Type:	Request for Quotation (RFQ)
Tender Title	Design and printing services for the production of booklets, flyers, and leaflets for EUCORD’s Projects in Rwanda
Contracting Party:	European Cooperative for Rural Development (EUCORD)
Place of Performance:	Kigali-Rwanda
Projects	<p>PROFARM: Promoting an integrated farming system around sunflower, maize and vegetables to stimulate resilient agriculture and nutrition security for smallholder farmers in Rwanda</p> <p>PURE.Ag: Productive Use of Renewable Energy in Agriculture Value Chain</p>
Donor	European Union
Release Date:	January 15,2025
Submission deadline	January 30, 2025; 13:00 Kigali local time
Submission type	Hard copies at EUCORD-Rwanda office
Address	<p>inforwanda@eucord.org</p> <p>EUCORD - RWANDA OFFICE, Glass Building, Ground Floor KG5 Av 13, Kimihurura (+250) 788355380 PO BOX: 131 Kigali-Rwanda</p>

1. Background

EUCORD is an international NGO with headquarters based in Brussels (formally registered as a cooperative in the Netherlands) with offices in Africa and Kigali in particular. EUCORD’s vision is to nurture more prosperous and entrepreneurial rural communities in developing countries. Its mission is to help people living in poverty in developing countries improve their wellbeing, by increasing farmers’ capacity to sustainably grow quality crops matched to the commercial needs of the agribusiness sector and in doing so, increase food security, develop the private sector and improve the livelihoods of rural communities. To fulfil its mission, EUCORD focuses on

supporting farmers increase their crop yields and to develop efficient value chains, while working with the private sector to guarantee a demand for produce and a supply of key inputs.

EUCORD helps farmers to reach their full potential while allowing businesses to rely on locally sourced crops. EUCORD provides end-to-end value chain development services, including: access to finance, capacity building, climate smart agriculture, enterprise, development, market assessment, nutrition and value chain development.

In Rwanda EUCORD has successfully implemented several projects since 2014. Currently, EUCORD is implementing three projects. Among them, **PURE.Ag**: Productive Use of Renewable Energy in Agriculture value Chain funded by EnDev (Energy Development) through GIZ. Under the European Union funded Kungahara program, EUCORD is implementing the **PROFARM Project**: Promoting an integrated farming system around sunflower, maize and vegetables to stimulate resilient agriculture and nutrition security for smallholder farmers in Rwanda.

EUCORD is looking for service providers to design and print booklets, flyers and leaflets for strengthening capacity of projects beneficiaries' and projects visibility in Rwanda.

2. Technical Specification

The required products shall conform to the minimum technical specifications

1. Booklet Design and Printing

- ✓ Size: A5
- ✓ Number of pages; 44
- ✓ Paper Quality of inside pages: normal paper 90 grams
- ✓ Paper Quality of inside pages: Glossy paper 150 grams laminated
- ✓ Quantity: 500
- ✓ Finishing: stapled

2. Flyer Design and Printing

- ✓ Size: A4
- ✓ Paper Quality: glossy paper 150 grams
- ✓ Print: Full-color, double-sides
- ✓ Quantity: 300 subjected to increase

3. Leaflet Design and Printing

- ✓ Size: A4
- ✓ Paper Quality: matte paper hard laminated
- ✓ Print: Full-color, double sides
- ✓ Quantity: 400

3. Quotation Requirements

Quotations must include the following information at a minimum:

- ✓ Full company name, physical and mailing address, and country of registration of bidder
- ✓ RRA Tax clearance
- ✓ Description of item, specifications, price per unit in Rwanda Francs
- ✓ Delivery timing and terms
- ✓ Detailed Technical Specifications
- ✓ Past supply information and at least 3 references from reputable organizations with the supply of the same quantity and quality or more.
- ✓ Proof of having the required printing machines that perform the desired work

Incomplete quotations may be rejected.

4. Selection method

The selection will be based on demonstrated experience in business, fulfillment of the product technical specifications as per the Tender Notice, and cost.

5. Notification

The outcome of the selection shall be notified to the bidders through email and thereafter the successful bidder shall be invited for contract negotiation and signing.

6. Bids Validity

The validity of bids shall be 180 days starting from the deadline for submission of bids. EUCORD Rwanda may cancel the tender at any time before the signing of the contract, including the reduction on prices of items that EUCORD will judge to be out of the normal range.

7. Tender Submission Guidelines

Financial proposal: The contractor shall propose a reasonable cost estimate. The registered company shall be entirely responsible for all taxes.

Interested bidders may obtain further information and clarification by writing a clarification e-mail to the procurement team at inforwanda@eucord.org during working hours before deadline of the bid's submission.

Well-presented bids prepared in the English language must be submitted to EUCORD Rwanda office **not later than January 15, 2025, at 13:00 local time**. Bids submitted after the fore-mentioned date and time will be rejected.

Offers must be valid for 180 calendar days counted from the deadline of bid submission.

Done at Kigali, on 15th January 2025

EUCORD

Country Representative