



**REQUEST FOR QUOTATION OF PROVISION OF DESIGNING, PRINTING,  
PHOTOCOPYING AND BRANDING SERVICES**

**REF:**

## **1. INTRODUCTION**

HANDICAP INTERNATIONAL FEDERATION (HI), operating name Humanity & Inclusion a not-for-profit association governed by the French Act of July, 1<sup>st</sup> 1901, domiciled at “138, avenue des Frères Lumière – 69371 Lyon cedex 08, France” and registered in Rwanda under RGB with the registration number 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.

## 2. REQUEST FOR QUOTATION OF PROVISION OF DESIGNING, PRINTING, PHOTOCOPYING AND BRANDING SERVICES

Dear Sir/Madam,

**Subject: Provision of designing, printing, photocopying and branding Services**

HANDICAP INTERNATIONAL FEDERATION, invites all Suppliers registered in Rwanda to submit their competitive Quotation for “**Provision of designing, printing, photocopying and branding Services**”.

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](mailto: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](mailto:dao@rwanda.hi.org).

Sincerely

**Melanie GEISER**  
Country manager

## 1. INSTRUCTIONS TO BIDDERS

- Participation is open to all registered Suppliers
- 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 specified services.
- 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.
- The offers are sent on email, no papers will be accepted

## 2. SUBMISSION OF TENDERS

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

## 3. 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 AND technical evaluation..... 40% of the total marks
- Financial Evaluation (Lowest price per item) .....60% of the total marks

## 4. PRICING:

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

## 5. 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.

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.

**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.

## **6. 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

## **7. OTHER REQUIREMENTS**

### **1. Technical Capacity and Equipment**

Availability of professional-grade equipment such as graphic design computers, licensed design software, high-speed printers, photocopiers, scanners, and finishing machines (binding, laminating, cutting).

### **2. Qualified Human Resources**

Skilled personnel including graphic designers, machine operators, and administrative staff with proven experience in design, printing, and document reproduction.

### **3. Quality Assurance and Production Standards**

Clear quality control procedures to ensure accuracy, color consistency, paper quality, finishing standards, and timely delivery of outputs.

### **4. Operational Capacity and Reliability**

Ability to handle bulk volumes, meet deadlines, ensure data confidentiality, and provide after-service support (reprints, corrections, maintenance)

## 8. Expected Deliverables

The designing, printing, photocopying and branding is including but not limited to the following:

N°	Designation	Unity	U.P
1	Reliure d'un document avec spirale N°8	lps	
2	Reliure d'un document avec spirale N°10	lps	
3	Reliure d'un document avec spirale N°12	lps	
4	Reliure d'un document avec spirale N°14	lps	
5	Reliure d'un document avec spirale N°16	lps	
6	Reliure d'un document avec spirale N°22	lps	
7	Reliure d'un document avec spirale N°24	lps	
8	Conception et production d'un document en couleur sur papier couche Format A3	lps	
9	Conception et production d'un document en couleur sur papier couche Format A4	lps	
10	Conception et production d'un document en couleur sur papier couche Format AS de 00pages	lps	
11	Conception et production d'une image OU écrit en couleur sur Bache Format A3	lps	
12	Conception et production d'une image OU écrit en couleur sur Bache Format A4	lps	
13	Conception et production d'une image,ou écrit en couleur sur Bache Format AS	lps	
14	Conception et production d'un badge plastifie	lps	
15	Conception et production des cartes de visite sur papier carton (1-100 pieces et + de 100 pees)	lps	
16	Conception et production des certificats en couleur sur papier carton (1-100 pieces et + de 100 pees)	lps	

17	Conception et production d'un livret sur papier offset en couleur et couverture sur papier couche en couleur de OOpages	lps	
18	Conception et production d'un livret sur papier offset noir blanc et couverture sur papier couche en couleur de Oopages	lp s	
19	Impression d'un logo/Image ou écrit sur T-shirt (20-SO pees et + de SO pees)	lp s	
20	Impression d'un logo/image ou écrit sur casquette (20-50 pees et + de 50 pees)	lp s	
21	Fabrication d'un cachet avec manche	lp s	
22	Fabrication d'un cachet automatique	lp s	
23	Plastification d'un document Format A3	lp s	
24	Plastification d'un document Format A4	lp s	
25	Plastification d'un document Format AS	lp s	
26	Photocopie d'un document en Noir et Blanc, Format A4	lp s	
27	Photocopie d'un document en Noir et Blanc, Format AS	lp s	
28	Photocopie d'un document Noir et Blanc, Format A3	lp s	
29	Photocopie d'un document en Noir et Blanc/Recto -verso,Format A4	lp s	
30	Photocopie d'un document en Noir et Blanc/Recto -verso,Format AS	lp s	
31	Photocopie d'un document en Noir et Blanc,Recto-verso, Format A3	lp s	
32	Photocopie d'un document en Couleur, Format A4	lp s	

33	Photocopie d'un document en Couleur, Format A5	lp s	
34	Photocopie d'un document en Couleur, Format A3	lp s	
35	Photocopie d'un document en Couleur/Recto -verso, Format A4	lp s	
36	Photocopie d'un document en Couleur/Recto -verso, Format A5	lp s	
37	Photocopie d'un document en Couleur/Recto -verso, Format A5	lp s	
38	Production d'un papier entete couleur	lp s	
39	Banderole en plastique de 4m de longueur x m de largeur	lp s	
40	Design de calendriers de table a 13volets de 21x17cm imprimes en couleurs	lp s	
41	Calendriers de table a 13 volets de 21x17 imprimes en quadrichromies sur papier couche 150gr/m2 avec support en papier duplex 300/m2 relies avec spirales.	lp s	
42	Production d'un T-Shirt Lacoste avec log HI I size large	lp s	
43	Production d'un T-Shirt avec log HI imprime/ size large	lp s	
44	Production d'un Polo (type Lacoste avec log HI brode I size large	lp s	
45	Production d'un Polo (type Lacoste) avec log HI imprime/ size large	lp s	
46	Printing pull up for of 2m*85cm with stand	lp s	
47	Production d'un T-shirt round neck jezy with hi logo	lp s	

48	Printing notebook of 160pages in color cover page on 350grm with spiral binding A5 size	lp s	
49	Branding plastic pens	lp s	
50	Production of Waterproof, wind-resistant umbrella with a durable frame and ergonomic handle with LLogo	lp s	
51	Production of HAT with Logo	lp s	
52	Production d'une fiche de stock couleur A4	lp s	

Melanie GEISER

Country manager