



REQUEST FOR QUOTATION

No. HPI20250901RW

REQUEST FOR QUOTATION FOR SUPPLY OF OFFICE STATIONERY UNDER FRAMEWORK AGREEMENT.

RFQ Release Date:	09th September 2025
Question/ Inquiry Submission Deadline:	15th September 2025
Quotation Submission Deadline:	Monday, 22nd September 2025
Selection Committee review	03rd October 2025
Notification of award	09th October 2025
Award agreement negotiation and signing	20th October 2025
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	procurement-rw@heifer.org
Contact information for inquiries about this RFP:	procurement-rw@heifer.org



1. Context and background

Heifer International Rwanda (HIR) is a Nonprofit and International Non-governmental Organization with the mission to alleviate hunger and poverty, while caring for the environment through sustainable agricultural practices. In collaboration with the Government of Rwanda and other relevant partners, this project has now grown to cover the whole country to become the flagship program known as “one cow per poor family”.

Heifer International Rwanda projects focus on improving income and nutritional status, mobilizing farmers, and promoting local capacity through training of project participants, promoting market linkages for dairy value chain actors, improving the quality of livestock through artificial insemination services, empowering rural women, building resilience through sustainable agricultural practices, and connecting local communities to business development services.

Heifer International Rwanda partners with smallholder farmers to build sustainable livelihoods by empowering them to use their own energy, ingenuity, and dreams to fuel their success out of hunger and poverty. Heifer programs mobilize communities and foster the organization of associations, cooperatives and social networks while strengthen their capacity to address development challenges.

2. Objective of the tender

The main objective of this tender is to ensure the timely and reliable supply of quality office stationery to support Heifer’s daily operations. This will enable staff to perform their duties efficiently and effectively, thereby contributing to the achievement of Heifer’s business goals.

3. Technical Specifications:

The list of office stationery the supplier will be required to supply to HIR upon request are listed in the table below:

NO	QTY/UOM	Items	Technical Specifications	Bidder’s price all taxes inclusive
1	1ream	Paper A4 size	Product Name: A4 Size Paper Type: Printer and copier paper Extra white,80g/m2	
2	1pqt	Separators	sheet size A4, hole count 11 binders, number of dividers 31	

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NO	QTY/UOM	Items	Technical Specifications	Bidder's price all taxes inclusive
			sections a set provides), and material durable, tear-resistant plastic polypropylene	
3	Pkt of 50pcs	Pen	Product Name: Blue Pen Type: Ballpoint Pen Color: Blue ink Material: Plastic barrel with transparent cover Quality 1	
4	Pkt of 50pcs	pens	Product Name: Blue Pen Type: Ballpoint Pen Color: Blue ink Material: Plastic barrel with transparent cover Standard quality	
5	1pc	Staples (small size)	Staples 23/10	
6	1pc	Staples (medium size)	Staples 24/6	
7	1pc	Staples (big size)	Staples 26/6	
8	1pc	Stapling machine (big size)	Stapler Big Size 23/6-23/17 sheets 2-30 to 110-140 Dux ds-100	.
9	pc	Stapling machine (Medium size)	Stapler Medium Size No 76 Can staple 20 to 40 sheets	
10	pc	Stapling machine (Small size)	Can stapple 10-15 sheets of 80gsm paper at a time.	
11	1pc	Post it colored (small size)	Product name: Stick note Multi Color Size 7.x7.6cm, 500sheets (100x5) with different colors	
12	1pc	Post it (big size)	Product name: Stick note Big Size Size 7.6x12.7cm 3x5	
13	1box	Paper clip (small size)	Paper clip of 32mm	

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NO	QTY/UOM	Items	Technical Specifications	Bidder's price all taxes inclusive
14	1pc	Paper clips (medium size)	Paper clip of 50mm	
15	1pc	Paper clip (big size)	Paper clip of 77mm	
16	1pc	Glue Stick	Product Name: Glue Packaging: 21g tube / 35ml Color: Clear (when dried)	
17	1pkt	Sign here sticky notes	Removable, self adhesive, 12mmx45mm, 25x5 sheets	
18	1pc	Power extension cable 5m	2500W-13A MAX. 250V	
19	1pc	Paper files	Product Name: Ordinary File Hard Paper	
20	1pc	Box file	box 36x26x11cm	
21	1pkt of 50	Plastic file	Product Name: Plastic File with Rod Size: A4	
22	1pc	Ink for stamp	Blue ink	
23	1pc	Binder clip 42 mm	Binder clip 42 mm	
24	1pc	Binder clip 19 mm	Binder clip 19 mm	
25	1pc	Binder clip 25mm	Binder clip 25mm	
26	1pc	Staple remover	Staple remover SR-45/Good quality	
27	1pc	Punching machine small	Small size, light weigh under 1 kg, Punching capacity: up to 12 sheets (70–80 gsm paper) at a time; Durable metal construction with reinforced plastic cover; Adjustable paper guide for accurate alignment	
28	1pc	Punching machine medium	Medium size, sturdy build; weight under 3 kg, Punching capacity: up to 60 sheets (70–80 gsm paper) at a time; Durable metal construction	

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			with reinforced plastic cover; Adjustable paper guide for accurate alignment	
29	1pc	Punching machine big	Punching machine Big Size with Capacity of more than 80 sheets	
30	1pc	Flip chart	Size: A1 (594 x 841 mm) is standard, but other sizes like A0 and A2 are available; Paper thickness ranges from 70 to 100gsm, with thicker paper preventing bleed-through from markers; perforated for easy tearing	
31	1pc	Marker	Product Name: Whiteboard Marker Type: Dry-erase marker Ink Color: Various colors available (e.g., black, blue, red, green)	
32	1pkt of 50	Envelope white small	small rectangular formats around 9.5 x 16.5 cm, color (white), paper weight (GSM), texture smooth, and closure type peel	
33	1pkt of 50	Envelope A4	A4 KAKI Envelope Size: A4 (210 mm x 297 mm) Color: KAKI/White	
34	1pkt of 50	Envelope A5	Product Name: Medium Size KAKI Envelope Color: KAKI /White	

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NO	QTY/UOM	Items	Technical Specifications	Bidder's price all taxes inclusive
35	1pc	Transparent cover (for binding)	Clear plastic binding covers for spiral binding; A4 size	
36	1pc	Hardcover (for binding)	Hard cover for binding book, A4 size	
37	1pc	Notebooks 96 Pages	A notebook with 96 pages, A5 size	
38	1pc	Notes book A5	Product Name: A5 Notebook Size: A5 (128 mm x 203 mm) 56 GSM with 70 sheets	
39	1pc	Hard disk 500GB	hard disk with 500GB capacity, a SATA interface for connectivity, form factor of 2.5inch for laptops	
40	1pc	HP toner	Toner color Hp LaserJet pro MFP M177fw (130A)	
41	1pc	HP Drum	Drum 126A for color LaserJet printer MFP M177rw	
42	1pc	Tonner	Tonner for canon printer 1133	
43	1pc	Drum unit	Drum unit for canon Printer 1133	
44	1pc	Toner	Toner for Ricoh Printer	
45	1pc	Drum unit	Drum unit for RICOH Printer	
46	1pc	Signature book 18pages	An 18-page signature book size around 34 x 24 cm, with an internal page layout designed to hold signatures and document details.	
47	1pc	Signature book 12pages	An 12-page signature book size around 34 x 24 cm, with an internal page layout	

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NO	QTY/UOM	Items	Technical Specifications	Bidder's price all taxes inclusive
			designed to hold signatures and document details.	
48	1pc	scientific calculator	Calculator with 10 + 2 digit display, solar and battery power with a long battery life, a hard protective case, and features like a large number of functions (e.g., 417), vector and matrix calculations, prime factorization, table functions, and scientific constants	
49	1pc	Calculator (small size)	MJ-120 plus 12 digits	
50	1pc	High Lighter	Product Name: Highlighter Marker Type: Fluorescent ink marker Ink Color Options: Yellow, pink, green, orange, blue	
51	1pc	dry cell	1.5V alkaline batteries in sizes AA /1500 mAh	
52	1pc	dry cell (For mouse)	AA 05/2032/1.5V/LR6	
53	1pc (of 6)	Sellotape	Scotch big size	
54	1pc (of 6)	Sellotape	Scotch medium	
55	1pc	Dairy book A5	Dairy book A5	
56	1pc	Dairy book A4	Dairy book A4	
57	1pc	Masking tape	Masking tape (big)	
58	1pc	Masking tape	Masking tape (small)	
59	1pc	Pair of scissors	High-quality stainless steel blades for sharpness and rust resistance, Durable ABS plastic handles for comfort and secure grip; Medium size: approx. 21.5 cm total length	
60	1pc	Flash disk 8GB	8GB capacity; Compatible with	



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NO	QTY/UOM	Items	Technical Specifications	Bidder's price all taxes inclusive
			Windows, macOS, and Linux operating systems; File System: FAT32; Dimensions & Weight: compact and lightweight	
61	1pc	Flash disk 4GB	4 GB capacity; Compatible with Windows, macOS, and Linux operating systems; File System: FAT32; Dimensions & Weight: compact and lightweight	

4. Administrative Requirements

The bid documents **must** include the following administrative documents at a minimum.

- Bid submission letter
- Company Registration Documents issued by RDB.
- Valid Tax Clearance Certificate issued by RRA.
- Valid Corporate Income Tax Declaration issued by RRA
- Valid Certificate of good standing/non-Bankruptcy certificate issued by RDB.



- Valid RSSB Clearance Certificate.

***Note:** Failure to meet a single administrative requirement will result in disqualification of the Service provider from further technical evaluation.*

5. Quotation Submission Requirements:

The required materials the supplier is expected to deliver to HIR are in one lot and bidders are requested to quote for all item on the list in one indivisible lot all taxes inclusive.

Prospective bidders should submit their quotation electronically to: procurement-rw@heifer.org with clear subject line: **"(Supply of Office stationery)."** and submit by **Monday, 22nd September 2025 at 5:00pm** Kigali Time.

6. Modifications to Request for Quotation:

HIR reserves the right to modify this Request for Quotation in any manner that ensures the achievement of the objectives and performance requirements of the project. In this event, all vendors who intend to submit quotation will be notified through the advertisement. If the Request for quotation needs to be modified after the close of bid acceptance, HIR will notify only those bidders who have submitted quotation by the stated deadline.

HIR reserves the right to accept or reject any quotation or to cancel the procurement process and reject all quotations at any time prior to contract signature and issue by HIR, without incurring any liability to bidders.

7. Late Bids:

Bids received after the established closing date and time will not be accepted and shall be returned to the service provider unopened.

8. Selection criteria:

The selection will be based on the **Lowest quotation**.

9. Validity of Quotation

Quotation submitted shall remain open for acceptance for 90 days from the last date specified for receipt of the quotation. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.



10. Limitations

This RFQ does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFQ, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any quotation received as a result of the RFQ.

11. Intellectual Property

Section 1. Ownership Generally. Subject to Section 8.2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI’s exclusive ownership of the Work Product.

Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. With regard to any of Contractor’s Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation



rights. Contractor hereby waives any and all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product.

Done on Tuesday ,09th September 2025.
Heifer International Rwanda