



SUSTAINABLE GROWERS RWANDA
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Sustainable Growers Rwanda

INVITATION TO BID

Title of Tender: Framework Agreement for Printery Services
Tender Reference Number: SGR PRINTING /OT/11-2025
Procurement Method: Open Tender
Date of Issue: 5th November 2025
Submission Deadline: 14 November 2025

I. INTRODUCTION.

Sustainable Growers is a non-governmental organization (NGO) that specializes in innovative coffee cultivation training techniques for smallholder women coffee farmers, with the goal of increasing their visibility in the coffee supply chain. Bloomberg Philanthropies has supported Sustainable Growers since its inception. This partnership along with the commitment of the governments of Rwanda, the Democratic Republic of Congo, and Tanzania to women's economic empowerment has transformed the lives of over 56,000 women farmers, creating a secondary impact on 235,132 family members.

Background and rationale in this perspective, Sustainable Growers Rwanda is looking for potential qualified companies to send in their proposals for providing High Quality Printing Services as per the terms of reference indicated in the table below.

TECHNICAL SPECIFICATION FOR PRINTERY SERVICE.

Category	Description of Items / Services Required
A. Event's material Printing	▪ Brochures (A5 size, 150 copies) ▪ Farmer evaluation posters ▪ Assets catalogues (listing award items) ▪ Certificates for 1,000 farmer teams ▪ Farmer team lists ▪ Event programs and leaflets (A5 & A4) ▪ Graduation certificates (custom design, foil print or embossed) ▪ Invitations and thank-you cards
B. Event's branding & promotional Materials Printing.	▪ Backdrop banners (fabric or PVC, full color) ▪ Roll-up banners (2m x 0.85m) ▪ Teardrop flags (double-sided, outdoor quality) ▪ Branded cubes (for interviews or stage) ▪ Stickers and labels ▪ Branded tablecloths and podium banners ▪ Coffee counter branding ▪ Branded T-shirts and caps ▪ Graduation gowns (embroidered logo) ▪ Eco-friendly tote bags ▪ Branded notebooks and pens ▪ Lanyards and name badges ▪ Directional signage and event posters
C. General Branding & Visibility Items Printing	▪ Apparel: T-shirts, polo shirts, caps, reflective jackets, graduation gowns and sashes. ▪ Visibility materials: banners (PVC/fabric), flags, cubes, podium signage, tents/gazebos, directional signs

Category	Description of Items / Services Required
	▪ Stickers and labels (vinyl or paper) ▪ Lapel pins and badges ▪ Stage backdrops and foam boards ▪ Posters (A1, A2, A3) ▪ Event materials: invitation cards, brochures, programs, custom plaques, and medals
D. Other Regural materials Printing	▪ Annual and project reports (A4, perfect bound or spiral bound) ▪ Training manuals and booklets (A4 or A5) ▪ Leaflets, flyers, fact sheets, newsletters, and magazines ▪ Stationery: letterheads, business cards, envelopes, notebooks, pens, folders ▪ Forms: attendance, evaluation, feedback, registration ▪ Certificates (graduation, participation, achievement)

STANDARD PROVISIONS

1. Delivery information.

The Service Provider shall be requested provide high quality printing services to Sustainable Growers Rwanda Offices, under the specific quantities of print outs to be delivered after receiving the Notification Letter or email and after the contract negotiation phase.

2. Submission Requirements

Interested candidates should submit ONE SINGLE PDF file containing the following documents (except the financial offer):

- A technical proposal, with a clear specification of each item, as much as possible provide picture of the item, and delivery timeframe.
- A financial offer detailing the various costs associated with the delivery of the above services, in PDF format and must be a separate document from the technical offer.
- Evidence of the suppliers experience in doing similar assignments: Copies of similar assignments (with evidence for good completion of the previous similar assignments);
- Submit at least 3 reference certificates of good completion with their contacts and addresses.

Rwandan firms will submit:

- Company profile.

- RDB certificate,
- VAT registration certificate.
- RRA tax clearance certificate.
- RSSB tax clearance certificate (when applicable).

3. Other Requirements:

- Detailed breakdown of prices must be provided in Rwandan Francs (RWF) and must include all taxes
- Prices shall not change for the duration of the contract.

II. STANDARD PROVISIONS

1. Guidelines, policies and ethics

All bidders must commit to the guidelines in the SGR Procurement Procedures Manual. The procedures followed by Sustainable Growers Rwanda in making any award and contract resulting from this tender, will be in accordance with the:

- SGR Procurement Manual,
- SGR Anti-terrorism and Anti-money laundering Policy
- SGR Anti-fraud, bribery and corruption Policy.

4. Conflict of Interest and Disqualification Provisions

Bidders shall not have a conflict of interest, such as submission of more than one bid in the same process, except as alternative offers permitted under the rules; association with a staff member involved in the awarding of the bids and also a bidder must disclose any relation with a staff member.

Sustainable Growers Rwanda encourages all bidders to conduct themselves with integrity. Sustainable Growers will automatically disqualify the bidder that attempts to:

- Change or omit any information related to this RFQ
- Inappropriately influence this Procurement Process.
- Enter an arrangement with any other party that such party shall refrain from submitting a tender response.
- Enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted.
- Engage in direct or indirect bribery, corruption or canvassing by you or your appointed advisers in relation to this Procurement Process
- Obtain information from any of the employees, agents or advisors of the Sustainable Growers concerning this Procurement Process (other than as set out in these RFQ Conditions) or from another potential supplier or another tender response,

Additionally, Sustainable Growers will automatically disqualify the bidder that:

- Are currently blacklisted by the Public Procurement Authority or Sustainable Growers Rwanda itself;
- Have received corruption-related convictions in Rwanda or elsewhere
- Have unresolved disputes with previous service contracts
- Are in bankruptcy proceedings
- Are excluded under applicable regional or international conventions
- Is received after the submission deadline
- Contains omissions, gaps, misrepresentations, errors and/or uncompleted sections
- Contains handwritten amendments with no initial of the authorized signatory.

- Contains ambiguous information that might mislead the tender evaluators. proposals.

5. Withdrawal

Sustainable Growers reserves the right to withdraw this tender at any time and without notice and liability. Sustainable Growers reserves the right to accept or reject any quotation without being obliged to give any reasons in this respect.

6. Tender costs

You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Sustainable Growers Rwanda will not be responsible of any cost you incurred during the preparation of this procurement, irrespective of whether or not your tender response is successful.

7. Confidentiality and Information Governance

All documents related to this RFQ shall remain the property of Sustainable Growers. Sustainable Growers reserves the right to disclose all documents relating to this Procurement Process, including without limitation your tender response, to any employee, third party agent, adviser, or other third party involved in the procurement in support of, and/or in collaboration with Sustainable Growers.

8. Notification of tender award

In accordance with the evaluation criteria in this RFQ, all bidders shall receive formal notification of bidding outcomes. Successful bidders shall receive detailed award documentation.

9. RFQ Validity period

The bid validity period shall be **60** days.

III. GUIDELINE FOR BID SUBMISSION

Interested and qualified companies must submit their bid documents electronically via: recruitment@sustainablegrowers.org not later than **14th November 2025** at 5:00PM (17h00) local time. **Late bids will be automatically rejected.**

Questions regarding the technical or administrative requirements of this RFQ may be submitted by email to: recruitment@sustainablegrowers.org by **5th November 2025, 05:00pm.**

Sustainable Growers Rwanda may at any time request further information from potential bidders to verify or clarify any aspects of their tender response or other information they may have provided.

In case you do not provide supplementary information or clarifications to Sustainable Growers Rwanda by any deadline notified to you, your tender response may be rejected in full and you may be disqualified from this Procurement Process.

Done at Kigali, on 5th November 2025.

Jimmy Gahima.

**Executive Director
Sustainable Growers Rwanda.**