OPEN TENDER

SUPPLY OF PROMOTIONAL MATERIALS FOR BRANDING AND COMMUNICATION

Framework contract for the design, printing and supply of branding and communication materials

Tender reference	ECF-PRM-TND-2026-012
Date of issue	27th November 2026
Tender name	Supply of Promotional Materials for Branding and Communication
Bid security	RWF 500,000 (five hundred thousand Rwandan Francs), issued by a bank or an insurance company
Deadline for submission	18th December 2026 at 5:00 pm (Kigali time)
Submission	By e-mail to procurement@ecofleet.rw, copy to info@ecofleet.rw
Technical specifications and price schedule	To be requested by email to procurement@ecofleet.rw quoting the tender reference
Contract	Framework contract for one (1) year, renewable by written agreement
Currency	Rwandan Francs (RWF)

1. Invitation

Ecofleet Solutions Ltd ("Ecofleet"), a government-owned company that modernises public transport service delivery in the City of Kigali, invites eligible branding and printing companies to submit tenders for the design, printing and supply of promotional materials for branding and communication, as specified in Annex B.

The objective of this tender is to establish a framework contract with an outstanding branding company that will create visually appealing and informative promotional materials, to increase the visibility of Ecofleet Solutions and raise awareness about its operations, activities and events.

The tender is a single lot. Bidders shall price every item and every item shall meet the specification; a tender with missing or unpriced items, or with any deviation from the specifications, will be disqualified.

The selected supplier will design, print and deliver against purchase orders issued by Ecofleet during the contract period, at the unit prices in the contract.

2. Scope of supply

Section	Description
Section I	Reports
Section II	Booklets, Newsletters and Magazines
Section III	Stickers, Posters and Flyers

Section	Description
Section IV	Banners and Other Promotional Materials

Parameter	Requirement	Notes
Quantities	As stated in each purchase order	One (1) unit per item in Annex B is used only to compare prices
Place of delivery	Ecofleet office, Nyarugenge, KN 63 St, Kigali, or another place informed by the client	Delivery, unloading and, where stated, installation at the supplier's cost
Delivery period	Not exceeding seven (7) calendar days from the purchase order	Where a design proof is required, counted from Ecofleet's approval of the proof
Designs and samples	Design proof or sample submitted for approval before production	Production starts only after Ecofleet's approval

3. Tender documents

The tender document consists of:

- This Request for Tenders (Clauses 1 to 13);
- Annex A: Form of Tender and Bidder's Declaration;
- Annex B: Technical Specifications and Price Schedule;
- Annex C: Form of Bid Security.

Note: Technical specifications and price schedule will be requested by email to procurement@ecofleet.rw quoting the tender reference

4. Obligations of the supplier

The supplier shall:

- Design, print and supply the items in the quantities and specifications stated in its tender and in each purchase order;
- Submit a design proof or sample of each item for Ecofleet's written approval before production, and respect Ecofleet's logo, colours and visual identity;
- Deliver within seven (7) calendar days as set out in Clause 2, with a delivery note and an EBM invoice for each delivery;
- Replace at its own cost, within two (2) working days, any item rejected as defective, damaged, poorly printed or not matching the approved proof;
- Keep confidential all content, data and artwork provided by Ecofleet; designs produced under the contract become the property of Ecofleet.

5. Eligibility and mandatory documents

A tender will be rejected as non-responsive if any of the following is missing, invalid or expired at the submission deadline. Where a certified copy is accepted, it shall be certified by a notary.

No.	Requirement	Document to submit
5.1	Legal status	RDB certificate of registration showing business activity in printing, branding and/or advertising; company profile, proving at least seven (7) years of experience.
5.2	Certificate of good standing	Valid certificate of good standing issued by the Rwanda Development Board (RDB).
5.3	RSSB clearance	Original or a certified copy of the valid social security clearance certificate issued by the Rwanda Social Security Board (RSSB).
5.4	Tax clearance	Original or a certified copy of the valid tax clearance certificate issued by the Rwanda Revenue Authority (RRA).
5.5	Relevant Experience	References for similar tenders executed for reputable institutions or companies, supported by at least two (2) certificates of completion, each accompanied by its respective contract.
5.6	Delivery period	Written confirmation, in the Form of Tender (Annex A), that the delivery period does not exceed seven (7) calendar days.
5.7	Bid security	Original bid security of RWF 500,000 (five hundred thousand Rwandan Francs), issued by a bank or an insurance company.
5.8	Printing house	Full Physical Address of the Printing House The bidder shall provide the complete physical address of the printing house where the printing machines are installed and operational, including the District, Sector, Cell, Street, and any other relevant location details. **Note:** The Ecofleet evaluation team will conduct a physical site visit to verify the existence, ownership, and installation of the printing and Branding machines at the declared premises. The findings from this verification will form part of the evaluation criteria.
5.9	Form of Tender	Annex A fully completed, signed and stamped by the authorised representative.
5.10	Price schedule	Annex B completed for every item, signed and stamped.

6. Clarifications

Questions or request for clarifications about this tender shall be sent by e-mail to procurement@ecofleet.rw no later than 9th December 2026 at 17:00 (Kigali time). Ecofleet will reply by e-mail and share the answers with all bidders who have obtained the tender document, without disclosing the source of the question.

7. Preparation and submission of tenders

- Tenders shall be written in English. Prices shall be in RWF, with amounts excluding VAT and VAT shown separately; the evaluated price is VAT inclusive.

- Unit prices shall be fixed and include design, materials, printing, finishing, packaging, transport, delivery, installation where stated, overheads, profit and all taxes and statutory charges. They shall remain firm for the contract period.
- Tenders shall remain valid for one hundred and twenty (120) calendar days from the submission deadline.
- The bid security of RWF 500,000 shall remain valid for one hundred and fifty (150) calendar days from the submission deadline (30 days beyond the tender validity). It will be forfeited if the bidder withdraws its tender during the validity period or, once selected, refuses to sign the contract. Bid securities of unsuccessful bidders will be returned after the contract is signed.
- Tenders shall be submitted online to procurement@ecofleet.rw copy to info@ecofleet.rw marked "Tender – Supply of Promotional Materials – ECF-PRM-TND-2026-012".
- Deadline: 18th December 2026 at 5:00 pm (Kigali time). Tenders received after the deadline will be rejected.

8. Evaluation

Tenders will be evaluated in three stages, and only tenders that pass one stage will move on to the next.

Stage	Basis of assessment
Stage 1: Administrative compliance	Completeness and validity of the documents in Clause 5, including the bid security (pass/fail).
Stage 2: Technical evaluation	Compliance of every item with Annex B, review of references, proof of ownership of the printing equipment and full address of the printing house.
Stage 3: Financial evaluation	Correction of arithmetic errors (unit prices prevail over totals; amounts in words prevail over figures) and comparison of total prices, VAT inclusive.

9. Site verification visit

During the evaluation, the Ecofleet representative team will visit the printing house of each bidder that passes Stage 1, at the address declared in the tender, to verify:

- That the printing house exists and operates at the address declared;
- That the appropriate printing and branding equipment is installed, functional and in good condition, with capacity to perform the work; and
- The bidder's production capacity to deliver within seven (7) calendar days.

Ecofleet will notify the date of the visit in advance and the bidder shall give the team full access. The result of the site verification visit is the basis for award: a bidder whose printing house or equipment cannot be verified, or does not match the documents submitted, will be disqualified.

10. Award

The contract will be awarded to the bidder that passes all Evaluation Stages and offers the lowest evaluated prices, VAT inclusive. Ecofleet may ask a bidder to justify in writing a price that appears abnormally low or high; a tender may be rejected if the justification is not satisfactory.

11. Contract conditions

Contract period	One (1) year from signature, renewable by written agreement subject to satisfactory performance.
Ordering	Written purchase orders. Ecofleet does not guarantee any minimum quantity.
Prices	The unit prices in the tender are fixed for the contract period and apply to every purchase order.
Payment	Within thirty (30) days of delivery and acceptance, on presentation of the delivery note and EBM invoice.
Late delivery	Penalty of 0.1% of the value of the late order per day of delay, up to 5%. Ecofleet may then cancel the order or terminate the contract.
Quality and replacement	Items shall match the approved proof or sample. Rejected items are replaced as set out in Clause 4.

12. Quality and conflict of interest

- Items shall comply with the technical specifications.
- Items of poor print quality, wrong colours, wrong content or below the specified material will be rejected. Repeated rejections may lead to termination of the contract.
- Bidders shall disclose any actual or potential conflict of interest. Failure to disclose a material conflict will lead to disqualification.

13. Reservation of rights

In accordance with applicable procurement rules, Ecofleet may accept or reject any tender, cancel the tender process, or reject all tenders at any time before contract award. Ecofleet is not liable for any cost incurred by bidders in preparing or submitting their tenders.



Aubin RUKERA
Chief Executive Officer
Ecofleet Solutions Ltd

ANNEX A: FORM OF TENDER AND BIDDER'S DECLARATION

To: Ecofleet Solutions Ltd, Nyarugenge, KN 63 St, Kigali, Rwanda

Tender: Supply of Promotional Materials for Branding and Communication, Ref. **ECF-PRM-TND-2026-012**

Having examined the Request for Tenders and its Annexes, we offer to design, print and supply all 91 items described in Annex B for the prices below:

Description	Total excl. VAT (RWF)	VAT 18% (RWF)	Total incl. VAT (RWF)
Promotional materials (items 1–91)			

Total price in words, VAT inclusive	
Delivery period after purchase order or proof approval (calendar days, maximum 7)	
Full address of the printing house	
Contact person and telephone at the printing house	
Bid security: issuer, number and amount	

We declare that:

- This tender is valid for one hundred and twenty (120) calendar days from the submission deadline and is binding on us;
- The information and documents submitted are true, accurate and current;
- The items offered comply with Annex B, and we will deliver within a period not exceeding seven (7) calendar days;
- We own the digital printing, offset printing and cutting machines declared, installed at the printing house stated above, which the Ecofleet team may visit during the evaluation;
- We are not bankrupt, under liquidation or debarred from public procurement;
- We have no conflict of interest in relation to this tender; and
- We will provide samples or design proofs on request.

Name of bidder	
Authorised representative and title	
Address, telephone and e-mail	
TIN	
Date	

Signature and company stamp	