



ICYEREKEZO SACCO NYARUGENGE

Saving today, security tomorrow

Date: 16th February 2026

Tender Reference No: ISN/OSOD/001/2026

To: All Interested and Eligible Bidders

Subject: Invitation to Tender for the Supply of Office Stationeries and Office Devices

Greetings from **Icyerekezo SACCO Nyarugenge (ISN)**.

Icyerekezo SACCO Nyarugenge (ISN) is a licensed Savings and Credit Cooperative regulated by the **National Bank of Rwanda (BNR)** and the **Rwanda Cooperative Agency (RCA)** under the following particulars:

License Registration Number:

- ❖ RGDG012866
- ❖ **RRA TIN:** 128561424

ISN was established through the merger of all Umurenge SACCOs of **Nyarugenge District**. The Head Office is located in **Kigali City, Nyarugenge District, Nyakabanda Sector, Nyakabanda Cell, Green Corner Building**.

ISN is pleased to invite **all interested and competent bidders** to submit bids for the **supply of office stationeries and office devices**, under the above-referenced tender.

1. Eligibility Criteria

- ❖ Eligible bidders must submit the following mandatory documents:
- ❖ Official letter of interest addressed to the Managing Director of ISN
- ❖ Valid RDB Registration Certificate
- ❖ Valid RRA and RSSB Clearance Certificates
- ❖ Declaration of no conflict of interest with ISN
- ❖ Evidence of at least three (3) years of proven experience (Certificate of good completion).
- ❖ Proof of payment of a non-refundable tender fee of FRW 20,000, deposited to:

-Bank: Bank of Kigali

-Account Number: 100202245719

-Account Name: Icyerekezo SACCO Nyarugenge

❑ **Failure to meet any eligibility requirement shall result in automatic disqualification.**

2. Financial Proposal Requirements

Bidders are required to submit a **financial proposal quoting ALL listed items**.

Email : isnyarugenge@gmail.com Nmero d'Imatriculation: 3136496000000S; TIN : 128561424 ; TEL : 0795594439 ; RGDG012866

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-Each item **must be quoted**

-Unit prices must be **inclusive of all applicable taxes and delivery costs**

-Partial quotations will **not be considered**

3. List of Items to Be Quoted

(The bidder must quote each item below)

No	Description	Quantity	Unit Cost include Taxes and delivery
1	Ink bottle for Epson printer (4 colours)	Pcs	
2	Cartridge 30A, 05A & Ink bottle Epson L3250 (4 colours)	Pcs	
3	Ink bottle Epson L3250 (4 colours) & Cartridge HP LaserJet P2035	Pcs	
4	Cartridge 83A & ink bottle for Brother printer (4 colours)	Pcs	
5	Ink bottle for Epson (B,K, Y, C, M)	Pcs	
6	Ink bottle Epson L3250 (4 colours), BTD100 (Brother), HP LaserJet A83, HP DeskJet 2130	Pcs	
7	Endorsing Ink & Toner cartridge 59A	Pcs	
8	Ink L3210 (B,K,Y,M and C), Cartridge 05A, LQ590, LQ350	Pcs	
9	Cartridge 05A	Pcs	
10	Ink bottle for Brother printer (4 colours)	Pcs	
11	Endorsing Ink & Toner cartridge 59A	Pcs	
12	Ink bottle for Epson printer (4 colours)	Pcs	
13	Diary (Agenda) big size	Pcs	
14	Diary (Agenda) small size	Pcs	
15	Calculator Casio (medium size)	Pcs	
16	Office trays (3 compartments)	Pcs	

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17 Highlighters (box of 12 – mixed colours)	Pqt
18 Ink for Epson 103 / 003	Pcs
19 Agrafeuse	Pcs
20 Agrafeuse GF	Pcs
21 Attache-tout GF	Pqt
22 Attache-tout MF	Pqt
23 Attache-tout PF	Pqt
24 Attache-tout 33mm	Pqt
25 Attache-tout 50mm	Pqt
26 Attache-tout 78mm	Pqt
27 Arrache agraffe	Pcs
28 Computer bag	Pcs
29 Bic Cristal	Pqt
30 Binders 51mm	Pqt
31 Blanco	Pcs
32 Bloc Note A5	Pqt
33 Archive box	Pcs
34 Calculator CASIO MJ120	Pcs
35 Cartouches (05A, 17A, 30A, 207A, 80/83/85A)	Pcs
36 Ciseaux	Pcs
37 Classeur	Pcs
38 Desk Organizer	Pcs
39 Envelopes A3 / A4 / A5 (Kaki – packs of 50)	Pcs
40 Flash Disk (8GB / 16GB)	Pcs
41 Foam Cleaner	Pcs
42 Ink Stamp (Shiny)	Pcs

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43 Marker Pens / Permanent Markers	Dzn
44 Multiprise (4, 5 & 6 ports – original)	Pcs
45 Office Tray (4-tier)	Pcs
46 Porte-document (leather)	Pcs
47 Paper Reams A4 (carton of 5)	Crtn
48 Registers (Jumbo, Files, Master)	Pcs
49 Ribbon LQ590 / 300	Pcs
50 Stapling machines (various sizes/models)	Pcs
51 QR Code paper roll	Pcs
52 Laptop stand	Pcs
53 Pens (Bic Crystal – box of 50)	Box
54 Fire Extinguisher 6 kg	Piece
55 First Aid	Box

4. Submission of Bids

Bidders shall submit **hard copies of both technical and financial proposals** in a sealed envelope clearly indicating:

- ❖ Company name
- ❖ Company email
- ❖ Contact telephone
- ❖ Official representative

The envelope must be **sealed and stamped**.

Bids may also be submitted electronically via:

☐ isnprocurement@gmail.com

5. Deadline and Opening of Bids

- **Submission deadline: 24th February 2026 at 09:45 AM**
- **Venue: ISN Head Office (address above)**
- **Late submissions shall not be accepted**

Public opening of financial proposals:

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On 24th February 2026 at 10:30 AM sharp

All bidders may attend through their representatives or owners.

The tender shall be awarded to the **best evaluated bidder** offering **fair and competitive prices** and meeting all eligibility requirements.

Yours sincerely,

Cyprien Byaruhanga

**Managing Director
Icyerekezo SACCO Nyarugenge**

