

REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS FOR SUPPLY AND DELIVERY OF OFFICE CONSUMABLES.

1. Context and background

Avipro Rwanda Ltd is a fully integrated poultry business, dedicated to providing high-quality poultry products at competitive prices. Our operations span across rearing and breeder farms, hatchery operations, broiler commercial farms, slaughterhouse/processing plant, and a comprehensive sales and distribution network serving hotels, restaurants, cafes, general trade, butcheries, supermarkets, and franchises across Rwanda. We are on a mission to contribute to Rwanda's food self-sufficiency by providing quality poultry meat, both fresh and frozen to the local population. We are committed to achieving this mission through inclusive business practices, partnering with contract growers, franchisees, and local farmers

2. Objective of the Service

The main objective of the service is to supply and deliver quality office consumables to Avipro Rwanda Ltd on time upon request.

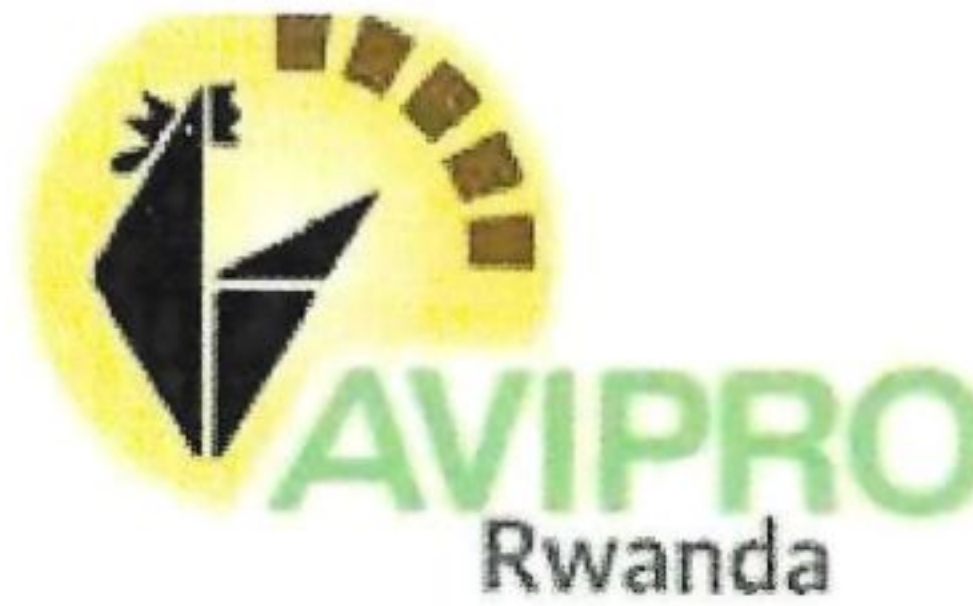
3. Specification of the service:

The list of materials the supplier will be required to supply to Avipro Rwanda Ltd upon request are listed in the table below:

4. Administrative Requirements

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

- A Copy of Registration Certificate issued by RDB.
- Valid Tax Clearance Certificate issued by RRA.
- Evidence of payment of Rwf 10,000 into account number 00062-06977842-28 in the name of Avipro Rwanda Ltd (bank of Kigali).
- Valid RSSB Clearance Certificate
- Three (3) good completion certificates for previous similar works



5. Proposal Submission Requirements:

The required materials the supplier is expected to deliver to Avipro Rwanda Ltd are indicated in Annex No.1, and suppliers shall propose a reasonable cost estimate for materials they can supply. The registered company shall be entirely responsible for all taxes.

Prospective bidders should submit their proposals electronically to: procurementwanda.avipro@eclosia.com with clear subject line: **"(Supply and Delivery of Consumables)."** and submit by **17th October 2025 at 5:00pm** Kigali Time.

6. Modifications to Request for Proposals:

Avipro Rwanda Ltd reserves the right to modify this Request for proposals 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 proposals will be notified through the advertisement. If the Request for Proposals needs to be modified after the close of bid acceptance, Avipro Rwanda Ltd will notify only those bidders who have submitted a proposal by the stated deadline.

Avipro Rwanda Ltd reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by Avipro Rwanda Ltd, 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:

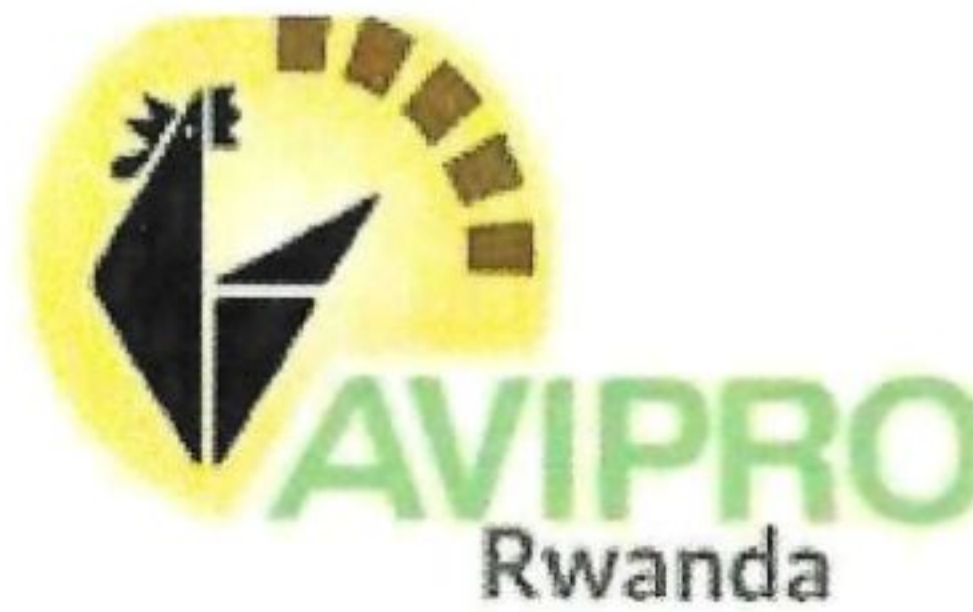
The selection will be based on the cost (**Least Cost Based Selection**) with the most favorable payment terms and commitment to high quality and quick delivery.

9. Validity of Proposals

Proposals submitted shall remain open for acceptance for 90 days from the last date specified for receipt of the proposal. 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 RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Avipro Rwanda Ltd 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 proposal received as a result of the RFP.



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 Avipro Rwanda Ltd . Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect Avipro Rwanda Ltd '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 Avipro Rwanda Ltd 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 Avipro Rwanda Ltd e. To the extent copyright laws apply to the Work Product, the Parties agree that (a) Avipro Rwanda Ltd specially ordered or commissioned the Work Product, (b) the Work Product is a "work made for Avipro Rwanda Ltd e" under United States copyright laws, and (c) Avipro Rwanda Ltd 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 Avipro Rwanda Ltd as a "work made for Avipro Rwanda Ltd e", Contractor hereby irrevocably grants, assigns, and transfers to Avipro Rwanda Ltd , 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 Avipro Rwanda Ltd 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 Avipro Rwanda Ltd may use the Work Product.



AVIPRO RWANDA LTD

Signed:

The country Manager

Avipro Rwanda Ltd

Annex No.1; List of items.

NO	DESCRIPTION	UNIT MEASURE	UNIT PRICE OF GOODS
1	Bourbon Coffee	1 Piece of 500g	
2	Bourbon Coffee Beans	1 Kg	
3	Gorilla Coffee Beans	1 Kg	
4	Question Coffee beans (Question everything)	1kgs	
5	Coffee-mate	400gm	
6	Coffee cups	1Pc	
7	Nescafe	1 piece of 50g	
8	Hygienic Tissues (Fine)	1Pc	
9	Paper roll (Medium size)	1Pc	
10	Paper roll (Big size)	1Pc	
11	Sugar (Brown)	1 kg	
12	Gas	1 kg	
13	Ovaltine	1 piece of 400g	
14	Herbal tea (Twinings)	1 pack of 50pcs	
15	Tea Bags	1 pack of 50pcs	
16	Rwanda Tea (Tea leaves)	1 Packet	
17	Liquid soap	5lts	
18	Cups (Luminalic)	1Pc	
19	Cups (Ceramic)	1Pc	
20	Plates (Ceramic)	1Pc	
21	Plates (Luminalic)	1Pc	
22	Teaspoon (Stainless steel)	1Pc	
23	Serviettes	1 pack of 20 pcs	
24	Trays	1 set of 3 pcs	
25	Forks	1 dozen	
26	Table Knives	1 dozen	
27	Flasks (Metallic)	1ltr	



28	Flasks (Metallic)	½ltr	
29	Stainless steel Vensico- Airport large thermal Flask with Pump	4 Liters (4000Mls)	
30	Stainless steel ginger grinding	1Pc	
31	machine		
32	Honey (Pure natural)	1 Kg	
33	Dimpic	1 Pc	
34	INYANGE drinking water 500 ml	1 Carton of (24bottles)	
35	INYANGE drinking water 20 liters	20-liter bottle	
36	INYANGE Whole milk (UTL) 500ML	Carton of (12) Pcs	
37	Scent diffusers sansiro	1Pc	
38	Air freshener Spray/ London Vintage collection (Blue Perfume Fragrance)	1Pc	
39	Laundry freshener sansiro	1Pc	
40	Hand wash Ocean 400ml	1Pc	
41	Automatic Air freshener Dispenser	1Pc	
42	Sponge	1 Pck of 5pcs	
43	Water Drinking Glasses (Fancy)	1Pc	
44	INYANGE drinking water 500 ml - Provinces	20-liter bottle	
45	INYANGE Whole milk (UTL) 500ML	Carton of (12) Pcs	
46	Toilet Paper Roll	1 Pack of 10 rolls	
47	Bar Soap (for restrooms)	1 Pack of 12	
48	Hand Sanitizer (5L for refill)	1 Jerrican	
49	Hand Sanitizer Dispenser	1 Pc	
50	Floor Cleaning Detergent (e.g., NILO)	1 Liter	
51	Toilet Cleaner (e.g., Harpic)	1 Liter	
52	Dishwashing Liquid (e.g., Protex)	1 Liter	
53	Scouring Pads (for cleaning pots/dishes)	1 Pack of 5	
54	Cleaning Mop and Handle	1 Set	
55	Plastic Bucket	1 Pc	
56	Dustbin (for office and restroom)	1 Pc	
57	Bin Liners (Medium & Large size)	1 Roll	
58	Cleaning Cloths / Rags	1 Pack of 5	
59	Disposable Gloves (for cleaners)	1 Pack of 10 pairs	
60	Insecticide Spray (e.g., DOOM)	1 Can	
61	Air Freshener Block (for restrooms)	1 Pc	
62	Milk (Sain, Inyange UHT) - 1L	1 Carton	
63	Powdered Milk (Nido)	1 Piece of 400g	
64	Sugar (White)	1 Kg	
65	Cooking Oil (1-2L)	1 Bottle	
66	Salt	1 Kg	



67	Rice / Pasta	1 Kg	
68	Bread Loaf	1 Pc	
69	Biscuits (Assorted)	1 Packet	
70	Ketchup / Sauce	1 Bottle	
71	Large Thermos for Water (10-20L)	1 Pc	
72	Fridge	1 Pc	
73	Electric Kettle	1 Pc	
74	Microwave Oven	1 Pc	
75	Cleaning Brush for Cups	1 Pc	
76	Tea Towels / Dish Drying Cloth	1 Pack of 3	
77	Disposable Gloves (Nitrile)	1 Box of 100	
78	Heavy-Duty Rubber Gloves	1 Pack of 10 pairs	
79	Overalls / Coveralls	1 Pack of 10	
80	Boots (Wellingtons)	1 Pack of 10 pairs	
81	Head Caps / Hairnets	1 Box of 100	
82	Face Masks (Dust Respirators)	1 Box of 50	
83	Waterline Cleaner & Sanitizer	5 Litre	
84	Hand Sanitizer (70% Alcohol)	5 Litre	
85	Antibacterial Hand Soap	5 Litre	
86	Paper Towels	1 Case	
87	First Aid Kit	1 Unit	

AVIPRO RWANDA LTD