

## **REQUEST FOR PROPOSALS**

### **REQUEST FOR PROPOSALS FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY AND IT 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 stationery and IT consumables to Avipro Rwanda Ltd on time upon request.

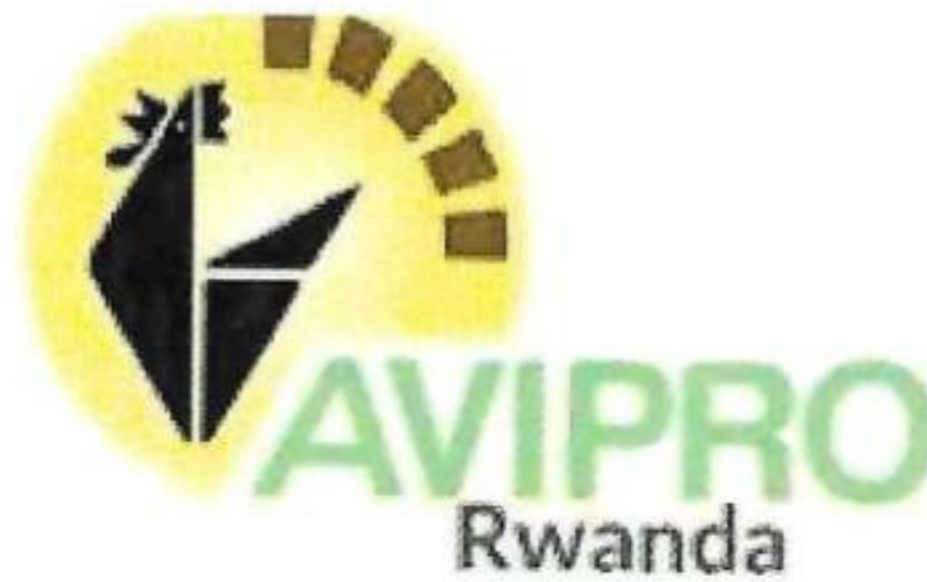
#### **3. Specification of the service:**

The list of materials the supplier will be required to supply to Avipro Rwanda Ltd upon request are listed in the table below on Annex 1.

#### **4. Administrative Requirements**

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

- A Copy of Registration Certificate issued by RDB.
- Evidence of payment of payment of Rwf 10,000 for the tender document to Bank Account Number: 00062-06977842-28 (Bank of Kigali) in the name of Avipro Rwanda ltd.
- Valid Tax Clearance Certificate issued by RRA.
- 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 divided into two (2) lots and bidders are allowed to quote for either one lot or both, 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: [procurementrwanda.avipro@eclosia.com](mailto:procurementrwanda.avipro@eclosia.com) with clear subject line: “(Supply and Delivery of office stationery and IT Consumables)” and submit by 16<sup>th</sup> 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.

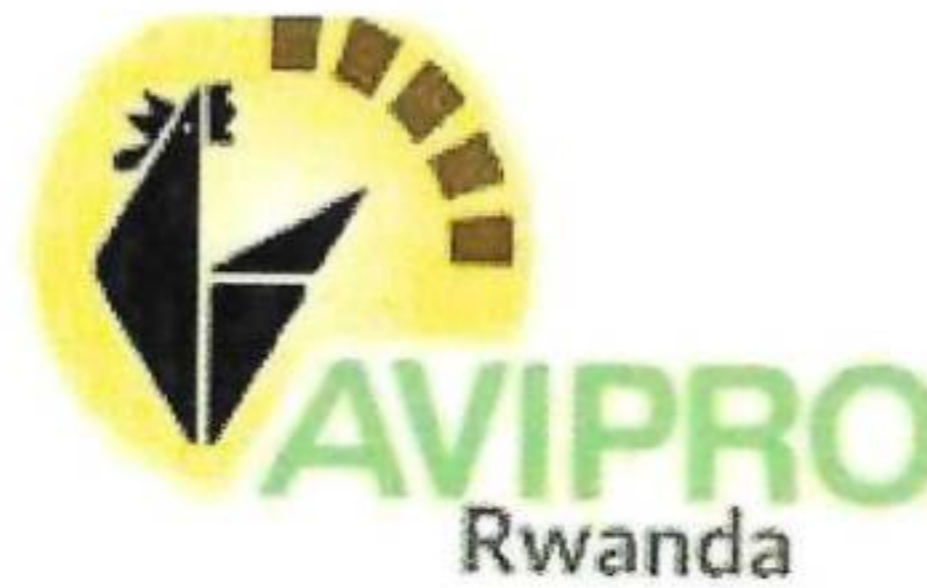
## **8. Selection criteria:**

The selection will be based on the cost (**Least Cost Based Selection**) and most favorable payment terms plus commitment to deliver quickly (which must be stated in the proposal).

NB: Preferred payment terms is 30 days payment terms.

## **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**

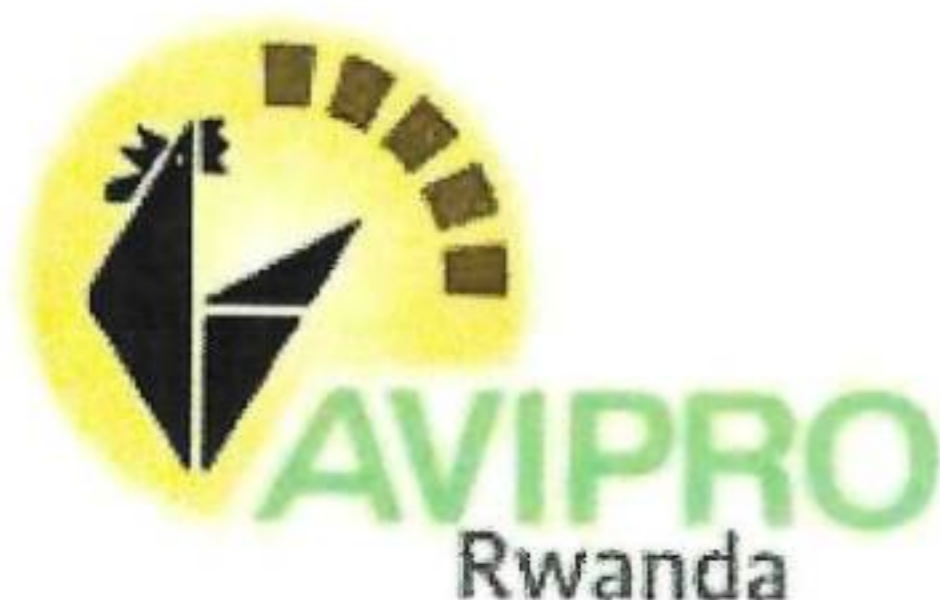
This RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or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

  
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The country manager



Avipro Rwanda Ltd



**Annex 1: Technical specifications for office stationery and IT consumables**

No	DESCRIPTION	Unit	Qty	Unit Price
1	Flash Disk 8GB	Pc	1	
2	Flash Disk 16GB	Pc	1	
3	Paper A4	Carton of 5 reams	1	
4	Paper A3	Carton of 5 reams	1	
5	Executive Pen	Pc	1	
6	Suspension Files	Pqt	1	
7	Post-It Small	Pqt	1	
8	Post-It Medium	Pqt	1	
9	Post-It Big	Pqt	1	
10	Pens of different colours	Pqt	1	
11	Envelops A3	Pqt	1	
12	Envelops A4	Pqt	1	
13	Envelops A5	Pqt	1	
14	Envelops Kaki 25/20	Pqt	1	
15	Plastic Files/Folder	Pqt	1	
16	Paper Files	Pc	1	
17	Box Files – Small & Big Size	Crtn	1	
18	UHU liquid 20ml	Pc	1	
		5		



19	Highlighters/all colors	Pqt	1	
20	Markers	Pqt	1	
21	Transparent paper	Pqt	1	
22	Covers	Pqt	1	
23	Plastic PVC slide binder bar:	Pqt	1	
	- Small	Pqt	1	
	- Medium	Pqt	1	
24	Block Note A4	Pqt	1	
25	Block Note A5	Pqt	1	
26	Flipchart	Pqt	1	
27	Flipchart Paper	Pc		
28	Register Book – Manuscript FIS	Pc	1	
29	Archiving Boxes	Pqt	1	
30	Punching Machine No 508	Pc	1	
31	Punching Machine No 865	Pc	1	
32	Stapler Big No HS-2000	Pc	1	
33	Stapler No 76	Pc	1	

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34	Stapler FISS No Fssf 58	Pc	1	
35	Stapler 24/6	Pc		
36	Staples 66/14	Box	1	
37	Staples 23/15	Box	1	
38	Staples 23/10	Box	1	
39	Staples 23/13	Box	1	
40	Staples 23/15	Box	1	
41	Staples 23/17	Box	1	
42	Staples 23/8	Box	1	
43	Staples 24/6	Box	1	
44	Paper Clips 33mm	Pqt	1	
45	Paper Clips 78mm	Pqt	1	
46	Paper Clips 51mm&50mm	Pqt	1	
47	Paper clips 31mm	Pqt	1	
48	Rubbers	Pqt	1	
49	Pencils	Pqt	1	
50	White Wash/Blanco	Pcs	1	
51	Scientific Calculators	Pcs	1	
52	Ink for Stamp S63(28ml)	Pcs	1	
53	Stamp Pad	Pcs	1	
54	Binder Clips 19mm	Pqt	1	
55	Binder Clips 51mm	Pqt	1	
56	Binder Clips 32mm&25mm	Pqt	1	
57	Binder Clips 41mm	Pqt	1	
58	Office Tray Organizer – Executive	Pc	1	
59	Fils a coudre – (Strong Thread)	7Pqt	1	

60	Frame of certificate	Pc	1	
61	Name card hold with cords	Pc	1	
62	Name card holder with string mf	Pc	1	
63	Name card of holder with string sf	Pc	1	
64	Office files Alba rado	Pc	1	
65	Packet of string	Pqt	1	
66	Paper A3 150 gr	Ream	1	
67	Paper certificate	Pc	1	
68	Farde a tringle	Pc	1	
69	Farde Chemise	Pc	1	
70	Files (Ecritoire)	Pc		
71	Post-It 3x5	Pqt	1	
72	Post-It Colours	Pqt	1	
73	Sign Here	Box	1	
74	Pompe for ball	Pc	1	

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75	Punching machine mf	Pc	1	
76	Scissor (Small & Big)	Pc	1	
77	Scotch mf	Pc	1	
78	Scotch gf	Pc	1	
79	Signature Book Executive	Pc	1	
80	String for name card	Pc	1	
81	Filling box	Pcs	1	
82	Pure rubber bands Size: Small Med um Big	Pqt	1	
83	Desk Organizer – 3 Tier	Pc	1	
84	Business card Holder	Pc	1	
85	Ruler	Pqt	1	
86	Sharpeners	Pc	1	
87	Stapler Remover	Pqt	1	
88	Separators	Pqt	1	
89	Bin Cards A4	Pc	1	
90	White Board Markers	Pqt	1	
91	Pen Holders	Pc	1	
92	Pen Stand for Desk	Pc	1	
93	Filing Plastic Box	Pqt	1	
94	Laptop bags 16	Pc	1	
95	Removable Transparent (Sign Here)	Pqt	1	
96	Visitors book	Pc	1	
97	Badge card (pcs)	<sup>9</sup> Pc	1	

98	Paper duplicator A4 (5 reams / carton)	Carton	1	
99	Mini Stapler	Pc	1	
100	Mini Staples	Pqt	1	
101	Cartridges for Printer: Hp officeJet Pro 8740 (952)	Full set	1	
102	Cartridges for Printer: Hp LaserJet Pro 500 Color MFP m570dn (507A)	Full set	1	
103	Cartridges for Printer: Hp LaserJet Pro MFP M426 dw (26A)	Black Cartridge	1	
<b>Total unit price</b>				

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