**REQUEST FOR PROPOSALS FOR SUPPLY AND DELIVERY OF STATIONERY AND OFFICE SUPPLIES.**

# Context and background

Heifer International Rwanda (HIR) is a Nonprofit and International Non-governmental Organization with the mission to alleviate hunger and poverty, while caring for the environment through sustainable agricultural practices. In collaboration with the Government of Rwanda and other relevant partners, this project has now grown to cover the whole country to become the flagship program known as “one cow per poor family”.

Heifer International Rwanda projects focus on improving income and nutritional status, mobilizing farmers, and promoting local capacity through training of project participants, promoting market linkages for dairy value chain actors, improving the quality of livestock through artificial insemination services, empowering rural women, building resilience through sustainable agricultural practices, and connecting local communities to business development services.

Heifer International Rwanda partners with smallholder farmers to build sustainable livelihoods by empowering them to use their own energy, ingenuity, and dreams to fuel their success out of hunger and poverty. Heifer programs mobilize communities and foster the organization of associations, cooperatives and social networks while strengthen their capacity to address development challenges.

# Objective of the Service

The main objective of the service is to supply and deliver quality stationery and office supplies to Heifer International Rwanda on time upon request.

# Information on the proposals

Proposals must include the following information at a minimum; Incomplete proposals may be rejected.

* Full company name, physical and mailing address and country of registration.
* Full name and contact information (email and phone number) of primary contact.

# Period for validity of proposals

Proposals shall remain valid for Ninety (90) days after the date of Proposal submission prescribed by HIR, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected on the grounds that it is non-responsive.

# Modifications to Request for Proposals

HIR 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, HIR will notify only those bidders who have submitted a proposal by the stated deadline.

HIR 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 HIR, without incurring any liability to bidders.

# Related cost

The bidder shall bear all costs associated with the preparation and submission of the Proposal, HIR will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

# Specification of the service:

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

**LIST OF ITEMS IN LOT 1.**

| **NO** | **QTY** | **DESCRIPTION** | **UNIT PRICE OF GOODS** |
| --- | --- | --- | --- |
| 1 | 1ream | Reams of paper |  |
| 2 | 1pqt | Separators |  |
| 3 | 1pcs | Bic |  |
| 4 | 1pcs | Allwrite pens |  |
| 5 | 1pcs | Staples (small size) |  |
| 6 | 1pcs | Staples (medium size) |  |
| 7 | 1pcs | Staples (big size) |  |
| 8 | 1pcs | Stapling machine (big size) |  |
| 9 | 1pcs | Post it colored (small size |  |
| 10 | 1pcs | Post it (big size) |  |
| 11 | 1pcs | Paper clip (small size) |  |
| 12 | 1pcs | Paper clips (medium size) |  |
| 13 | 1pcs | Paper clip (big size) |  |
| 14 | 1pcs | UHU Stick |  |
| 15 | 1PCS | Sign here sticky notes |  |
| 16 | 1pcs | Power extension cable 5m |  |
| 17 | 1pcs | Paper files |  |
| 18 | 1pcs | Box file |  |
| 19 | 1pcs | Plastic file |  |
| 20 | 1 pcs | Ink for stamp |  |
| 21 | 1pcs | Binder clip 42 mm |  |
| 22 | 1pcs | Binder clip 19 mm |  |
| 23 | 1pcs | Binder clip 25mm |  |
| 24 | 1pcs | Stapler remover |  |
| 25 | 1 pcs | Punching machine small |  |
| 26 | 1pcs | Punching machine medium |  |
| 27 | 1pcs | Punching machine big |  |
| 28 | 1pcs | Binding machine |  |
| 29 | 1pcs | Flip chart |  |
| 30 | 1pkt | Marker |  |
| 31 | 1pcs | Correction ink |  |
| 32 | 1pcs | Envelope white small |  |
| 33 | 1pcs | Envelope A4 |  |
| 34 | 1pcs | Envelope A5 |  |
| 35 | 1pcs | Spiral 10mm |  |
| 36 | 1pcs | Transparent cover (for binding) |  |
| 37 | 1pcs | Hardcover (for binding) |  |
| 38 | 1pcs | Notebooks 96 Pages |  |
| 39 | 1pcs | Notes book A5 |  |
| 40 | 1pcs | Flash disk 4GB |  |
| 41 | 1pcs | Flash disk 8GB |  |
| 42 | 1pcs | Dairy book A4 |  |
| 43 | 1pcs | Dairy book A5 |  |
| 44 | 1pcs | Signature book 18pages |  |
| 45 | 1pcs | Signature book 12pages |  |
| 46 | 1pcs | Calculator CASIO (big size) |  |
| 47 | 1pcs | Calculator CASIO (small size) |  |
| 48 | 1pcs | High Lighter |  |
| 49 | 1pair | Panasonic dry cell |  |
| 50 | 1pcs | Masking tape (big, small) |  |
| 51 | 1pcs | Masking tape (small) |  |
| 52 | 1pcs | Pair of scissors |  |
| 53 | 1pcs | Glue stick |  |
| 54 | 1pcs | Scotch big |  |
| 55 | 1pcs | Scotch medium |  |
| 56 | 1pcs | Bic parker |  |
| 57 | 1pcs | Hard disk 500GB |  |
| 58 | 1pkt | Separator paper |  |

**LIST OF ITEMS IN LOT 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO** | **QTY** | **DESCRIPTION** | **UNIT PRICE OF GOODS** |
| 1 | 1pcs | Toner for Xerox Printer 3655 |  |
| 2 | 1pcs | Toner color Hp LaserJet pro MFP M177fw (130A) |  |
| 3 | 1pcs | Toner color HP LaserJet pro MFP M176n (126A) |  |
| 4 | 1pcs | Toner color HP for LaserJet pro 200MFP M276nw (131A) |  |
| 5 | 1pcs | Toner for printer 1020 |  |
| 6 | 1pcs | Tonner for canon printer 1133 |  |
| 7 | 1pcs | Drum 126A for color LaserJet printer MFP M177rw |  |
| 8 | 1pcs | Drum unit for canon Printer 1133 |  |
| 9 | 1pcs | Drum for printer 1020 |  |
| 10 | 1pair | Drum for xerox printer 3655 |  |

# Preparation and Submission of Bids.

The required materials the supplier is expected to deliver to HIR 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.

# Bid Price and Currency

The price quoted for the services shall be the **Rwanda Francs.**

# Submission of Proposals:

Prospective bidders should submit their proposals electronically to: [**procurement-rw@heifer.org**](mailto:procurement-rw@heifer.org)with clear subject line: **“(Supply of Office Stationeries).”** and submitted by **Tuesday, 15th December 2022 at 5:00pm** Kigali Time.

# Late Bids:

Bids received after the established closing date and time will not be accepted and shall be returned to the service provider unopened.

# Selection criteria:

The selection will be based on the cost (**Least Cost Based Selection)**.

# Notification:

The outcome of the selection shall be notified to the bidders via email: [**procurement-rw@heifer.org**](mailto:procurement-rw@heifer.org)and thereafter the successful bidder shall be invited for contract negotiation and signing.

For any additional information/clarifications, send an email to [**Procurement-rw@heifer.org**](mailto:Procurement-rw@heifer.org).

Done on Tuesday, November 30, 2022

Heifer International Rwanda