

## TERMS OF REFERENCE FOR SUPPLY OF OFFICE STATIONARIES

### 1. Introduction

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the districts of Rwanda to enable them to fulfill the responsibilities entrusted to them under the decentralization policy adopted in 2000. It was legally registered in 2003 as a non-governmental organization. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization. The objective of RALGA is to assist local Government entities in achieving their mission, complying with principles of good governance and decentralization.

RALGA invites interested companies to submit their bids for supplying on-demand, office stationaries divided into 2 lots (stationaries and cartridges). The bidders are requested to provide the unit price (tax included) of each item on the lists herewith attached. Prices quoted by the supplier shall be fixed during the period of the contract and shall only be adjusted upon written request with undisputable reasons subjected to RALGA's judgment. The supplies shall be delivered to RALGA Offices located in Masaka, in Kicukiro District.

### 2. Administrative requirements

The interested bidders shall submit the following administration requirements:

- 1) Submission letter
- 2) Copy of RDB Certificate;
- 3) A valid certificate of Rwanda Social Security Board (RSSB);
- 4) Valid tax clearance certificate from Rwanda Revenue Authority (RRA);
- 5) Certificates of good completion from 3 previous clients.

### 3. Evaluation criteria

- Administrative requirements;
- Availability of at least 95% of items mentioned in the tender document;
- Cost of items mentioned in the tender document;
- Quality of the proposed supplies;

#### 4. Notification

The outcome of the selection shall be formally notified to the bidders and thereafter the successful bidder shall be invited for contract negotiation and signing.

#### 5. Validity of bids

The validity of bids shall be 3 months starting with the deadline for submission of bids. RALGA may cancel the tender at any time before the signing of the contract.

#### 6. Submission and opening of bids

Interested companies are invited to submit their bids well-sealed addressed to the Secretary General of RALGA not later than 23 June 2022 at 3:00 p.m. at RALGA Office, Masaka Sector, Kicukiro District. Each lot is independent and the bidder shall compete on all lots or lots for his/her preference. The opening of bids shall take place the same day at 3:30 p.m., and the bidders or their representatives are allowed to attend this opening.

Further inquiries shall be channeled by email through [info@ralga.rw](mailto:info@ralga.rw)

Done at Kigali, on 9 June 2022.

  
**Ladislas NGENDAHIMANA**  
Secretary General



## ANNEX: OFFICE STATIONARIES

### Lot 1: stationaries

No	ITEMS	Unit	Observation
1	Archive box	Piece	
2	Binder Clips (41mm)	Dozen	
3	Binder Clips (51mm)	Box	
4	Block notes A4	Piece	
5	Block notes small	Piece	
6	Box files	Piece	
7	Envelope A3	Piece	
8	Envelope A5	Piece	
9	Envelope A4	Piece	
10	Envelopes Sack	Piece	
11	Folder (Disc Wallet)	Piece	
12	Glue Stick (uhu)	Piece	
13	Highlighter (10 pc in the box)	Piece	
14	Markers	Dozen	
15	Paper folders (Fardes chemise)	Piece	
16	Paperclips 78 mm	Box	
17	Paperclips 50 mm	Box	
18	Paperclips small 33mm	Box	
19	Hard paper (500 Pcs)	packet	
20	Pens (Blue)	Box	
21	Pens (Red)	Box	
22	Plastic Folders	Box	
23	Post-it	Box	
24	Punching machine (small)	Box	
25	Punching machine (medium) P.30	Box	
26	Punching machine (big) P.65	Box	
27	Reams of paper A4	ream	
28	Reams of paper A3	ream	
29	Register book	Piece	
30	Rulers	Piece	
31	Separators	set	
32	Scissors	Piece	
33	Signatory (20 Pages, A4 Size)	Piece	
34	Sole tapes Big (Papiers Collant)	Piece	
35	Spirals (28 mm)	Piece	
36	Spirals (18 mm)	Piece	
37	Spirals (14 mm)	Piece	
38	Spirals (10 mm)	Piece	
39	Spirals (22 mm)	Piece	

40	Spirals (12 mm)	Piece	
41	Staples Big(66/11)	Box	
42	Staples Big(66/14)	Box	
43	Staples Big(66/8)	Box	
44	Staples BIG 23/17	Box	
45	Staples Small (24/6)	Box	
46	Staples remover	Piece	
47	Stapling machine (small, 24/6)	Piece	
48	Stapling machine Heavy Duty (medium size)	Piece	
49	Transparent Paper	Piece	
50	White Wash	Piece	
51	Inkpad	Piece	
52	Ink (Bue)	Piece	
53	Signatory Stickers	Piece	
54	Slider Binder	Piece	
55	Reams of Paper A3	Reams	
56	Table Office Try	Piece	
57	Business Cards Paper (Ivory)	packet	

**Lot 2: Cartridges**

1	Cartridge HP LaserJet Pr0M402 MFP M426 Black	Piece	
2	Cartridge C-EXV 40 Toner for Canon	Piece	
3	Black Toner for 5335	Piece	
4	Cartridge HP Laserjet 477fdw Cf410 Black	Piece	
5	Cartridge HP Laserjet 477fdw Cf411 Cyan	Piece	
6	Cartridge HP Laserjet 477fdw Cf412 Yellow	Piece	
7	Cartridge HP Laserjet 477fdw Cf413 Magenta	Piece	
8	Epson 664 Black	Piece	
9	Epson 664 Yellow	Piece	
10	Epson 664 Cyan	Piece	
11	Epson 664 Magent	Piece	