



Institute of Policy Analysis
and Research - Rwanda

TENDER NOTICE: SUPPLY OF OFFICE CONSUMABLES

1. The Institute of Policy Analysis and Research (IPAR) is inviting eligible bidders to provide bids for supply of office consumables.
2. IPAR now solicits bids from eligible companies to supply the above goods for a period of 12 months renewable after the performance evaluation of the first year completed; and the contract will be based on unit price.: More details on the goods are provided in the technical specifications attached.
3. This tender notice is open to all interested companies fulfilling the requirements herein.
4. Interested firms must possess the following in their bids:
 - RDB Certificate of registration
 - Valid Tax Clearance from RRA
 - Valid Social Security Certificate from RSSB
 - 2 certificates of good completion
 - Bid security of 150,000Frw
5. Bids must be well sealed envelopes, and must be delivered in three copies each, one of which should be marked "ORIGINAL" to the address below: **THE EXECUTIVE DIRECTOR, P.O. BOX 6005 KIGALI, KIMIHURURA BELOW OFFICES OF THE PRIME MINISTER, TEL: 07890997045, info@ipar-rwanda.org**
6. Late bids will be rejected. Bid submission deadline is 10/01/ 2024 at 10:00Am local time.
N.B: The quantities mentioned are not the ones to be taken into account during the contract execution; they can be decreased or increased depending on the need.
Some items might not be needed during the contract execution and others not mentioned on the list be requested; through a purchase order.

Done at Kigali, 22/12/2023

Eugenia KAYITESI
Executive Director

A. Technical Specifications

OFFICE CONSUMABLES		
SN.	Item Description	Qtty
1	Water 500ML	400 Cartons of 12 pcs
2	Water Gallons	200 Gallons
3	Low fat milk	12 Boxes of 12 pcs
4	Coffee kinunu	300 Pcs
5	Nescafe (small)	24 Pcs
6	Rwandan Tea bags	300 Pcs/ Packs
7	Sugar (Brown)	6 sacks of 50 Kgs
8	Sugar bowl	6 Pcs
9	Drinking glasses	48 Pcs
10	Dish towels	24 Pcs
12	Hand towels	24 Pcs
13	Essuies-mains	12 Pcs
14	Trays big size	24 Pcs
15	Door mats	24 Pcs
16	Flask	12 Pcs
17	Tea cups with saucer	36 Pcs
18	Serviettes en papier (paper tissue)	300 Packs
19	Toilette paper (SUPA) Good quality.	1800 Pcs
20	Airfreshner	36 Pcs
21	Vim	36 Pcs
22	Liquid soap 5L	12 jericans of 20ltrs
23	Hand wash liquid soap	36 Pcs
24	Harpic	48 Pcs
25	Powder soap (Sunlight)	300 Buckets of 5kgs
26	Office Soft Tissues. Big only.	48 Packs
27	Toilet brushes	24 Pcs
28	Buckets big	6 Pcs
29	Buckets medium	6 Pcs
30	Dustbin / Trash	12 Pcs
31	Broom for office.	12 Pcs
32	Broom for outside	12 Pcs
33	Broom for tiles	12 Pcs
34	Raclette	12 Pcs

