

REQUEST FOR EXPRESSION OF INTEREST FOR PROVISION OF PRINTING SERVICES, PROMOTIONAL MATERIALS AND CORPORATE BRANDING SERVICES UNDER THE FRAMEWORK AGREEMENT

1. Introduction

Living Water International Rwanda (LWIR), an affiliate of Living Water International (LWI), is a Christian non-governmental organization that has been operating in Rwanda since 2007 to provide Water, Sanitation, and Hygiene (WASH) services. LWIR hereby invites qualified and experienced companies to submit Expressions of Interest (EOIs) for the provision of provision of printing services, promotional materials and corporate branding services under the framework agreement

All submitted proposals (Technical and Financial proposals) will undergo a rigorous evaluation process to ensure that the selected suppliers meet LWIR requirements and provide the best possible value.

The successful bidder will be awarded a one-year contract. The contract will be granted to the bidder who meets all minimum requirements and demonstrates a high level of experience, capability, and competence.

Bid Evaluation Criteria: Proposals will be evaluated based on the following criteria:

- **Compliance with Technical Specifications:** Adherence to the outlined requirements and standards.
- **Experience and Qualifications of the Service Provider:** Proven expertise and qualifications in providing similar services.
- **Cost-Effectiveness and Value for Money:** Competitive pricing while ensuring quality and service standards are met.
- **Quality of Service and Ability to Meet Deadlines:** Demonstrated commitment to high-quality service and timely delivery
- **Quality of Equipment, machines and tools and materials required for the service**

Framework Contract Duration:

The successful bidder will be awarded a contract for an initial term of one (1) year, with the potential for renewal based on performance, Cost and mutual agreement.

Payment Terms:

Payment terms and structure will be detailed in the contract following the selection of the successful bidder. All payment milestones will be aligned with the agreed deliveries and timelines.

Price Stability:

The pricing provided in the proposal must remain fixed and unchanged throughout the duration of the contract term, unless otherwise agreed upon in writing.

LWIR's Discretion:

LWIR reserves the right to reject any bid it deems inappropriate or non-compliant with the requirements.

LWIR has no obligation to accept any offer and will select the bidder that best meets its needs and objectives.

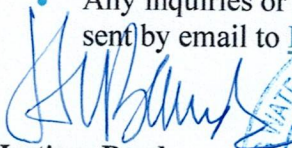
Submissions:

Proposals must be submitted in a single PDF document and should include all necessary documentation, including but not limited to:

- Company registration certificate
- Valid clearance certificate from RSSB
- Valid tax clearance certificate and proof of providing VAT invoices
- At least 5 years of experience in the field
- Company profile (including email, phone number, and physical address of the office)
- Five references from former or current clients over the past 2 years

All submitted proposals will undergo a thorough evaluation process to ensure that the selected supplier meets LWIR's high standards and provides the best possible value.

- Expression of interest, including both the technical and financial proposals, must be submitted in a well-prepared bid to LWIR via email at LWIRProcurement@water.cc and the subject line of the email must be titled "**Expression of interest for provision of printing services, promotional materials and corporate branding services**". Submitted not later than June 26th, 2026 at 17:00 (Rwanda time), late submissions will not be accepted.
- Any inquiries or requests for clarification regarding this Expression of Interest may be sent by email to LWIRProcurement@water.cc


Hastings Banda
Country Director
Living Water International Rwanda

