



INVITATION FOR BIDS (IFB)

For the Supply of Office Stationeries

Reference Number: TN 019/Jhpiego-RW/FY26

1. Introduction

Jhpiego's Mission

Jhpiego enhances the health and saves the lives of women and families in limited-resource settings. For nearly four decades, we have put evidence-based health innovations into everyday practice to overcome barriers to high-quality health care services for the world's most vulnerable populations. From our origins as technical experts in reproductive, maternal and child health, Jhpiego has grown to embrace new challenges, including HIV/AIDS, malaria, GHS and cervical cancer prevention, reflecting the increasing interconnectedness of global health.

Jhpiego's Values

At Jhpiego, we value our customers who have our respect, responsiveness, and commitment to excellence; our staff and global network of colleagues who bring cultural diversity, innovation, and a wealth of world experience; and our work culture, which is reflected in our team spirit, transparent communication, mutual respect, flexibility, and dedication.

Jhpiego invites qualified and eligible suppliers to submit bids for the supply and delivery of stationery items. The purpose of this request is to establish a framework agreement with reliable vendors who can provide quality stationery materials in a timely and cost-effective manner.

2. Scope of Work

The selected bidder(s) will be required to supply various Office stationeries items, including but not limited to:

- Printing papers (A5, A4, A3)
- Notebooks and writing pads (A5, A4, A3)
- Pens, pencils, and markers
- Files, folders, and envelopes
- Staplers, punchers, and staples
- Toners and cartridges
- Other office stationery items as may be requested

The supplies will be delivered to Kigali Jhpiego Office on a need basis during the contract period.

3. Eligibility Criteria

Interested bidders must meet the following requirements:

- Must be a legally registered company with valid RDB certificate in the same field.
- Provide a valid Tax Clearance Certificate
- To have at least 2 years of experience in supplying stationery
- Provide proof of past performance (at least 2 references)
- Must have the capacity to deliver within required timelines
- **Provide Bid Security of 3% of the total cost of tender**

4. Bid Submission Requirements

Bidders are required to submit:

- Company profile
- Copy of registration certificate (RDB Certificate)
- Valid tax clearance certificate
- Detailed quotation (unit prices and total cost)
- Delivery timeline from the time of Request reception
- Bank details
- References from previous clients

5. Evaluation Criteria

Bids will be evaluated based on the following:

- Compliance with requirements
- Price competitiveness
- Quality of proposed items
- Delivery time
- Past performance and experience

6. Delivery Requirements

The successful bidder(s) shall deliver the items within the agreed timeframe upon receipt of a Local Purchase Order (LPO). Partial deliveries may be required depending on organizational needs.

7. Contract Duration

The framework agreement will be valid for a period of one (1) year, subject to satisfactory performance.

8. Submission Deadline

All bids must be submitted in signed and stamped file (Technical and Financial) **electronically** to the email bellow: **Rwanda.Procurement@jhpiego.org** no later than **Thursday, 2nd May 2026, 4:00 PM Kigali time** with **hidden Password** that will be asked during evaluation.

Submission Address:

To: Senior Finance & Operations Manager
Jhpiego Rwanda Country Office

Gasabo, Kacyiru, KG 5 St Road, House Number 48, P.O. Box 6952, Kigali, Rwanda Tel: (+250) 788 381 188

All inquiries must be submitted in writing at least two (2) business days before the submission deadline.

9. Additional Information

Note: Jhpiego reserves the right to accept or reject any quotation, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for Jhpiego's action.

Done on 22nd April 2026



Valens Ndonkeye

Sr. Finance and Operations Manager



List of Items:

#	DESCRIPTION	UNITY	Qty	U Price	T Price/ VAT Inclusive
1	CEXV 33	Pcs	1		
2	HP 130A BLACK	Pcs	1		
3	HP 130A CYAN	Pcs	1		
4	HP 130A MAGENTA	Pcs	1		
5	HP 130A YELLOW	Pcs	1		
6	HP 131A BLACK	Pcs	1		
7	HP 131A CYAN	Pcs	1		
8	HP 131A MAGENTA	Pcs	1		
9	HP 131A YELLOW	Pcs	1		
10	HP 203A BLACK	Pcs	1		
11	HP 203A CYAN	Pcs	1		
12	HP 203A MAGENTA	Pcs	1		
13	HP 203A YELLOW	Pcs	1		
14	HP 205A BLACK	Pcs	1		
15	HP 205A CYAN	Pcs	1		
16	HP 205A YELLOW	Pcs	1		
17	HP 205A MAGENTA	Pcs	1		
18	HP 30A BLACK	Pcs	1		
19	HP 32A BLACK	Pcs	1		
20	HP 78A BLACK	Pcs	1		
21	HP 83A BLACK	Pcs	1		
22	HP 953 BLACK	Pcs	1		
23	HP 953 CYAN	Pcs	1		
24	HP 953 MAGENTA	Pcs	1		
25	HP 953 YELLOW	Pcs	1		
26	KYOCERA TK 3300	Pcs	1		
27	Duracell battery AAA/4PK	Pair	1		
28	Binder Clips 51mm Boxe of 12 small Boxes	pqt	1		
29	Binder Clips 32mm (1/4") Boxe of 12 small Boxes	Dozen	1		
30	Binder Clips 33mm Boxe of 12 small Boxes	Dozen	1		
31	Binder Clips (19mm) and	Dozen	1		
32	Paper Clips 51mm Boxe of 10 small Boxes	Boxes	1		
33	Paper Clips 50mm	Dosen	1		
34	Paper Clips 32mm	Dosen	1		
35	Ruler (30 cm)	Pcs	1		
36	Desk organizer	Pcs	1		
37	Signatures (Fils with Number)	Pcs	1		
38	Calulator (CASIO)	Pcs	1		



#	DESCRIPTION	UNITY	Qty	U Price	T Price/ VAT Inclusive
39	Highlighter (Different Colors)	Dosen	1		
40	Office File Tray 3 layers (transprent or Omega Office File tray of 3 compartments)	Pcs	1		
41	Register books	Pcs	1		
42	Box Files/Classeur/(ALBA RADO)	Pcs	1		
43	Printing Paper A4 / Ream of Paper (Different Brand)	Carton	1		
44	Printing Paper A4 / Ream of Paper (Different Brand)	Ream	1		
45	Blue Pens (Bic blue)	Pqt/ 50 Pieces	1		
46	Red Pens/Bic	Pqt/ 50 Pieces	1		
47	Black pen/Bic	Pqt/ 50 Pieces	1		
48	Pencil Sharpener	Pqt/ 50 Pieces	1		
49	Pencils (Pieces)	Dozen	1		
50	Markers for flip Chart	Box	1		
51	Whiteboard marker	Pcs			
52	Flip Chart	Pcs	1		
53	Envelop Kaki /A4	Pqt	1		
54	Envelop Kaki /A5	Pqt	1		
55	White Envelop /A5	Pqt	1		
56	Sign Here	Pkt	1		
57	Post-it Notes with different colors	Pcs	1		
58	FIS/Notebook blue Cover A4/spiral Binding(lignee)	Pcs	1		
59	FIS/Notebook other Cover A5/spiral Binding(lignee)	Pcs	1		
60	Notebook for training A4	Pcs	1		
61	Notebook for training A5	Pcs	1		
62	Notebook for training A4	Dozen	1		
63	Notebook for training A5	Dozen	1		
64	Small register/agenda A5 SS-6225 (Deferent Color)	Pcs	1		
65	Stapler Machine/RAPID CLASSIC 2	Pcs	1		
66	Heavy duty puncing machine	Pcs	1		
67	Staples 24/6	Pcs	1		
68	Staples 23/13(Heavy duty Stapler)	Pcs	1		
69	Steples Remover	Pcs	1		
70	Stamp pad	Pcs	1		
71	Punch Machine (Max capacity 70 pages)	Pcs	1		

8

#	DESCRIPTION	UNITY	Qty	U Price	T Price/ VAT Inclusive
72	Punching machine(Perforateur)	Pcs	1		
73	A4 Clear View Folder Plastic	Pcs	1		
74	Clear Plastic Punched Pocket Folder	pcs	1		
75	Pochettes Perforees (Sachet de 100)	Pkt	1		
76	Scotch Transparent tape (Papier collant) Bid size, Midium size and small size	Pcs	1		
77	Scisor	Pcs	1		
78	Plate files/Farde a tringle A4	Pcs	1		
79	Clear sheet cover perforated	Pcs	1		
80	Scotch Paper (Used for Flip chart) Bid size	Pcs	1		
81	Scotch Paper (Used for Flip chart) Midium size	Pcs	1		
82	Scotch Paper (Used for Flip chart) Small size	Pcs	1		
83	Badge Holder	Pcs	1		
84	Paper shredder machine	Pcs	1		
	TOTAL				

↗