



TERMS OF REFERENCE FOR THE PROVISION OF STATIONARIES

INTRODUCTION

Kigali Public Library is an open and public platform that inspires communities to read, learn and discover. We provide access to educational, cultural, and inspirational materials in digital and physical formats. We host and create programs, workshops, and events that foster literacy, creativity, and innovation.

ADMINISTRATIVE INFORMATION

Purpose of the Service

Kigali Public Library is looking for a competent and experienced company/ firm who can provide quality materials for office use.

The service providers must guarantee the quoted prices for the period, when the contract is valid. Kigali Public Library with the consent of the service provider shall have the option for one-year (1) with possible extension, basing on the performance of the service provider. KPL reserves the right to terminate the contract at any time for reasons of violations of terms or conditions of the contract.

Scope of Work

- ✓ Provision of stationaries

Work Details

The service provider will ensure the timely delivery of high-quality stationery materials to support the organization's operations. This includes supplying items such as notebooks, pens, markers, files, and other office essentials as per the agreed specification. Additionally, the contractor must respond swiftly to any urgent requests for stationery to avoid interruptions in office activities, ensuring all services are performed with professionalism and efficiency.

Time Frame

The contractor shall provide the services on the following priority basis:

- **Urgent:** Immediate delivery in case of unplanned events or emergency needs.

- **Desirable** - To respond to all requests for advice and assistance on non-urgent cases within three working days.

Health and Safety

All stationery provided must meet the required quality standards and specifications to ensure durability and safe use. The contractor shall consult the Logistics Officer before delivering or placing any bulk stationery supplies within the KPL premises. The service provider is responsible for delivering all items in excellent condition and within the agreed timelines

Selection criteria

The selection criteria for the company are the following:

- Be a registered company in Rwanda with good reputation and integrity.
- Be financially strong to render services on credit;(credit line)
- Should have provided the same services for reputable organizations or government institutions, ability and commitment to provide priority service, including turnaround time - Standard service.
- Price of specified service and materials to be used for services and maintenance.
- Have stock of the items to be used for services when it is needed on time.

1) Award

The contract will be awarded to the service provider whose quotes are the lowest and best meet the selection criteria. All qualifying vendor submittals will be reviewed and scored using the evaluation criteria. Upon contract award, KPL will meet with the service provider to review procedures for monitoring contract performance. In general, Contract renewal meetings shall be held prior to the end of the contract period expiration.

2) Payment

The service provider shall submit a detailed invoice for each delivery of stationery supplies. The invoice must clearly indicate the items delivered, quantities, unit prices, and the total amount payable. All invoices must be properly signed, stamped, and accompanied by a delivery note acknowledged by Kigali Public Library. Payments will be processed upon verification and acceptance of the delivered items. Payment will be 15days of the invoice date.

3) Price proposal

The Service Provider is required to submit a detailed price proposal indicating the unit price for each item to be supplied. All prices should be clearly stated in the format provided. The Service Provider must complete the Price Proposal Form provided in Section II of this

document and submit it as part of the overall proposal. Incomplete or unsigned price proposals may result in disqualification.

4) References

The service provider must provide the list of at Three references, preferably recognized institutions/Public or NGOs (all references should be current and specified period). The vendor should expect that Kigali Public Library will contact the references.

5) Term of Contract

Term of contract shall be for one year /renewable if KPL Procurement Committee's agree based on the performance of the service provider and additional period must be confirmed by both parties.

6) Due Date

Proposals must be submitted as hard copy at Kigali Public Library during working hours(9am-5pm) before the deadline.

The proposer shall include the following information and documents with the RFQ package that is returned to KPL:

1. Administrative documents
2. Technical Proposal proposals the provision of mentioned services
3. Price proposal for the attached list of the items.

7) Rejection of Proposals

KPL reserves the right to reject any or all proposals, to waive informalities and irregularities in the proposals received, and to accept any portion of any proposal, or all items proposed, if deemed to be in the best interest of KPL to do so. KPL will reject bids from any Service provide for whom there is documented evidence of project delays, and /or documented inability to meet project performance requirements.

TECHNICAL SPECIFICATIONS

| A | ITEMS | UOM | QTY | Unit Price VAT inclusive |
|----------|------------------|------------|------------|---------------------------------|
| 1 | Pen | pc | 1 | |
| 2 | Pencil | Pc | 1 | |
| 3 | Highlighter | Pc | 1 | |
| 4 | Pencil sharpener | Pc | 1 | |
| 5 | Scissors | Pc | 1 | |

| | | | | |
|----|------------------------------|----|---|--|
| 6 | Marker | Pc | 1 | |
| 7 | Tape dispenser | Pc | 1 | |
| 8 | Scotch tape | Pc | 1 | |
| 9 | Paper clip | Pc | 1 | |
| 10 | Thumbtack | Pc | 1 | |
| 11 | Pushpin | Pc | 1 | |
| 12 | Glue stick | Pc | 1 | |
| 13 | Liquid glue | Pc | 1 | |
| 14 | Correction fluid | Pc | 1 | |
| 15 | Envelope | Pc | 1 | |
| 16 | File folder | Pc | 1 | |
| 17 | Whiteboard | Pc | 1 | |
| 18 | Board markers | Pc | 1 | |
| 19 | Fountain pen | Pc | 1 | |
| 20 | Clipboard | Pc | 1 | |
| 21 | Notepad | Pc | 1 | |
| 22 | Staple remover | Pc | 1 | |
| 23 | Notice board | Pc | 1 | |
| 24 | Permanent Markers | Pc | 1 | |
| 25 | Sticky Notes | Pc | 1 | |
| 26 | Binder Clips | pc | 1 | |
| 27 | Stapler | Pc | 1 | |
| 28 | Staples | Pc | 1 | |
| 29 | Tape (Scotch, Masking) | Pc | 1 | |
| 30 | Ruler | Pc | 1 | |
| 31 | Hanging Files | Pc | 1 | |
| 32 | Batteries | Pc | 1 | |
| 33 | Cartridges (A05, A017, A415) | Pc | 1 | |
| 34 | Ream paper A4 | Pc | 1 | |
| 35 | Desk Organizer | Pc | 1 | |
| 36 | Registers | Pc | 1 | |
| 37 | notebooks | Pc | 1 | |
| 38 | Office tray | Pc | 1 | |
| 39 | Tracing paper | Pc | 1 | |
| 40 | Paper punch | Pc | 1 | |
| 41 | Color card stock | Pc | 1 | |
| 42 | Heavy duty card stock | Pc | 1 | |
| 43 | Whiteboard Erasers | pc | 1 | |
| 44 | Box cutter | Pc | 1 | |
| 45 | Parking tape | Pc | 1 | |
| 46 | Whiteout | Pc | 1 | |
| 47 | Clip charts | pc | 1 | |

| | | | | |
|----|------------------------|----|---|--|
| 48 | White labels | Pc | 1 | |
| 49 | Classeur en plastics | pc | 1 | |
| 50 | Ink (Red, Blue, Black) | pc | 1 | |
| | | | | |

TECHNICAL AND FINANCIAL PROPOSALS

1) Administrative documents

The submitted Bid shall comprise the following:

1. Full address of company indicating
 - Country, Province, District, Sector, Cell, Village, Street number, E-mail, Post office box, and Bank account details (A mandatory form to complete is provided at the end of the tender document)
2. Written confirmation authorizing the signatory of the Bid to commit the Bidder.
3. Company registration certificate (RDB).
4. Taxes Clearance from Social Security contributions (RSSB).
5. Tax clearance certificate from Rwanda Revenue Authority (RRA).

2) Financial Proposal

The financial proposal shall include all costs associated with the supply and delivery of stationery items, as outlined in the Price Proposal Form (Section II). All proposed prices must be inclusive of applicable taxes and any other associated costs. Price quoted shall be fixed and remain valid for the entire duration of the contract. No additional charges will be accepted beyond the unit prices submitted in the proposal.

EVALUATION CRITERIA

Evaluation shall be by Administrative and Financial analysis to establish the most economically advantageous bid. Companies that fail administratively and technical evaluation will not be evaluated for financial competence.

| | | | |
|----------|---|------------------|--|
| 1 | Administrative Documents | | |
| | ✓ RDB certificate | Mandatory | |
| | ✓ Compliance to Social Security contributions (RSSB); | Mandatory | |

| | | | |
|--|--|------------------|--|
| | ✓ Tax clearance certificate (RRA); | Mandatory | |
| | B. References Two (2) Certificates of Good completion as of the similar work or related Executed must be accompanied by the agreement or contract. | Mandatory | |

Financial evaluation will be based on below BoQ:

| A | ITEMS | UOM | QTY | Unit Price VAT inclusive |
|----|------------------------|-----|-----|--------------------------|
| 1 | Pen | pc | 1 | |
| 2 | Pencil | Pc | 1 | |
| 3 | Highlighter | Pc | 1 | |
| 4 | Pencil sharpener | Pc | 1 | |
| 5 | Scissors | Pc | 1 | |
| 6 | Marker | Pc | 1 | |
| 7 | Tape dispenser | Pc | 1 | |
| 8 | Scotch tape | Pc | 1 | |
| 9 | Paper clip | Pc | 1 | |
| 10 | Thumbtack | Pc | 1 | |
| 11 | Pushpin | Pc | 1 | |
| 12 | Glue stick | Pc | 1 | |
| 13 | Liquid glue | Pc | 1 | |
| 14 | Correction fluid | Pc | 1 | |
| 15 | Envelope | Pc | 1 | |
| 16 | File folder | Pc | 1 | |
| 17 | Whiteboard | Pc | 1 | |
| 18 | Board markers | Pc | 1 | |
| 19 | Fountain pen | Pc | 1 | |
| 20 | Clipboard | Pc | 1 | |
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| 24 | Permanent Markers | Pc | 1 | |
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| 28 | Staples | Pc | 1 | |
| 29 | Tape (Scotch, Masking) | Pc | 1 | |
| 30 | Ruler | Pc | 1 | |
| 31 | Hanging Files | Pc | 1 | |
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| | | | | |
|----|----------------------------------|----|---|--|
| 33 | Cartridges (A05, A017, A415) | Pc | 1 | |
| 34 | Ream paper A4 | Pc | 1 | |
| 35 | Desk Organizer | Pc | 1 | |
| 36 | Registers | Pc | 1 | |
| 37 | notebooks | Pc | 1 | |
| 38 | Office tray | Pc | 1 | |
| 39 | Tracing paper | Pc | 1 | |
| 40 | Paper punch | Pc | 1 | |
| 41 | Color card stock | Pc | 1 | |
| 42 | Heavy duty card stock | Pc | 1 | |
| 43 | Whiteboard erasers | pc | 1 | |
| 44 | Box cutter | Pc | 1 | |
| 45 | Parking tape | Pc | 1 | |
| 46 | Whiteout | Pc | 1 | |
| 47 | Calculate | pc | 1 | |
| 48 | Clip charts | Pc | 1 | |
| 49 | White labels | Pc | 1 | |
| 50 | Classeur en plastics | pc | 1 | |
| 51 | Ink (Black, Blue, Red) | pc | 1 | |
| | Subtotal | | | |
| | Grand Total VAT inclusive | | | |

The Unit Price and Total Price of the items Will be VAT inclusive.