



TITLE: TENDER FOR SUPPLY OF GENERAL STATIONERY

TENDER REFERENCE NUMBER: REMCO/ADM/08/2025-2026

**PROCURING ENTITY: RWANDA ENGINEERING AND
MANUFACTURING CORPORATION (REMCO)**

PROCUREMENT METHOD: OPEN COMPETITIVE BIDDING

DATE OF ISSUE: 27th October 2025

DEADLINE OF SUBMISSION: 2nd November 2025

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TERMS OF REFERENCE FOR STATIONERY

SECTION 1. INTRODUCTION AND BACK GROUND

Rwanda Engineering and Manufacturing Corporation (REMCO) is a company that started in 2018 and is owned by the government of Rwanda. REMCO was established to manufacture machines, equipment and spare parts that were previously imported to serve in the sectors of Agriculture mechanization, Construction, Mining, Automotive, Energy, Defense and Health care. REMCO also provides technical support services to other local as well as regional companies through training, repair and maintenance services.

. It is in that regard that therefore REMCO would like to invite qualified bidders to submit their bids/offers for the tender for provision supply of **stationery**

SECTION 2. SCOPE OF SERVICE

The successful bidder shall be required to provide **stationery** . as par the required specification and requirements mentioned in this document below in the right quantities and best quality and they must be able to serve the purpose for which they are intended to.

SECTION 3. TENDER PRESENTATION AND REQUIREMENTS

All tenders must include and present the following phases and they will be evaluated in the same fashion.

3.1. ADMISTRATIVE ELIGIBILITY

All bidders shall provide the following documents as the first criteria to be followed for the first stage of evaluation.

- A valid business registration certificate
- A valid company profile

3.2. TECHNICAL QUALIFICATION AND INSTRUCTIONS

All bidders shall present the following as the second criteria to be followed in the second stage of evaluation.

- A list of specifications that must correspond to the following specifications.lower specification will not be tolerated or accepted.

ITEMS REQUIRED

Item No.	Item Description	Unit
1	Ream of paper A4	Ream
2	Ream of paper A3	Box
3	Binder clips 33mm	packet

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4	Binder clips 41mm	packet
5	Binder clips 51mm	packet
6	Agarafe 24/6	packet
7	Agarafe 23/13	pc
8	Agarafe 23/17	pc
9	Paper clips 33mm	packet
10	Paper clips 41mm	packet
11	Paper clips 51mm	packet
12	Paper clips 78mm	packet
13	Calculator casio small	pc
14	Calculator casio big	pc
15	Box file big	pc
16	Box file small	pc
17	Box file plastic	pc
18	Plastic file	packet
19	Pen bic	packet
20	Register book jambo	pc
21	Register book FIS	pc
22	Suspension file	pc
23	File fastener	packet
24	Envelope A4	packet
25	Envelope A3	packet
26	Envelope A5	packet
27	Permanent markers	packet
28	White board markers	packet
29	Plastic folder (chemise)	pc
30	Cover paper A4	pc

31	Transparent A4	pc
32	Post it small	pc
33	Post it big	pc
34	Punching small	pc
35	Punching medium	pc
36	Punching big	pc
37	Stapler machine small	pc
38	Stapler machine medium	pc
39	Stapler machine big	pc
40	Masking tap	pc
41	Scotch big	pc
42	Scotch small	pc
43	Scotch medium	pc
44	Note book A4	pc
45	Note book A5	pc
46	Rubber bands	pc
47	Stapler remover	pc
48	Uhu glue sticks	pc
49	High lighter	pc
50	blanco	pc
51	Stamp ink	pc
52	scissors	pc
53	Pencil	pc
54	White board(150x120cm)	pc
55	White board(70x100cm)	pc
56	Signature book	pc
57	Binding rings 6mm	pc

58	Binding rings 8mm	pc
59	Binding rings 10mm	pc
60	Binding rings 12mm	pc
61	Easy binder 6mm	pc
62	Easy binder 8mm	pc
63	Easy binder 10mm	pc
64	Spring file	pc
65	Extension cable (multi prize) 6pot	pc
66	Office tray desk organizer	pc
67	Duracell AA	pc
68	Duracell AAA	pc
69	Whiteboard duster	pc
70	Sheet protector	pc
71	Agenda A4	pc
72	Agenda A5	pc
73	Flip chart	pc
74	Sign here	Packet
75	Original HP printer cartridge for color laser jet (genuine cartridge with printer HP color laser jet pro MFP M 283 fdw)	pc
76	Printer cartridge,epson L3110	pc
77	Printer cartridge,conon iR2425	pc
78	Printer cartridge,desk jet 2540 all in one	PC

3.3. FINANCIAL PROPOSAL

All bidders shall present their financial offers and these shall be competitive and must spell value for money. This shall be third criteria to be followed in the third stage of evaluation.

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The financial evaluation will be conducted according to prices offered for every items as they are presented on the table attached as annex here above.

- a. Every bidder shall provide a well signed and stamped financial offer.
- b. Every offer shall be presented in the Local currency which is Rwanda francs (RWF) and in united states dollars(USD). for foreign/international supplies.

SECTION 4. SUBMISSION OF OFFERS

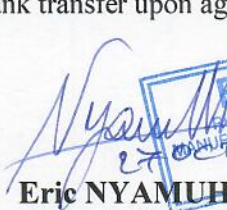
- a. Offers must be submitted not later than 2nd November 2025 at 5:00 Pm Local time, late offers will be rejected and will not be opened or considered.
- b. Offers must be submitted by email through procurement@remco.rw. Any queries must be addressed to the CEO of REMCO and sent to the same email with info@remco.rw in copy.
- c. The language to be used as the medium of communication in all the offers shall be in English.
- d. This tender shall only be valid for Seven (7) days.

SECTION 5. OTHER TERMS AND CONDITIONS

- a. REMCO reserves the right to visit any bidder's location/premises during tender evaluation.
- b. All bids shall be opened and evaluated in the absentia of all bidders.
- c. REMCO reserves the right to reject any offer where, in its opinion, a conflict of interest exists or may arise such as influence of any kind, professional or financial relationships with employees.
- d. The payment terms shall be 100% payment by cheque or bank transfer upon agreed terms .

We are looking forward to receiving your great offers.

Sincerely



Eric NYAMUHENDA

Acting Chief Executive Officer
REMCO Ltd