

Our ref: 001 REMCO/CORP/PROC/06/25

2nd June 2025

SUBJECT: CALL FOR OFFERS - OPEN TENDER FOR SUPPLY OF OFFICE PAPER SHREDDING MACHINE

Tender Reference No: REMCO/PROC/A/2025/ 001

Dear Sir/Madam,

REMCO Ltd hereby invites eligible and qualified companies to submit offers under an Open Tender for the supply and delivery of one (1) office paper shredding machine.

Requirements

- 2. The proposed machine shall meet or exceed the following minimum specifications:
 - Shredding Capacity: Minimum 12 sheets (A4, 80gsm) per pass
 - Shred Type: Cross-cut
 - Bin Capacity: Minimum 21 liters
 - Run Time: Minimum 30 minutes continuous run
 - Security Features: Overheat protection, automatic stop/start, reverse function
 - Noise Level: Below 65 dB
 - Power Supply: 220V AC, 50Hz
 - Other: Jam-proof, safe sense, silent shred
 - Warranty: Minimum 12 months
 - Delivery Timeframe: Within 21 calendar days from the issuance of Purchase Order

Eligibility Criteria

- 3. Interested bidders must submit:
 - Valid company registration certificate
 - Tax clearance certificate (RRA)
 - VAT registration certificate
 - At least one reference of similar supply (attach proof)
 - Detailed technical specifications of the proposed machine
 - Quotation inclusive of all taxes and delivery charges

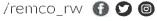


info@remco.rw

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P.O.Box 2775 Kigali.Rwanda











Submission Instructions

- 4. Offers must be submitted on email clearly marked:
 - "TENDER FOR SUPPLY OF OFFICE PAPER SHREDDING MACHINE -REMCO/PROC/A/2025/....."
 - Deadline for submission: [10th June 2025], at 12h:00 PM.
 - Submission Address: The Acting Chief Executive Officer REMCO Ltd, Kigali Special Economic Zone. Plot A12, A13, Kigali, Phone: +250788684839, procurement1@remco.rw

Evaluation Criteria

Bids will be evaluated based on compliance with specifications, delivery timeframe, warranty, experience, and total cost.

Additional Information

- 6. This include:
 - REMCO Ltd reserves the right to reject any or all offers without providing reasons.
 - Late submissions will be rejected.
 - Clarifications may be requested via email at procurement @remco.rw before 10th June c. 2025.
- 7. We look forward to receiving your offer.

8. Sincerely,

Acting Chief Executive Officer

REMCO Ltd

