

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,

1. 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

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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, email: procurement1@remco.rw

Evaluation Criteria

5. 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 procurement1@remco.rw before 10th June 2025.
7. We look forward to receiving your offer.
8. Sincerely,



2 Jun 25

Eric NYAMUHENDA
Acting Chief Executive Officer
REMCO Ltd