



TITLE: TENDER FOR SUPPLY OF OFFICE STATIONARIES

TENDER REFERENCE NUMBER: REMCO/FO/04/2025-2026

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

**PROCUREMENT METHOD: OPEN NATIONAL COMPETITIVE
BIDDING**

DATE OF ISSUE: 22nd APRIL 2026

DEADLINE OF SUBMISSION: 08th May 2026

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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.

SECTION 2. SCOPE OF WORK

The successful bidder shall supply Office Stationaries as per the required specifications 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. A valid business/company registration certificate.
- b. A valid company profile.
- c. A sample of EBM invoice.
- d. A tax clearance certificate.
- e. Certificate of suppling same items.

3.2. TECHNICAL SPECIFICATIONS

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

- a. A list of specifications that must correspond to the following specifications and part numbers. Any lower specifications will not be tolerated or accepted.

S/N	Item	Specifications	Unit of measure	Quantity
1	Ream Paper	Ream A4	Box	15
2	Paper clips	33 mm	Packets	30
3	Stapler machine	Big	pcs	2
4	Register book Jambo	Register book Jambo	pcs	20
5	Post it	Small different colors	pcs	30
6	Easy Binder	Easy binder 6mm 8mm 10mm	Box	1 1 1
7	Office tray desk organizer	Office tray desk organizer	pcs	15
8	Transparent A4	Transparent A4	Pcs	50
9	Cover papers	Cover paper A4	pcs	50
10	Laser jet pro cartridge	All colors for small printer hp laser jet pro MFP(M283FDW)	set	4
11	Conon, Cartridge	All colors, Conon Irc3326	set	4
12	Big Files	A4 Box binder pcs	pcs	30
13	Blue Scotch	Blue scotch for binding	pcs	3

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 the third criteria to be followed in the third stage of evaluation.

The financial evaluation will be conducted according to prices offered for every item as they are presented on the table 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).

SECTION 4. SUBMISSION OF OFFERS

- a. Offers must be submitted not later than 08th May 2026 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 procurement1@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



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