



## **Pre-qualification of providers**

**Procurement Reference Number: AFR/2018/OS/001**

**August, 2018**

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## **PART I: INSTRUCTIONS TO BIDDERS**

### **1.1 Background**

Access to Finance Rwanda (AFR) is a Rwandan not for Profit organization, established in March 2010 by the governments of Rwanda and the United Kingdom (UK) through the UK Department for International Development (DFID), and the World Bank. Existing funders of AFR include DFID, The MasterCard Foundation, Sweden and USAID. AFR's strategic focus is stimulating financial sector development by partnering with financial institutions and other stakeholders to increase access to and use of financial services.

### **1.2 Objectives**

AFR is seeking to pre-qualify reputable providers for supplies and non-consulting services for the provision of services or supplies for the year 2018-2019.

The list of items required during the above mentioned financial year is provided in Appendix B.

### **1.4 Eligible Applicants**

1.4.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in this procurement:

- a) the applicant has the legal capacity to enter into a contract;
- b) the applicant is not:
  - i. insolvent;
  - ii. in receivership;
  - iii. bankrupt; or
  - iv. being wound up
- c) the applicant's business activities have not been suspended;
- d) the applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- e) the applicant has fulfilled his or her obligations to pay taxes and social security contributions.

1.4.2 An Applicant shall be a natural person, private entity or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, unless otherwise specified in the Application Submission Sheet, all parties shall be jointly and severally liable.

1.4.3 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country.

- 1.4.4 This criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the contract including related services.
- 1.4.5 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short listing process, if they:
- a) have controlling shareholders in common; or
  - b) receive or have received any direct or indirect subsidy from any of them; or
  - c) have the same legal representative for purposes of this application; or
  - d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of AFR regarding this short listing process; or
- 1.4.6 Common reasons for ineligibility or Low scoring:
- a) Proposal is late
  - b) Proposal is incomplete
  - c) Proposal instructions not followed
  - d) Lack of qualified team members
  - e) Lack of prior experience that is relevant
  - f) Proposal simply repeats what is in the RFQ. It is not clear to the reviewer that the firm or team of people have the experience and technical knowledge to complete the task

## 1.5 Clarification of Pre-qualification Document

A prospective Applicant requiring any clarification of the short listing documents may notify AFR in writing by email address indicated below. AFR will respond in writing to any request for clarification on the pre-qualification document, which it receives no later than **five (5) days** prior to the deadline for the submission of Applications. AFR's response will be copied to all applicants.

For clarification purposes only, AFR's address is: [procurement@afr.rw](mailto:procurement@afr.rw)  
Head of Finance and Administration,  
Access to Finance Rwanda  
KG 5 Avenue, House #13- Kacyiru  
The road behind the Netherland Embassy  
P.O. Box 1599  
Kigali – Rwanda

## 1.6 Amendment of Short listing Document

- 1.6.1 At any time prior to the deadline for submission of Quotations, AFR may amend the pre-qualification document by issuing addenda that would be uploaded on the website.

- 1.6.2 Any addendum issued shall be part of the pre-qualification document and shall be posted on our website and also communicated by email to all who will have obtained pre-qualification document.
- 1.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, AFR, at its discretion, shall extend the deadline for the submission of applications.
- 1.7 **Tendering fees:** AFR does not charge any fees for tendering

## PART II: PREPARATION OF APPLICATIONS

### 2.1 Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and AFR, shall be written in English. Supporting documents and printed literature provided by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the translation shall govern.

### 2.2 Establishing Applicant's minimum Eligibility, Experience and Qualifications

The Applicant **MUST** provide as part of its Application, the documentary evidence of the firm's

- Certificate of incorporation;
- Power of Attorney;
- Current period Trading license;
- Current period Tax clearance certificate and
- At least 3 contacts/references letters of similar nature of work.
- Respective statutory regulatory certificates, manufactures' authorization where applicable (*for example IATA, ISO certificate*)

Applicant should demonstrate at least 3 years' experience in a related service and provide evidence of at least 3 contacts of similar nature of work undertaken. In addition the applicant should attach signed submission sheet and code of conduct in agreement with the terms therein

### 2.3 Format and Signing of Applications

- 2.2.1 The Applicant is requested to submit its Short listing Documents (included in Annex) in one envelope marked: "Short listing Documents for the provision of supplies or non-

consultancy services for the Financial Year 2018-2019.”The envelope shall contain one (1) original and one (1) copies.

2.2.2 The original and the copies of the Application shall be typed in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the short listing documents.

**2.4 Required documents:**

All the appendices

**2.5 Right to Reject:**

AFR reserves the right to accept or reject any bid or to cancel the procurement process and reject all bids at any time prior to contract signature and issue by AFR, without incurring any liability to bidders.

AFR reserves the right, at its sole discretion, to reject all bids received and seek fresh bids, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

**2.6. Other Documents:**

No other documents required other than those mentioned

**2.7 Tendering fees:**

AFR does not charge any fees for tendering

## SUBMISSION OF QUOTATIONS

### 3.1 Labelling of Quotations

3.1.1 Quotations shall be composed of proposals with technical specifications as well as financial quotations marked “**Short listing Document for the provision of supplies or non-consultancy services**”. It should also clearly indicate the **code and item** for which the bidder is proposing.

3.1.2 **ONLY** electronic submission of Quotations is acceptable by email: [procurement@afr.rw](mailto:procurement@afr.rw)

Head of Finance and Administration,  
Access to Finance Rwanda  
KG 5 Avenue, House #13- Kacyiru  
The road behind the Netherland Embassy  
P.O. Box 1599  
Kigali – Rwanda

### 3.2 Deadline for Submission of Quotations

Quotations must be received by AFR through **email submission** at the address specified no later than **September 14, 2018**.

### 3.3 Late Applications

Quotations received after the deadline for submission prescribed by the AFR will be rejected.

## **PART IV: OPENING AND EVALUATION OF QUOTATIONS**

### **4.1 Opening of Quotations**

4.1.1 Opening of bids will be done by AFR and will record all the relevant bids information at this stage.

### **4.2 Evaluation of quotations:**

- a) The AFR will carry out the evaluation of quotations on the basis of their responsiveness to eligibility, experience and qualification criteria
- b) Any quotation that fails to meet the requirements will be considered unsuitable and shall be rejected at this stage.

### **4.3 Clarification of quotations**

4.3.1 During evaluation of the quotations, AFR may, at its discretion, ask the bidder for clarification of his quotation. A request for clarification shall be signed and sent to a bidder by the Procurement Officer and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.

4.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time.

4.3.3 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

### **4.4 Confidentiality**

4.4.1 Information relating to the evaluation of quotations, and recommendation for evaluation, shall not be disclosed to bidders or any other persons not officially concerned with such process until the notification is made to all bidders.

4.4.2 From the deadline for submission of quotations to the time of notification of the results of the evaluation, any bidder that wishes to contact AFR on any matter related to the evaluation process, may do so but only in writing and submit by email.

## **PART V: EVALUATION**

### **5.1 Notification to the bidders**

AFR will notify all bidders **by email** that they have been evaluated

### **5.2 Inspection**

The AFR reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. AFR reserves the right to verify all information submitted.

## Annex 1: APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To:

Head of Finance and Administration,  
Access to Finance Rwanda  
KG 5 Avenue, House #13- Kacyiru  
The road behind the Netherland Embassy  
P.O. Box 1599  
Kigali – Rwanda.

We/I, the undersigned declare that:

- (a) We/I have examined and have no reservations to the short listing document.
- (b) We/I hereby apply to be pre-qualified for the provision of supplies or non-consultancy services:
- (c) We/I, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, are eligible to participate in public procurement;
- (d) We/I undertake to abide by the Code of Ethical Conduct for Providers and Providers during the procurement process and the execution of any resulting contract;
- (e) We/I, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;
- (f) We/I, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;
- (g) We/I, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short listing process, have not been suspended by the Rwanda Public Procurement Authority from participating in public procurement;

- (h) We/I understand that you may amend the scope and value of any contracts to be bid or cancel the short listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;
- (i) We/I understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (j) We/I hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity of *[insert legal capacity of person signing the application]*

Duly authorised to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## **Annex 2: CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS**

### **1. Ethical Principles**

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgment and conduct;
- (b) comply with both the letter and the spirit of-
  - i. the laws of Rwanda; and
  - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

### **2. Standards**

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

### **3. Conflict of Interest**

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with AFR. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

### **4. Confidentiality and Accuracy of Information**

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

### **5. Gifts and Hospitality**

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AFR that might be viewed by others as having an influence on a government procurement decision.

### **6. Inducements**

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

**7. Fraudulent Practices**

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving AFR of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of AFR; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the AFR;
- (f) withholding information from the AFR during contract execution to the detriment of the AFR.

We/I ..... agree to comply with the above code of ethical conduct in business.

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**AUTHORISED SIGNATORY**

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**NAME OF SUPPLIER**

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## Annex A3: APPLICANT INFORMATION SHEET

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### STRUCTURE AND ORGANIZATION

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**1** Name of Company:  
*[insert full legal name]*

Physical address:  
*[insert street/ number/ town or city/ country]*

Postal address:

Telephone number:

Email:

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**2** Description of the Company's activities:

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**3** Number of years of experience in the provision of supplies under reference

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- 4 In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:
- a. a copy of the Bidder's Trading licence or equivalent;
  - b. a copy of the Bidder's Certificate of Registration or equivalent;
  - c. a copy of the Bidder's income tax clearance certificate or equivalent;
  - d. a copy of the respective statutory regulatory certificates, manufactures' authorization
  - e. Power of Attorney of the signatory(ies) of the bid authorising signature of the bid on behalf of the joint venture;
  - f. a certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorised representative for information is:

Name: *[insert full legal name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

**FORM A3: FINANCIAL STATEMENT**

1. Annual value of business under taken in the last two years

Year		
Turn over		

3. Approximate value of current work related to this type of works, services or supplies

4. Terms of payment:  
Offers are requested to provide information on expected delivery and payment terms

## FORM A4: RESOURCES: PERSONNEL

1. Please list the present key personnel and management staff.

- Business owner/Manager:-----
- Primary contacts:-----
- Admin/Finance contacts for invoicing: -----

Name	Qualification	Years of relevant experience

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## FORM A5: EXPERIENCE: RELEVANT CONTRACTS COMPLETED

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Please fill in information about the relevant contracts completed over the past three years.

Name Employer	Description of Contracts	Total Contract Price	Date of Completion

The applicant **MUST** attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

## EXPERIENCE: CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed.

Name Employer	Description of Contract	Contract Price	Value completed and certified

### FORM A6: LEGAL STATUS

<b>1</b>	Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable.
<b>2</b>	Enclose a copy of the Certificate of Incorporation or its equivalent.
<b>3</b>	Enclose a copy of the Respective statutory regulatory certificates, manufactures' authorization where applicable.
<b>4</b>	Enclose an Income Tax Clearance Certificate addressed to the AFR, for this particular purpose. AFR shall only accept original income tax clearance certificates. <ul style="list-style-type: none"> <li>• Enclose an Annual Tax Clearance certificate for the previous year.</li> </ul>
<b>5</b>	Please enclose a copy of a Trading License for the previous year <b>certified</b> by an issuing authority.
<b>7</b>	Please enclose a copy of your firm's ISO or other quality assurance certificate, if any.

## REQUEST FOR QUOTATION TO SUPPLY OFFICE STATIONERY

**Date issued:** August 17, 2018

**Deadline for submission of clarifications:** September 07, 2018 at 8:00 AM Rwanda Time

**Closing Date:** September 14, 2018

**Closing Time:** 05:00 PM, Rwanda Time

**SUBJECT: Request for quotation for supply of office stationery for 2018 – 2019.**

Access to Finance Rwanda seeks quotations for supply of office stationery for the year 2018 – 2019. AFR plans to award a single contract to one successful offeror through a full and open competition.

Offerors are invited to submit a quotation in accordance with requirements of the enclosed RFQ. Quotations must be received by AFR no later than the date and local time stated above and in this RFQ. AFR requires that offers remain valid for a minimum of **90days**.

The offerors should read the entire solicitation, which includes all pertinent technical sections and the terms, conditions and instructions required for submitting a Quotation. Prior to submission of Quotations, any amendments to this solicitation will be made available on AFR website: [www.afr.rw](http://www.afr.rw). It is the offeror's responsibility to check this site periodically for updates and amendments to the solicitation. This solicitation in no way obligates AFR to award a contract, nor does it commit AFR to pay any cost incurred in the preparation and submission of a proposal in response hereto.

Furthermore, AFR reserves the right to reject any and all offers, if such action is considered to be in the best interest of AFR.

By email only, please submit all questions regarding this RFQ no later than **September 07, 2018, at 8:00 AM (Rwandan Time)** to [jacqueline@afr.rw](mailto:jacqueline@afr.rw) Head of Finance and Administration with CC: [procurement@afr.rw](mailto:procurement@afr.rw) . Oral instructions, answers, or guidance from any AFR source prior to the award of the contract will not be binding.

Follow the link to access detailed bid document: <http://www.afr.rw/resources/procurement/bid-document-assorted-office-stationery>

Sincerely,

Access to Finance Rwanda.

## Scope of Services

To supply and deliver office stationeries as listed follow:

Ref #	Item	Description	Unit of measure	Unit Price
01	Reams of Paper A4	Azhar	Carton of 5reams	1 carton
02	Toner cartridge for Kyocera	TK_130 (Original)	Tonner Pack	1 toner
03	Toner cartridge for printer HP LaserJet	C6Black 05A (Original)	Tonner Pack	1 toner
04	Toner cartridge for HP color LaserJet Printer	201A Black (Original)	Tonner Pack	1 toner
05	Toner cartridge for HP color LaserJet Printer	201A Cyan (Original)	Tonner Pack	1 toner
06	Toner cartridge for HP color LaserJet Printer	201A Yellow (Original)	Tonner Pack	1 toner
07	Toner cartridge for HP color LaserJet Printer	201A Magenta (Original)	Tonner Pack	1 toner
08	Box files	Sai's office point 350mm*280mm	File	1 file
09	Flip chat paper	rolls	roll	1 roll
10	Hanging folders ( Farde suspendu)	folder	Piece	1 piece
11	Plastic folders 9 Farde a triangle)	folder	Piece	1 piece
12	Punching machine (Perforateur)	big size - Dux p-65	Piece	1 piece
13	Punching machine (Perforateur)	Medium size - STD p-840	Piece	1 piece
14	Stapling machine	Kangaroo front loading	Piece	1 piece
15	Stapling machine	Rapid E-14	Piece	1 piece
16	Paper clips	size 19mm	packet	1 packet
17	Paper clips	size 25mm	packet	1 packet
18	Paper clips	size 31mm	packet	1 packet
19	Paper clips	size 232mm	packet	1 packet
20	Paper clips	SBT office series	packet	1 packet
21	Paper clips	big size	packet	1 packet
22	Binder clips	big size	packet	1 packet
23	Register books	FIS - lined	book	1 book
24	Electronic calculator	Citizen CT-500	piece	1 piece
25	Post - IT	Different colors (red, pink, blue, yellow)	Piece	1 piece
26	Staples	Master size 24/6) - 10*1000pcs	packet	1 packet
27	Dustinbin (Poubelle)	For office - plastic open	bin	1 bin
28	Dustinbin (Poubelle)	big size for kitchen use with cover	bin	1 bin
29	Dustinbin (Poubelle)	For washrooms with cover	bin	1 bin
30	Paper files (farde chemise)	different colors (Pink, blue, green, white)	paper	1 packet
31	Bic pens	(Blue, red & black)	packet	1 packet
32	Extension power cables (La Longe)	10m with 5 sockets	Meters	10m
33	Extension power cables (La Longe)	5m with 3 sockets	Meters	5m
34	Spiral note books	Size A5 - lined	note book	1 note book
35	Envelopes - ordinary	ordinary - white long	packet	1 packet

36	Envelopes	A4 Kaki	packet	1 packet
37	Envelopes	A5 Kaki	packet	1 packet
38	Envelopes	A3 Kaki	packet	1 packet
39	Scotch	white for paper	Piece	1 piece
40	Tape scotch	smallest for desk cutter	Piece	1 piece
41	Tape Transparent	piece	piece	1 piece
42	Sticky glue	UHU	Piece	1 piece
43	Card holders	200pc card holder in black & brown or gray colors	holder	1 piece
44	Ruler (latte)	piece	Piece	1 piece
45	Rubber (Gome)	piece	Piece	1 piece
46	Pencils (Crayons)	HB - blue or red	Piece	1 piece
47	sharpeners	piece	Piece	1 packet
48	File dividers (Separateur)	Multicolor	packet	1 packet
49	File dividers (Separateur)	with Numbers	packet	1 packet
50	File dividers (Separateur)	with months	packet	1 packet
51	Pen holder chains	Plastic	Piece	1 piece
52	Highlighters	Maxi - premium (different colors)	packet	1 packet
53	Permanent markers	Different colors (red, green, blue, black)	packet	1 packet
54	White board markers	Different colors	packet	1 packet
55	White board cleaning spray	bottle	bottle	1 bottle
56	Key holders	Plastic	Piece	1 piece
57	Correction fluid	white out	packet	1 packet
58	Desk organisers	piece	Piece	1 piece
59	Paper Shredder	shredder	Piece	1 piece
60	Pair of Scissors	pair	pair	1 pair
61	Staple removers	piece	Piece	1 piece
62	Medical soft gloves	washing latex or nostril	packet	1 packet
63	Heavy duty gloves	Industrial use or cleaning	packet	1 packet
64	Power Adaptors	Piece	Piece	1 piece

### Bidding Price

Potential bidders **MUST** submit their bids on unit prices per each item.

**NB:** all bidders are required to quote for all items inclusive of all taxes.

Potential bidders should submit their bids basing on the unit prices per each item which will be used for evaluation purposes but the contract will be based on the unit prices where by the client will be issuing a purchase order when need arises

### Evaluation Criteria and award

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

Evaluation Criteria	Points
Price	50
Quality of Samples Provided	30
Delivery Time	10
Payment Terms	10
<b>Total points</b>	<b>100</b>

### Submission of Quotations

Quotations must be submitted by email to: [procurement@afr.rw](mailto:procurement@afr.rw) in **Word/Excel** or **PDF formats** only not later than **05:00 PM Rwanda Time on September 14, 2018**. With subject line: **“supply of office stationary”**