

## **Tender for Supply of Office stationery 2020/2021**

### **Overview**

<b>Tender Title</b>	Supply of office stationery 2020/2021
<b>Tender Reference Number</b>	05/20/ITC/01/RMC
<b>Category</b>	Supply
<b>Deadline</b>	29 <sup>th</sup> May, 2020

### **Description**

Rwanda Media Commission (RMC) is a Media Self Regulatory Body in Rwanda instructed by Law NO. 02/2013 of 08/02/2013 Regulating Media most especially in its Article 2 (para 20) and established by Rwandan journalists in their General Assembly of 27/8/2013. RMC is mandated to Protect journalists, regulate their conduct and the daily functioning of media and advocate for media freedom in Rwanda.

Rwanda Media Commission (RMC) hereby invites bids from interested and experienced suppliers for submission of their bids to supply office stationery for the year 2020/2021.

**Bidders are required to submit the following:**

1. Signed Cover Letter and profile of the bidding company
2. A copy of company registration with RDB
3. 2 references where a bidder has successfully delivered similar items
4. Provide proof of possessing Electronic Billing Machine (EBM)
5. RMC's supplies list (see attach) clearly filled with bidder's prices.

**Notes:**

1. Interested bidders should submit their documents in sealed envelopes clearly marked with the bid reference number **05/20/ITC/01/RMC**. The documents will be deposited to RMC office located at Remera near Amahoro Stadium/Kigali Arena.
2. The deadline for submission of bids is 29<sup>th</sup> May ,2020 at 3PM; Opening on 01<sup>st</sup> June ,2020 at 10:am
3. All bidders will be informed about their results.

Other inquiries regarding a tender may be addressed to our toll free number 3536.

Done at Kigali on 26<sup>th</sup> May 2020

**Emmanuel MUGISHA**

**Executive Secretary**



**OFFICE STATIONERY ITEMS**

<b>No</b>	<b>Items</b>	<b>Specifications</b>	<b>Unit Price</b>
1	Adapter Cable	For laptop	
2	Antivirus 1 User	Kaspersky	
3	Antivirus 3 Users	Kaspersky	
4	Batteries A	Batteries pair	
5	Batteries AA(Duracell)	Batteries pair	
6	Batteries AAA(Duracell)	Batteries pair	
7	Binder clip	medium	
8	Binder clip(large)	large	
9	Binding slide bars	plastic	
10	Bloc note	shorthand	
11	Calculator	Casio scientific	
12	Cash receipt vouchers	Carbonless paper 2 copies	
13	Cartridge	HP LaserJet P2015	
14	Cartridge	HP 88 black	
15	Cartridge	HP 88 Cyan	
16	Cartridge	HP 88 Magenta	
17	Cartridge	HP 88 Yellow	
18	Cartridge	Canon Image runner 1133	
19	Cartridge	HP LaserJet Pro 200 color M 251n	

20	Cartridge	HP LaserJet Pro 8600	
21	Cartridge	Canon Image runner 2202	
22	Cassette video	Piece	
23	Cassette audio	Piece	
24	CD Recordable	Piece	
25	CD writable	Piece	
26	Chronometer	Piece	
27	Correction fluid set	Retype	
28	Certificate paper	Master plus	
29	Computer mouse	Wireless	
30	Compaq Presario charger	Piece (for evariser dual)	
31	Digital recorder	Digital profession recorder H2 handy recorder (brilliant stereo recorder, SD Card slot)	
32	Expense book	Papier journal 2 copies	
33	Envelopes	A4	
34	Envelopes	A3	
35	Envelopes	A5	
36	Endorsing INK	Piece	
37	External HDD	500 GB	
38	Flash disk	TOSHIBA 8G	
39	Flask disk	Sandisk 8G	

40	Flash disk(	HP FLASH DISK 8G	
41	Flask disk	ADATA 8G	
42	FLIP chart paper	Piece	
43	Flip chart stand	Piece	
44	File holder	Leather A4	
45	Hard Disk	500GB	
46	Highlighters	sport liner	
47	Headsets(cable)	Cable	
48	Headsets(wireless)	wireless	
49	Head set	Logitech Wireless	
50	Laptop battery	HP core i5	
51	Internet security 1 user	Kaspersky	
52	Internet security 3 users	Kaspersky	
53	Laptop bag	Piece	
54	Micro cassette	Piece	
55	Microphone	Avec fil	
56	Mini to mini cable	Computer	
57	Marker	permanent	
58	Network cable	RJ 45	
59	Ondulaire	APC 650 VA	
60	Paper clip GF	SBT	

61	Paper clip PF	SBT	
62	Paper clips	trombone Couleur	
63	Paper glue	UHU	
64	Paper trays	Plastic	
65	Plastic paper file	CLASSEUR	
66	Purchase Order book	Carbonless paper 2 copies	
67	Porte disquette	Piece	
68	Post it note	Neon rainbow	
69	Post it note	sign here	
70	Power extension	kadris	
71	Perforated plastic folder	packet	
72	Plastic file(Farde a tringle)	packet	
73	Plastic Eraser	gomme	
74	Punching machine(medium	kangaro	
75	Punching machine(big)	kangaro	
76	Pen holder	Piece	
77	PVC Cards white	plastic	
78	PVC Cards gold	Plastic	
79	PVC Cards silver	Plastic	
80	Photo papers	A4	
81	Papers	Ream	

82	Rubber band(multicolor)	Packet	
83	Ruler	plastic	
84	Report covers	plastic	
85	Ribbons colors	Piece	
86	Signature book	Piece	
87	Scissors big	Piece	
88	Registre book (courier expedie)	Piece	
89	Registre book (courier recu)	Piece	
90	Register books	Jambo	
91	Staple remover	Kangaro	
92	Scissors Small	Piece	
93	Spiral 8mm	Piece	
94	Spiral 10 mm	Piece	
95	Spiral 12 mm	Piece	
96	Spiral 14 mm	Piece	
97	Spiral 20 mm	Piece	
98	Spiral 25 mm	Piece	
99	Stapling machine GF	Piece	
100	Stapling machine Medium	Piece	
101	Stapling machine PF	Piece	
102	Staples GF	REXBL	

103	Staples PF	REXBL	
104	Sport liner mark pen	Sport liner	
105	Stamp ink	packet	
108	Scotch	Piece	
109	Zebra Direct ink roller ball pen(BE-DX5)	packet	
110	Pen(balaji)	Packet	
111	Pen(nice)	packet	
111	Transparent adhesive roll	Papier collar	
112	Pencils	packet	
113	Agenda	Medium	
114	Sharpener	piece	