

## INVITATION FOR EXPRESSION OF INTEREST FOR SUPPLYING OFFICE STATIONARIES MATERIALS

### INTRODUCTION TO SAVE THE CHILDREN

SCI is the world's leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development, and participation.

**Our Mission** – is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Save the Children International (SCI) invites you to show us your expressions of interest for supplying **Office stationaries**. This expression of interest has been specifically created to provide you with all the information required to understand SCI's requirements, and complete a response to the tender, should you wish.

If your company is interested in working with Save the Children International Rwanda to supply **Office stationaries** to support our mission, we kindly request you to submit an expression of interest outlining the following documents:

1. Essential criterial
  - 1) Business registration certificate issue by RDB
  - 2) A valid Rwanda Revenue Tax Clearance
  - 3) A valid RSSB clearance certificate
  - 4) VAT certificate
2. Capability criteria
  - 1) Five good service completions for similar services completed.
  - 2) Company profile
3. Business contact address
  - 1) Office address
  - 2) Contact Personal
  - 3) Email Address
  - 4) Phone contact.
  - 5) Bank account details (Bank Name, Bank account, Account Number)

The documents should be submitted no later than 5:00 pm on 20/05/2024 to this email [Emile.Hakizimana@savethechildren.org](mailto:Emile.Hakizimana@savethechildren.org) Any queries should be directed to [jeanclaude.maombi@savethechildren.org](mailto:jeanclaude.maombi@savethechildren.org)

We look forward to receiving your response.