



IPA - Rwanda

Request for Proposals (RFP)

RFP No. 002/013/01/2026

Title of the procurement: **Office stationeries**

Issue Date: **January 13 , 2026**

WARNING: Prospective Offerors who have received this document from a source other than from IPA Rwanda should immediately contact iparwandaprocurement@poverty-action.org and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted in jobinrwanda.com

Synopsis of the RFP

RFP No.	002/013/01/2026
Issue Date	January 13, 2026
Title	Purchase of office stationeries
Issuing Office	Innovations for Poverty Action (IPA), Rwanda Plot 1123, KK23/KK387, Kicukiro (IPA Rwanda office map).
Deadline for Receipt of Questions	The deadline for receiving the questions is January 21, 2026
Point of Contact for Questions	For any question, please send your email to: iparwandaprocurement@poverty-action.org
Deadline for Receipt of proposal	January 28, 2026, no later than 5PM
Proposal Submission Address	The proposal will be received via IPA Rwanda email address: RWA_proposals@poverty-action.org please include the RFP number in the subject line.
Anticipated Award Type	Blanket Purchase Agreement.
Basis for Award	The award will be issued to the responsible and reasonable offeror who provides the best value to IPA and its client using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Purpose

Innovations for Poverty Action (IPA) is a research and policy non-profit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications, ensuring that the evidence created is used to improve the lives of the world's poor.

IPA Rwanda invites qualified offerors to submit proposals to supply office stationeries in support of IPA office operations and program implementation.

1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at IPA for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

IPA anticipates awarding a Firm Fixed Price. This award type is subject to change during the course of negotiations.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates IPA to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. IPA shall in no case be responsible for liable for these costs.

Proposals are due no later than 5 pm, **January 28, 2026** to be submitted to IPA Rwanda email RWA_proposals@poverty-action.org. Late offers will be rejected except under extraordinary circumstances at IPA's discretion.

2.2 The submission of a proposal to IPA in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. IPA reserves the right not to evaluate a non-responsive or incomplete proposal. Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using the [Proposal Cover Letter template](#) (see Attachments) for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 13 months for the prices provided. Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from an IPA Rwanda employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Participation is open on equal terms to all natural and legal persons working in the above-mentioned fields having legal authorizations to exercise the activity and any eligible natural, legal person or companies fulfilling the required conditions highlighted in this offer. The selection criteria that will be used to establish potential supplier are the follows:

Professional capacity of the offeror which shows that:

- The products offered are original and comply with RSB.
- Demonstrates satisfactory past performance with supporting evidence.
- Holds the legal documents to exercise the activity (RBD certificate, VAT certificate and EBM machine)
- Supplies must be delivered within 3 working days from the date of order.
- Complies with the general rules, regulations and conditions of IPA Rwanda
- The source, origin and nationality of the products or services are not from a Prohibited Country.
- Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from IPA.

- Ability to comply with required or proposed delivery or performance schedules.
- Have the necessary organization, experience, accounting and operational controls and technical skills.
- Have the necessary production, sufficient stock as well as known physical address.

Financially

- Has adequate financial resources to execute the contract.
- Respects the general rules and conditions of IPA, namely: the supplier must process orders based on a signed purchase order from IPA and accept payment after services delivery, by bank transfer.
- Issuing for every payment IBM invoice and provide proof of filling (declaration) of Income tax.
- Willing to accept to be paid for the services consumed in not more than 15 days after delivering a fully compliant invoice.

Technical proposals shall include the following:

1. The proposed goods which meet or exceed the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table ([template provided in Attachments](#)), and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachments.

3.1 Services Specified

For this RFP, IPA is in need of the services described in Attachment: Scope of Work.

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Provided in the Attachments section of this RFP is a template for the [Price Schedule for firm- fixed price awards](#). For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible. Any required payment terms must be included in the cost proposal.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

Evaluation criteria	Evaluation Sub-criteria (if needed)	Maximum Points
The evaluation of the eligibility and the conformity of the documents submitted as stated in article 5.3 of this offer	assessment of the company profile, administration document, type of product to be supplied as well as the duration for supplying the needed good since the reception of purchasing order	10 points
Corporate Capabilities or Past Performance	At least 3 past performances	10 points
Cost	The bidder must indicate both total prices including the taxes and excluding the taxes.	80 points
Total Points		100 points

- Noncompliance with the requirement of the tender may lead to automatic disqualification from farther evaluation. In addition, if any bidders do not prove they are legally compliant they will be disqualified from farther evaluation.
- **Any attempt to contact IPA or an IPA staff member to attempt to influence the outcome of the tender will not be accepted and will lead to automatic disqualification from further evaluation.**
- All supplies indicated in the tender document will be covered by the unity price as given by the bidder.

5.2 Best Value Determination

IPA will review all proposals and make an award based on the eligibility and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to IPA. IPA may also exclude an offer from consideration if it determines that an Offeror is "not

responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

IPA may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price with best past performance proof.**

5.3 Responsibility Determination

IPA will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. A Letter of Submission duly signed by the legal representative and stamped with full detail address indicating Country, Province, Sector, Cell, Village, street, E-mail, post office box number and bank account details.
2. The certified copy or original commercial register from RDB
3. A certificate of non-receivable or receivable from the Rwandan Revenue Office (RRA) notified / online in color or original valid.
4. A certificate of non-royalty or royalty towards the "Rwanda Social Security Board RSSB" notified or original valid
5. Proof of having registered EBM
6. Have a satisfactory past performance record.

6. Inspection & Acceptance

The designated IPA staff will inspect from time to time the goods requested to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the IPA Country Director/Representative as a result of such inspection.

7. Compliance with Terms and Conditions

7.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Terms and Conditions listed in the accompanying Attachment.

8. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any IPA staff, in an attempt to affect the results of the award. IPA treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and IPA employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror

or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445. IPA ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements.

By submitting an offeror, Offerors certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

9. Attachments

9.1 Scope of work and Services or Technical Specifications

In order to achieve our Vision and mission through the execution of our strategic plans of two main goals:

1. Create more high-quality evidence that answers questions of immediate importance to decision makers on the front line of development, and
2. Promote the use of better, evidence-based programs and policies, leading to improved opportunities for millions living in poverty.

9.2 Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Innovations for Poverty Action
Plot 1123, KK23/KK387, Kicukiro ([IPA Rwanda office map](#)).

We, the undersigned, provide the attached proposal in accordance with **RFP No. 002/013/01/2026**. issued on January 13, 2026. Our attached proposal is for the total price of (**Sum in Words**).

I certify a validity period of 12 months for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that IPA is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text](#).

Name of Firm: [Click here to enter text](#).

Address: [Click here to enter text](#).

Telephone: [Click here to enter text](#).

Email: [Click here to enter text](#).

Company Seal/Stamp:

Price Schedule

S/N	Item Name	Specification	Unit of measure	Frequency of demand	Unit Price VAT inclusive
1	Cello tape	Medium size	Pce	Low	
2	Printing Papers A4	AZHAR	Ream	Very high	
3	Document holders in plastic with hole	Farde perfore A4	Pce	Medium	
4	Envelop A4	Brown medium size	Paquet of 50	Medium	
5	Envelop A5	Brown small size	Paquet of 50	Medium	
6	Box file (Boite d'archive)	(Boite d'archive)	pce	Medium	
7	File in Plastic	Packet à triangle	Paquet	High	
8	Flash Disk original (HP)	16GB	pce	Low	
9	Flash Disk original (HP)	32GB	pce	Low	
10	Flip chart paper		pce	Medium	
11	Glue stick	UHU big size		Medium	
12	Highlighter	Packet of 4 different color	packet	Medium	
13	Marker for flipcharts	Snowman	packet	Medium	
14	Marker for white board		Packet	High	
15	Notebook A4		pce	High	
16	Notebook A5		pce	High	
17	Note it small size (Post it)		Pce	Low	
18	Note it big size (post it)		Pce	Low	
19	Paper clip 33MM small		box	Low	
20	Pen original	Bic	packet	High	
21	Plastic document with elastics		Pce	High	
22	Hole punch machine big size		Pce	Low	
23	Hole punch machine medium size		Pce	Low	
24	Register book		Pce	Low	
25	Scotch brown/Transparent big size		Pce	Medium	
26	Scotch brown/Transparent medium size		Pce	Medium	

27	Scotch tape big size		Pce	Medium	
28	Small plastic box file with two rings		Pce	High	
29	Box file- Box folder (Boite d'archive)		Pce	High	
30	Staple pin 24/6 Rexcel		Package	Medium	
31	Staple pin 66/11 Rexcel		Package	Medium	
32	Staple remover		Pce	Low	
33	Printer cartridge HP LaserJet 404dm(259A)		Pce	Medium	
34	Printer cartridge HP LaserJet 131A-CF210X		Pce	Medium	
35	Printer cartridge HP LaserJet 131A-CF211A		Pce	Medium	
36	Printer cartridge HP LaserJet 131A-CF212A		Pce	Medium	
37	Printer cartridge HP LaserJet 131A-CF213A		Pce	Medium	
38	Printer cartridge HP LaserJet Pro M102w (CF219A)		Pce	Medium	
39	White board 120x90 with stand		Pce	Medium	
40	Notice board 120x90		Pce	Medium	
41	Small plastic folder (falde à tringle)		Pce	Medium	
42	Stapling Machine Rapid classic 2		Pce	Medium	
43	Pens tee pee all write (box of 25 pces)		Pce	Medium	
44	Stapler- heavy duty		Pce	Medium	
45	Suspension file		Pce	Medium	
46	Sign here in color		Pce	Medium	
47	Suspension file		Pce	Medium	
48	Sony Battery	AA format, 1.5V	Paquet of 2 pces	Medium	
49	Sony Battery	AAA format, 1.5V	Paquet of 4 Pces	Medium	
GRAND TOTAL IN Rwandan francs).					

Delivery Period and Payment terms:

9.3 Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Description of Activities	Location Province/ District	Client Name/Tel No/ email address	Cost	Start-End Dates	Complete d on schedule (Yes/No)	Completi on Letter Received? (Yes/No)	Type of Agreement (fixed price, cost reimbursable)
1								
2								
3								
4								
5								

9.4 Terms and Conditions

- a) The Request for Proposal is not and shall not be considered an offer by IPA.
- b) All responses must be received on or before the date and time indicated on the RFP.
- c) All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
- d) All awards will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
- e) IPA reserves the right to accept or reject any proposal or cancel the solicitation process at any time and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
- f) IPA reserves the right to accept all or part of the proposal when award is provided.
- g) All information provided by IPA in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- h) IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
- i) The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

Done at Kigali on January 13, 2026

IPA Rwanda