



1. Introduction

Background: IPA is a research and policy Non-Governmental Organization (NGO) that discovers and promotes effective solutions to global poverty problems. IPA designs, rigorously evaluates and refines these solutions and their applications together with researchers and local decision makers, ensuring evidence is used to improve the lives of the world's poor. Since being founded in 2002, IPA has worked with over 400 leading academics to conduct over 500 evaluations in 51 countries.

IPA Rwanda was established in 2013 and has multiple active projects spanning Education, Agriculture, Finance and Health. IPA Rwanda predominantly implements randomized evaluations in collaboration with the academics, the Government of Rwanda and other development NGOs to evaluate the impact of new development concepts to help inform future government policy and development projects.

2. Synopsis of the Request for Quotation

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

1. RFQ No.	RFQ No. 001/012/01/2026/PRINT
2. Issue Date	January 12, 2026
3. Title	Printing Services
4. Issuing Office	Innovations for Poverty Action (IPA), Rwanda Plot 1123, KK23/KK387, Kicukiro (IPA Rwanda office map), Phone: +250 788 345 894 www.poverty-action.org
5. Deadline for Receipt of Questions	January 21, 2026, at 5PM
6. Point of Contact for Questions	iparwandaprocurement@poverty-action.org
7. Deadline for Receipt of Quotes.	<i>January 28 ,2026 at 5PM</i>



8. Submission Address	RWA_proposals@poverty-action.org
9. Anticipated Award Type	<p>A firm-fixed-price contract, IPA will pay an agreed fixed price on the items requested.</p> <p>Issuance of this RFQ in no way obligates IPA to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.</p>
10. Basis for Award	<p>An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to IPA considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 4, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.</p>



3. Request for Quotation

1. General Instructions to Bidders	<ul style="list-style-type: none"> • Quotes must be received by January 28, 2026 no later than 5PM. Late offers will be rejected except under extraordinary circumstances at IPA's discretion. • Bidders shall submit quotes electronically via RWA_proposals@poverty-action.org • Bidders shall sign and date their quotation. • Bidders shall complete Attachment 1: Price Schedule template. Value Added Tax (VAT) shall be included in the proposed price.
2. Questions Regarding the RFQ	Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted in writing to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.
3. Deliverables and timeline	1. The offeror will be contract for a period on one year with the possibility of extension based on the performance
4. Determination of Responsibility	<p>IPA will not enter into any type of agreement with a vendor prior to ensuring the service provider responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <p>Request for Quotations:</p>



	<ol style="list-style-type: none"> 1. Quotations for the engagement must be addressed to the to RWA_proposals@poverty-action.org no later than 17h00 Rwanda time on January 26, 2026. Late submissions will not be considered. 2. Firms must submit a fixed price (TTI) for items and Deliverables in Rwandan Francs only valid for one year 3. Firms must submit a competency statement to demonstrate their ability to complete the work, similar past engagements and a minimum of three (3) references. 4. Firms must include full administrative details of their company including: <ol style="list-style-type: none"> a. Full address of the company indicating Country, Province, District, Sector, Cell, Village, Street number, E-mail, Telephone, Post office box and Bank account details b. Company profile c. Copy of Trade License d. Original or certified copy of affidavit of no debt by RRA still valid e. Original or certified copy of affidavit of no debt by the Rwanda Social Security Board still valid f. Past performance (3) certificate from government institutions or preferably international NGO 5. All quotations must be submitted in English
5. Compliance with Terms and Conditions	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment 2: Terms and Conditions.</p>



6. Procurement Ethics	<p>By submitting an RFQ, Bidders 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. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445.</p>
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We, the undersigned, provide the attached quote in accordance RFQ # _____
dated _____. Our attached quote is for the total price of
_____ (figure and in words)

I certify a validity period of 25 months for the prices provided in the attached Price
Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the
modifications.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:



1.1 Attachment 1: Price schedule template

S/N	Item Name	Specification	Frequency of demand	QTY	Unity price in number (VAT inclusive)
1	Printing different forms and stapling	A4 double sided (Black and white) printed on 180 grams	Very high	1	
2	Printing different forms and stapling	A4 double sided (colored) printed on 180 grams	Very high	1	
3	Printing different forms and stapling	A4 single side (Black and white) printed on 180 grams	Very high	1	
4	Printing different forms and stapling	A4 single side (colored) printed on 180 grams	Medium		
5	Printing forms	Laminated paper A4 (Black and white)	Low	1	
6	Printing forms	Laminated paper A4 (colored)	Medium		
7	Printing certificate	A4 on a paper of 250gr (colored)	Medium	1	
8	Designing and Printing pull-up banner	With big base	Medium	1	
9	Designing Printing flyers	Colored	Medium	1	
10	Designing, Printing brochures fold	Half fold (colored on diaper paper 180grs)	Medium	1	
11	Designing and Printing brochures fold	Trifold (colored on diaper paper 180grs)	Medium	1	
12	Designing and Printing brochures fold	Z-fold (colored on diaper paper 180grs)	Medium	1	
13	Designing and Printing brochures fold	Double parallel fold (colored on diaper paper 180grs)	Medium	1	
14	Staff ID cards with card holders	PVC Plastic materials	Medium	1	
15	Business cards	Matt 300 grams	Medium	1	



16	Printing IPA logo on daily notebook	Front side	Low	1	
17	Designing and printing Back drop banner supplied with its stand and install it.	6 m of L over 2 m of H	Medium	1	
18	Supply of T-shirts	Branded Polo (or similar) T-Shirts with IPA logo Embroidered, in front and printed logo in back	Medium	1	
19	Designing and printing of folder A3 in full color laminated	Branded IPA folder A3 in full color laminated with one pocket inside	Medium	1	
20	Designing and printing conference badges with badge holder	A6 conference badge printed on glossy 250grs with lanyard	Medium	1	
21	Tea mugs	Branded with IPA logo in Black color	Low	1	



1.2 Attachment 2: Terms and Conditions

1. The Request for Quotes is not and shall not be considered an offer by IPA.
2. All responses must be received on or before the date and time indicated on the RFQ. All late responses will be rejected.
3. All unresponsive quotes will be rejected.
4. All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by respondent.
5. All procurement will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
6. IPA reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting quotations for such rejection or cancellation of the procurement.
7. IPA reserves the right to accept all or part of the quotation when awarding the purchase order/contract.
8. All information provided by IPA in this RFQ 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.
9. IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response.
11. 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.
12. Willing to sign Terrorist Financing Screening Consent Form

Done at Kigali on January 13, 2026

IPA Rwanda