



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF RWANDA

*Driving Sustainable Performance*

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Date: 12/03/2019

Ref: 023/SIS/03/2019

**TENDER NOTICE: SUPPLY OF OFFICE STATIONERIES, REFRESHMENT ITEMS AND KITCHEN APPLIANCES, IT ACCESSORIES, PROVISION OF PRINTING SERVICES AND PRODUCTION OF PROMOTION MATERIALS UNDER FRAMEWORK CONTRACT**

1. The Institute of Certified Public Accountants of Rwanda (ICPAR) (hereinafter called “Client”) intends to apply a portion of its funds under the contracts for which this Bidding Document is issued. ICPAR now invites, by the present invitation to tender, sealed bids from eligible and qualified bidders for supply of office stationeries, refreshment items and kitchen appliances, IT accessories, provision of printing services and production of promotion materials under framework contract.
2. Bidding will be conducted through Open Competitive bidding and is open to all qualified suppliers/service providers.
3. Tender is composed by 6 different lots as shown here below:
  - ✓ Lot 1: Supply of stationeries;
  - ✓ Lot 2: Supply of refreshment items and kitchen appliances;
  - ✓ Lot 3: Supply of IT accessories;
  - ✓ Lot 4: Provision of printing services;
  - ✓ Lot 5: Design and Production of promotional materials  
(Small format/Branding/clothes related)
  - ✓ Lot 6: Design and Production of promotional materials  
(large format/Banners related)The suppliers can bid for one or more lots.
4. The Tender Document may be obtained downloaded from ICPAR website ([www.icparwanda.com](http://www.icparwanda.com)). Bidders may obtain further information at ICPAR Office at Kacyiru or email to [tender@icparwanda.com](mailto:tender@icparwanda.com), not later than 7 days prior to the deadline for submission of bids.
5. Well printed bids in English language, valid for 120 days from the bids submission deadline, accompanied by the Bid Security of 100,000 Rwf for each lot, properly bound and presented in four copies, one of which is the original and three copies must reach ICPAR offices, Behind Career Center, Kacyiru, Gasabo District not later than 29/03/2019 at 10:00 am local time.
6. The opening of bids will take place on the same day at 10: 30 am local time in ICPAR boardroom.

**Hadija Murangwa**  
**Director of Strategy and Institutional Sustainability**  
**ICPAR**