

Tender Notice (TN) / Invitation for Bids (IFB)

Tender title: National tender for Supply of Promotional Materials (Calendars, Dairies, Greeting Cards and Envelopes, Diaries, Brochures, T-shirts, Umbrellas, Suggestion Boxes, Snap flames and flames Flexis in Door Branding, Tear Drops outdoor branding, Pull-up banner Stand in door branding) [N° 22/F/N/2014-2015/RSSB/0B] divided in 4 lots:

- Lot 1: Supply of 2,000 Calenders, 1,000 Desk calenders, 300 Greeting Cards and Envelopes
 - Lot 2: Supply of 1,500 Dairies.
 - Lot 3: Supply of 2,000 T-Shirts, 1,500 Umbrellas and 35 Suggestion Boxes.
 - Lot 4: Supply of 60 Tear drops outdoor branding, 60 Pull-up banner Stand in door branding, 33 Snape Frame & Flexis in door branding and 10,000 Brochures.
1. The Rwanda Social Security Board (hereinafter called "Client") has a budget towards the cost of the above mentioned **Promotional Materials**. The Client intends to apply a portion of the funds to eligible payments under the contract for which this Bidding Document is issued.
 2. The Rwanda Social Security Board invites qualified bidders to submit bids for the promotional materials as indicated in detail in the statement of Requirements.
 3. Tender Documents in English may be obtained from Tuesday **16th September 2014** at RSSB Headquarters in Procurement Unit, **7rd floor** upon presentation of proof payment of a non-refundable fee of **10 000 FRW (Ten thousand francs)** to Account number **:040-0281146-73** of Rwanda Social Security Board opened at **Bank of Kigali**. The tender document is on **our website: www.rssb.rw**.
 4. All bids shall be accompanied by a bid security of 2% of the bidders offer for each lot.
 5. Enquiries regarding this tender may be addressed to Director General of RSSB, **P O. Box 250, and 6655 Kigali**.
 6. Well printed bids, properly bound and presented in four copies one of which is the original enclosed in envelopes, must reach at the address mentioned above not later than Thursday **16th October 2014 at 2:00 o'clock pm**. The Outer envelope should clearly indicate the **tender name and title**. Late bids will be rejected.
 7. Bids will be opened in the presence of bidders or their representatives who choose to attend at 10th floor, RSSB Building in the meeting room on Thursday **16th October 2014 at 2:30 pm hours**.
 8. Bidding will be conducted in accordance with the Law N°12/2007 of 27/03/2007 and the Law N°05/2013 of 13/02/2013 on Public Procurement.

Done at Kigali,.....**12/09/2014**

Marcel MPAMO NKUSI
Director of Corporate Services

