

**TENDER NO. 01/05/2022**

**REQUEST FOR QUOTATIONS**

1. **Introduction**

The Economic Policy Research Network (EPRN Rwanda) is a Research and Training Institution with the status of local NGO aiming at strengthening the capacities of individuals and organizations active in or with an interest in economic policy research and analysis. EPRN Rwanda, therefore, responds to economic policy gaps resulting mainly from lack of quality and informative research and the challenge of human capacity in terms of limited numbers of economic researchers and active involvement.

The mission of EPRN Rwanda is to contribute to the evidence-based economic policymaking by providing high-quality research, building capacity and creating networking opportunities.

1. **Request for quotations**

EPRN is preparing the 8th Research Conference scheduled on 26th and 27th May 2022 at Lemigo Hotel. EPRN wishes to invite competent firms to send quotations for the following materials:

|  |  |
| --- | --- |
| **Item** | **Quantity** |
| Design big banner (7\*4m) to be fixed as background of the conference stage (laminated) |  1  |
| Hire metal appliance with the size of 6\*4m to fix backdrop  |  1  |
| Design and printing of pull-up banners (big base) |  4  |
| Small banners on Pulpit and tables (1.2mX0.5m)  |  6  |
| Design and production of Paper Abstracts Booklets in 120 laminated glossy (all papers laminated 21cmX32cm) |  150  |
| Production of KITENGE Branded Folders. On Hard cartoons inside. 2 pockets inside. (with logos of EPRN and conference) |  150  |
| Conference Branded Flash Disk (4GB) containing papers and presentations |  150  |
| Branded Executive Note books 50 pages, (A4 80 gsm) (glossy laminated all papers)  |  150  |
| Design, print and bind books containing research papers (100 pages) glossy papers with glue (binded like finished publishable books emebed with ISBN number). Laminated. |  200  |
| Branded metal Pens  |  150  |
| Made in Rwanda shirts La Coste with logo, 4c (Coton Pilot) |  80  |
| Branded badges/name tags with yellow lanyard with epoxy with scanable code |  150  |
| Conference documentation for two days (NB: cover all 4 angles) |  ff  |
| **TOTAL in Rwf** |   |

1. **Submission Process**

Interested designing and printing firms are encouraged to submit their quotations showing unit prices and total prices. All prices must be VAT inclusive.

Required documents: In addition to the Quotation (proforma invoice), other needed documents are the company registration certificate and tax clearance certificate.

NB:

* Only shortlisted firms will be contacted.
* The selected supplier will be paid 100% after full delivery of all materials.

EPRN can refuse all quotations and decided to re-advertise if none of the received quotations matches with the available budget.

Submit the required documents to: info@eprnrwanda.org by not later than Friday 20th May 2022, 4pm Kigali time. You can also bring your offer in an envelope to EPRN office located at University of Rwanda Headquarters (former SFB buildings), Gikondo, Kigali.

In case you need more clarifications, do not hesitate to contact EPRN through: info@eprnrwanda.org OR Telephone: 0788357648 (from 8am to 5pm daily).

Done at Kigali on 13/05/2022.

