

General Printing Stationery

**REQUEST FOR
QUOTATION (RFQ):
SUPPLY OF
GENERAL PRINTING,
STATIONERY &
BRANDING OF
PROMOTIONAL
MATERIALS**

Request for Quotation

REQUEST FOR QUOTATION (RFQ) – SUPPLY OF GENERAL PRINTING, STATIONERY & BRANDING OF PROMOTIONAL MATERIALS

Dear Sir/Madam,

Lancet Laboratories Rwanda invites you to submit your quotation for the supply of general printing, office stationery, and promotional materials as per the specifications provided in this tender document.

Please take note of the requirements and conditions pertaining to the bid and supply of the listed products.

1. GENERAL INSTRUCTIONS

- Ensure that your submission is in **PDF format** and free from viruses or corrupted files.
- Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance by Lancet Laboratories Rwanda.
- Lancet Laboratories Rwanda is under no obligation to award a contract to any bidder as a result of this RFQ.
- The quantities provided are indicative and do not imply that the full quantity will be purchased.
- Submission deadline: End of day 19 November 2025.
- Delivery of bids: Email to: contract.rwanda@lancet.co.rw

2. RFQ REQUIREMENTS

- **Delivery Terms & Timelines:** Within 14 working days upon confirmation of order
- **After Sales Service Required:** Provide details of available technical or product support.
- **Payment Terms:** 45 Days

3. REQUIRED DOCUMENTS:

- RDB Company Registration
- VAT Certificate
- A dully filled vendor form
- Price Schedule (as per BOQ attached)

- Letter of Commitment confirming delivery timelines
- Bank Account confirmation letter

4. BILL OF QUANTITY (BOQ)

#	Description / Item	Minimum Quantity	Proposed Price per Item (FRW)	Total Price (FRW)
LOT 1: GENERAL PRINTING, STATIONNARIES AND BRANDING MATERIALS				
1	Laboratory Report A4	10,000		
2	Request Forms	100		
3	Letter Heads	4,000		
4	Staff IDs	41		
5	Name Tags	10		
6	Business Cards	1,000		
7	Envelopes A3	2,000		
8	Envelopes A4	500		
9	Doctor's Stamp	1		
10	Managing Director's Stamp	1		
11	Finance "PAID" Stamp	5		
12	Reception Oval Stamps	7		
13	Laboratory Technician Stamp	5		
14	Motorbike Branding	5		
15	New logo on vision and mission board	3		
16	New logo on patient's right board	3		
17	New logo on the Vision and Mission boards, with frames matching the existing design.	1		
18	New logo on patient's right using frames matching the existing design	1		
LOT 2: BANKING AND CASHIERINGS BOOKS				
1	Float / Hand Over Control Books	50		
2	Daily Cash Summary Books	50		
3	Courier Transfer Books	10		
4	Manual Receipt Books	10		
LOT 3: PROMMOTIONAL MATERIALS				
1	Mugs	150		
2	Pens	500		
3	Notebooks	200		
4	Key Holders	500		

5. SUPPLIER DECLARATION

Name of Authorized Person: _____

Designation: _____

Signature & Stamp: _____

Date: _____