

# REQUEST FOR QUOTATION (RFQ)

## Supply of Various Items to Autisme Rwanda

**RFQ Reference:** AR/FI/2026/01

**Date of Issue:** 13 February 2026

**Deadline for Submission:** 21 February 2026

### 1. Background

Autisme Rwanda is a non-governmental organization dedicated to supporting children and young people with Autism Spectrum Disorder (ASD) through education and community engagement. Our school and center provide daily meals to learners as part of our holistic care approach. To ensure consistent, nutritious, and high-quality meals, we are seeking qualified suppliers to provide food items on a short-term basis, with the possibility of extension based on performance.

### 2. Scope of Supply

The supplier will be required to deliver the following items **monthly or upon request** to Autisme Rwanda's center:

Item	Quantity per Delivery
Rice	50 kg
Beans	50 kg
Maize Flour	25 kg
Cooking Oil	10 litres
Sugar	25 kg
Onions	Per kilo
Tomatoes	Per kilo
Green peppers	Per kilo
Cabbage	Per kilo
Carrots	Per kilo
Avocados	Per kilo
Watermelon	Per kilo
Bananas	Per kilo
Oranges	Per kilo
Chicken Meat	Per kilo
Beef Meat	Per kilo
Minced Meat	Per kilo
Goat Meat	Per kilo
Bottled Water	Per kilo

<b>Hygiene Product</b>	
Toilet Papers	50 pcs
Detergent	
Bar Soap	
Toilet cleaning products	
Vim	
Brooms	
Serviettes	
Mopping sticks	
Mops	
<b>Office Materials</b>	
Ream of paper	50
Registers	12
Class diary	50
Cahier d'appel	12
Markers	50

The payments will be made after the delivery has been completed.

### **3. Delivery Location**

Autisme Rwanda Center is located at KG street 836, number 1

### **4. Supplier Eligibility Requirements**

Interested suppliers must:

- Be a legally registered company in Rwanda.

Provide the following documents:

- RDB full registration certificate.
- Valid tax clearance certificate.
- Proof of previous similar work (at least two reference or contract).
- Proof of at least 2,000,000 Rwf (two million Rwandan francs) on the company's bank account to prove that they are able to carry out the work.
- Accepts to give a full EBM invoice before payment is carried out.

## 5. Contract Duration

This is a **short-term supply contract** which may be extended based on performance and organizational needs.

## 6. Evaluation Criteria

The contract will be awarded based on:

- **Lowest price** (competitive and reasonable).
- **Quality** of goods supplied.
- **Delivery time** and reliability.
- **Relevant supplier experience.**

## 7. Submission Guidelines

- **Deadline:** 21 February 2026, 5:00 PM Kigali time.
- **Submission Method:** Email quotations to **autismerwandareception@gmail.com**.
- **Inquiries:** Contact the phone numbers listed on our website.

## 8. Legal Compliance

This procurement process will be conducted in accordance with the **Law N° 62/2018 of 25/08/2018 governing public procurement in Rwanda** and its implementing regulations. Autisme Rwanda reserves the right to accept or reject any quotation, and to annul the process at any time without incurring any liability.

### Management

Autisme Rwanda

[www.autismerwanda.org](http://www.autismerwanda.org)

**AUTISME RWANDA**

## QUOTATION SUBMISSION FORM

**RFQ Reference:** AR/FI/2026/01

### Section 1: Supplier Information

Field	Details
Company Name	
Contact Person	
Address	
Phone Number	
Email	
RDB Registration Number	
Tax Identification Number (TIN)	

### Section 2: Eligibility Documents Checklist

*(Attach copies of the following documents)*

- ☐ RDB full registration certificate
- ☐ Valid tax clearance certificate
- ☐ Proof of previous similar work (reference letter or contract)
- ☐ Proof of at least 2,000,000 Rwf (two million Rwandan francs) on the company's bank account to prove that they are able to carry out the work.
- ☐ Proof that He accepts to give a full EBM invoice before payment is carried out.

### Section 3: Quotation Table

*(All prices should be in Rwandan Francs – RWF, inclusive of all taxes and delivery costs)*

Item	Quantity per Delivery	Unit Price (RWF)	Total Price per Delivery (RWF)
Rice	50 kg		
Beans	50 kg		
Maize Flour	25 kg		
Cooking Oil	10 litres		
Sugar	25 kg		
Onions	Per kilo		
Tomatoes	Per kilo		
Green peppers	Per kilo		
Cabbage	Per kilo		
Carrots	Per kilo		
Avocados	Per kilo		
Watermelon	Per kilo		
Bananas	Per kilo		
Oranges	Per kilo		
Chicken Meat	Per kilo		
Beef Meat	Per kilo		
Minced Meat	Per kilo		
Goat Meat	Per kilo		
Bottled Water	Per kilo		
<b>Hygiene Product</b>			
Toilet Papers	50 pcs		
Detergent	12 pcs		
Bar Soap	2 boxes		
Toilet cleaning products	1 box		
Vim	1box		
Brooms	12		
Serviettes	12		
Mopping sticks	12		
Mops	12		
<b>Stationaries</b>			
Ream of paper	50		
Registers	12		
Class diary	50		
Cahier d'appel	12		
Markers	50		
<b>TOTAL</b>			

#### **Section 4: Delivery Commitment**

Proposed delivery schedule:

☐ Monthly

☐ Upon request

☐ Other (specify): \_\_\_\_\_

#### **Section 5: Declaration**

I, the undersigned, certify that the information provided is true and correct, and that the documents submitted meet the requirements stated in the RFQ.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature & Stamp:** \_\_\_\_\_

**Date:** \_\_\_\_\_