

**OFFICE OF THE VICE CHANCELLOR**

**CALL FOR APPLICATION**

Post. Box: 25, Byumba, Gicumbi District

Northern Province, Republic of Rwanda

Phone: +250 - 789 350 05

Email: [info@utab.ac.rw](mailto:info@utab.ac.rw)

Web: [www.utab.ac.rw](http://www.utab.ac.rw)

## **ACQUISITION OF BOOKLETS, ENVELOPS, FILES, PAYMENT CARDS AND LIBRARY CARDS.**

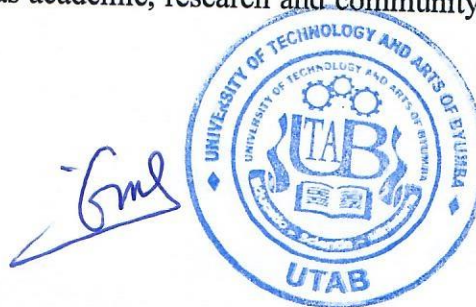
### **1. Introduction**

The University of Technology and Arts of Byumba (UTAB) invites qualified and experienced suppliers to submit their applications for the acquisition of Booklets, Envelops, Files, Payment cards and Library cards for various departments and units of the University.

The detailed list of needed materials is enclosed with this call for application. Interested suppliers are encouraged to carefully review the enclosed list to ensure they can meet the University's requirements.

### **2. Background**

University of Technology and Arts of Byumba (TAB) is a fully accredited community-based university. It started as Institut Polytechnique de Byumba (IPB) and began teaching on 26<sup>th</sup> January 2006 in Byumba Sector, Gicumbi District, Northern Province, Rwanda. On 20<sup>th</sup> December 2015, IPB upgraded from the status of institute to that of university under the name of University of Technology and Arts of Byumba (UTAB). Currently, UTAB runs three faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (SSMDS), the Faculty of Education, and the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE). In addition, UTAB has a Distance and Open Learning facility (DOLF) located in Gatsibo District, Kiramuruzi Sector. UTAB journey of more than 15 years has been long but very fulfilling. As a university, UTAB is engaged in different activities such as academic, research and community outreach. All of those



activities aim at raising the quality of education and social transformation. UTAB has planned to enhance service delivery. This bid aims to enable UTAB to get materials of good quality which will contribute to quality service delivery.

### 2.1. Vision of UTAB

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

### 2.2. Mission of UTAB

The mission of UTAB is:

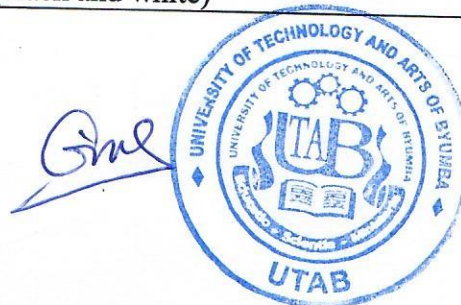
- To provide quality higher education and community oriented research;
- To shape a skilled workforce in the domains of technology and arts;
- To promote a culture of excellence and innovation for quality service delivery.

### 3. Scope of Work

The tender will encompass the supply of Booklets, Envelops, Files, Payment cards and Library cards as per the attached list. Interested applicants should ensure the supply of the product of good quality.

The scope of the work for this call for application includes the supply of booklets, envelops, files, payment cards and library cards listed in the table below:

S/N	Items	Specifications
1	Booklets	Booklets A 3 Printed on offset 80g, Perforated, 16 pages, Black and white, Numbered and stapled
2	Envelopes	Envelope bag Kaki, 120 g, envelope sacs, Quality manila, Black and white print, 46/36cm
3	Files	Printed on paper both sided, 300g, with attachment in color.
4	Payment cards	Printed on ivory paper, 300g, size 9/10, different colors (black and white)
5	Library Cards	Printed on ivory paper, 300g, size 9/10, format A5 different colors (black and white)





#### 4. Submission requirements

Interested suppliers must provide a complete application, including the following information:

- Company name and contact details.
- Proof of registration and licensing as a supplier or business.
- A brief overview of the company, including its history and experience in supplying required materials.
- References from previous clients.
- Proposed pricing and delivery terms. (Cost proposal)
- A timeline for delivery.

**Additionally, please note:** Upon successful evaluation and selection, the chosen bidder will be required to enter into a framework contract with the University of Technology and Arts of Byumba (UTAB) following the terms and conditions established by UTAB. This framework contract will govern the procurement and supply of the specified materials, ensuring adherence to quality standards, delivery schedules, and other contractual obligations.

All applications must be submitted in a sealed envelope, clearly marked " Application for Supply of Booklets, Envelops, Files, Payment cards and Library cards ", and should be delivered to UTAB Receptionist Office.

The deadline for submission of applications is Friday, March 1<sup>st</sup>, 2024, at 12:00 which is the same date for the opening at 12:30. Late applications will not be considered.

#### 5. Evaluation and selection criteria

UTAB will evaluate all submitted applications based on the following criteria:

- Price competitiveness.
- Quality and durability of the proposed materials.
- Registration Certificate as a company
- Tax Clearance Certificate
- Past performance and references.

#### 6. Costing

Interested applicants are required to provide unit price for each item appearing on the list of needed materials.

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## 7. Contact Information

For inquiries or clarifications related to this call for applications, please contact:

**Mr. BIZIMUNGU Jean Baptiste, Procurement Officer, Phone number: 0788593256**

## 8. Disclaimer

UTAB reserves the right to accept or reject any or all applications and to cancel the application process without incurring any liability. The University of Technology and Arts of Byumba (UTAB) looks forward to receiving your applications and working with a contractor who shares our commitment to good service delivery and sustainable development.

Done at Byumba, 16<sup>th</sup> February 2024

**Fr. Dr. MUNANA Gilbert, O.P**

**Vice Chancellor**

