

Terms of Reference for Supply of Cartridge and Maintenance of Xerox Printers

1. Background

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the districts of Rwanda to enable them to fulfil the responsibilities entrusted to them under the decentralization policy adopted in 2000. It was legally registered in 2003 as a non-governmental organization, and all 30 Districts and City of Kigali are members.

Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization.

RALGA has the responsibility of representing local government entities, carrying out their advocacy and capacity building in the following sectors.

2. Purpose

RALGA is soliciting bids from interested company to supply Xerox printer's cartridges. The successful bidder will be also expected to provide maintenance services of those printers over a period of one year.

3. General requirements

- The provider shall provide printer consumables for the following printers (Xerox 3225, 7225 & 5335) as per specification and consumable supplies must meet original equipment manufacturers specifications.
- In the contract, the service provider should; enhance the maintenance schedules planned on a monthly basis and complete according to manufacturers recommended service schedules.

4. General Specifications

List of Cartridges to be supplied

| Printers | Cartridges |
|------------|----------------|
| Xerox 3225 | Black Toner |
| | Drum Cartridge |
| Xerox 7225 | Black Toner |
| | Yellow Toner |
| | Magenta Toner |
| | Cyan Toner |
| | Black Drum |
| | Yellow Drum |
| | Magenta Drum |

| | |
|-------------------|--|
| | Cyan Drum |
| | Fuser |
| | Transfer Belt |
| | Second Bias Transfer Roller |
| | Waste Toner Container |
| Xerox 5335 | Black Toner |
| | Drum |
| | Fuser Assembly |
| | Staples for Booklet Maker and Finisher |
| | Staple Refill |

5. List of administrative documents to be submitted:

1. Bid submission letter and price quotations, signed and stamped
2. Copy of RDB Certificat
3. Be able to present the recommendation from your 3 previous contracts issued by recognized institutions
4. Valid certificate of Rwanda Social Security Board (RSSB)
5. Valid tax clearance certificate from Rwanda Revenue Authority (RRA)

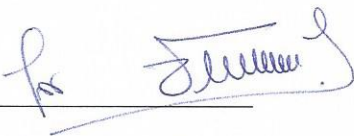
6. Submission

The interested service provider fulfilling the above requirements shall address to RALGA Secretary General his/her offers and submit them to RALGA offices, in Masaka Sector, Kicukiro District, P.O.Box 7249 Kigali – Rwanda.

The deadline for submission is 9th March 2020 at 02:00 p.m. The opening of the bids shall take place the same day at 02:30 p.m.

For any additional information, send an email to info@ralga.rw.

Done at Kigali, on March 02nd, 2020



Ladislav NGENDAHIMANA

Secretary General



TUMUSHIME Francine
Deputy Secretary General