

ACCESS TO FINANCE RWANDA

Request for Proposals

For

PROVISION OF PRINTING AND BRANDING SERVICES TO ACCESS TO FINANCE  
RWANDA (AFR)

Subject of Procurement:	PROVISION OF PRINTING AND BRANDING SERVICES
<b>Procurement Reference Number:</b>	AFR/RFP-PRINTING AND BRANDING/MARCH/2026
<b>Date of Issue:</b>	MARCH 12, 2026

## REQUEST FOR PROPOSALS

**PROCUREMENT REFERENCE NUMBER:** CONSULTANCY FOR PRINTING AND BRANDING SERVICES

### 1. INTRODUCTION

#### About Access to Finance Rwanda (AFR)

Access to Finance Rwanda (AFR) is a Rwandan not-for-profit company established in 2010 to promote financial inclusion and sector development. AFR is currently funded by Sweden, MasterCard Foundation, and Co-Develop.

We are part of the broader Financial Sector Deepening (FSD) in Africa that seeks to create a transformative impact on the end of poverty by supporting efforts to improve financial inclusion and financial sector development through helping financial institutions and markets drive a more inclusive and sustainable economic growth.

AFR supports the removal of systemic barriers that hinder access to financial services by low-income people, particularly women, youth, and MSMEs. AFR supports the development and provision of financial services, including savings, credit, insurance, investment, payments, and remittances.

AFR is guided by the Market System Development (MSD) approach, recognizing that efforts to increase financial inclusion and financial sector development must be market-led, profitable, and sustainable.

To effectively deliver its communications and visibility objectives, AFR requires high-quality and consistent printing and branding services to support its events, campaigns, publications, and corporate identity needs. This framework seeks to engage one or more qualified service providers with demonstrated capacity to deliver a wide range of creative, printing, and branding services in line with AFR's brand guidelines and quality standards.

### 2. Objective of the Assignment

The main objective is to establish a **framework agreement** with one or more competent firms to provide professional printing and branding services to AFR on an as-needed basis, ensuring:

- High-quality and consistent production of materials that reflect AFR's brand standards.
- Timely delivery of outputs to support communications, events, and outreach activities.

### 3. Scope of Work

The firm selected will provide printing and branding services that may include, but are not limited to, the following categories:

#### a) Printing Services

- **Digital and Offset Printing:** Annual reports, policy briefs, manuals, brochures, flyers, business cards, folders, notebooks, and stationery.
- **Large Format Printing:** Roll-up banners, pop-up displays, posters, billboards, wall graphics, and event backdrops.
- **Specialty Printing:** Embossing, lamination, UV coating, die-cutting, and custom packaging (where required).

#### b) Branding and Promotional Materials

- Design and production of branded materials
- Office signage, wayfinding systems, and exhibition booth design.
- Event branding and installation.

#### c) Delivery and Installation

- Timely production and delivery of materials to AFR offices or event venues.
- On-site installation and setup for branded items or event signage (as needed).
- Quality assurance and inspection before final handover.

Interested firms must confirm their intention to submit a proposal by **Friday, March 20, 2026, at 17h00 HRS CAT**

Any requests for clarifications to the RFP may be submitted by **Tuesday, March 24, 2026, 17h00 HRS CAT**.

Bidders should submit their proposals no later than **Friday March 27, 2026, 14:00 HRS CAT**

Responding bidders are advised that this solicitation does not in any way obligate AFR to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals. Additionally, AFR may award a contract without conducting negotiations; all proposals should be submitted initially using your most favorable terms. AFR reserves the right to award any resultant contract to other than the offeror submitting the lowest price proposal based on technical excellence, schedule superiority or client request.

All communications regarding this RFP should be addressed via email:  
[procurement02@af.rw](mailto:procurement02@af.rw)

Below is the summary planned procurement schedule:

Activity	Date
a) Date of issue of RFP	<b>Thursday, March 12, 2026</b>
b) Confirmation of interest	<b>Friday, March 20, 2026, at 17h00 HRS CAT</b>
c) Request for clarifications	<b>Tuesday, March 24, 2026, 17h00 HRS CAT.</b>
<b>d) Proposal closing date for submission of proposals</b>	<b>Friday, March 27 2026, 14:00 HRS CAT</b>

Cordially,  
Jean Bosco Iyacu  
Chief Executive Officer

### 1.1. SECTION 1: INSTRUCTIONS TO PROSPECTIVE BIDDERS

Preparation of Proposals: You are requested to submit separate technical and financial proposal, as detailed below. The standard forms in this Request for Proposal may be retyped for completion but the Consultant is responsible for their accurate reproduction.

You are advised to carefully read the complete Request for Proposals. An electronic copy (in PDF) of the Request for Proposals shall be considered as the original version.

Technical Proposals: Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet as per Section 4 of this RFP.
2. Technical Proposal not exceeding 15 pages without annexes
3. An approach and methodology for performing the services.
4. Capacity to provide both print and promotional branding materials.
5. Skilled technical team (designers, print technicians, branding specialists).
6. Strong understanding of brand consistency and corporate identity management.
7. Confirmation that all the items have been considered and are quoted for in the financial proposal.
8. Physical presence in Rwanda.
9. The documents evidencing your eligibility, as listed below.

Financial Proposals: Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet as per Section 5 of this RFP.
2. A list of unit prices (all the items must be quoted for)

Validity of Proposals: Proposals must remain valid for 90 calendar days from proposal submission date.

Submission of Proposals: The technical and financial proposals should be submitted separately, both clearly marked with the Procurement Reference Number above, the Consultant's name, AFR and either "Technical Proposal" or "Financial Proposal" as appropriate.

Proposals (both technical and financial) must be submitted electronically to: [procurement02@af.rw](mailto:procurement02@af.rw) with clear subject line: "AFR/RFP-PRINTING AND BRANDING/MARCH/2026" and submitted by **Friday March 27, 2026, 14:00 HRS CAT.**

***Note: Proposals must be submitted in PDF format and as attachments to the email, any proposal submitted as a link won't be considered.***

### Language of the tender and mode of communication

The medium of communication shall be in writing. The bid, as well as all correspondences and documents relating to the bid exchanged by the Bidder and AFR, shall be written in English.

### Amendment to the tender document

At any time prior to the deadline for submission of bids, AFR may amend the tender document by issuing an addendum. Any addendum issued shall be part of the tender document and shall be communicated in writing via the AFR website.

To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, AFR may, at its discretion, extend the deadline for the submission of bids; in which case all rights and obligations of AFR and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

### Late bids

AFR shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by AFR after the deadline for submission of bids shall be declared late and rejected.

## **1.2. SECTION 2: ELIGIBILITY CRITERIA**

You are required to meet the following criteria to be eligible to participate in the procurement exercise:

1. Have the legal capacity to enter into a contract.
2. Not be insolvent, in receivership, bankruptcy or being wound up or subject to legal proceedings for any of these circumstances.
3. Not have had your business activities suspended/debarred
4. Have fulfilled your obligations to pay taxes.
5. Not having a conflict of interest in relation to this procurement requirement.

We require you to submit copies of the following documents as evidence of eligibility attached to your bid and sign the declaration in the Technical Proposal Submission Sheet:

### Eligibility criteria:

1. Certificate of Incorporation or Trading license /Certificate of Registration.
2. Evidence of statutory compliance such as a valid tax clearance certificate.
3. Signed copy of the enclosed code of AFR's ethical conduct in business for bidders and services providers.
4. Confirmation that your technical bid is maximum 15 pages (excluding any annexes)

*NOTE: Failure to submit the above required documents may lead to disqualification from Technical and Financial evaluation.*

### **1.3. SECTION 3: EVALUATION OF PROPOSALS**

Evaluation of Proposals: The evaluation of Proposals will use the **Quality-Cost Based** methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposals on a pass/fail basis;
2. Detailed Technical evaluation will contribute 80%;
3. Financial scores will be allocated 20% to determine the best evaluated bid.

Proposals failing at any stage will be eliminated and not considered in subsequent stages.

Technical Criteria: Proposals shall be awarded scores out of the maximum number of points as indicated below.

Minimum technical score: The mark required to pass the technical evaluation is 70% of the Technical Score.

Financial Criteria:

Pricing information should not appear in any other section of the proposal other than the financial proposal.

Financial scores shall be determined by awarding a maximum of 20 points to the lowest priced proposal that has passed the minimal technical score and giving all other proposals a score which is proportionate to this.

Total scores: Total scores shall be determined using a weighting of 80% for technical proposals and a weighting of 20% for financial proposals.

Currency: Proposals should be priced in **Rwanda Francs**

Best Evaluated Bid: The best evaluated bid shall be the firm with the highest combined score and shall be recommended for signing a framework agreement. Specific contracts shall be signed with AFR whenever there is a need for printing items or branding services.

Right to Reject: AFR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by AFR, without incurring any liability to Consultants.

AFR reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

<b>Evaluation Criteria</b>	<b>Description / What to Assess</b>	<b>Marks</b>
Company Profile & Relevant Experience	The company must submit a certificate of registration demonstrating at least three years of experience – <b>5 marks</b> The firm must submit at least 3 Certificates of good completion provided by served companies/organizations - <b>10 marks</b>  The firm must submit a valid tax clearance – <b>5 marks</b>	20
Technical Capacity & Production Facilities	Availability and quality of printing machines, branding equipment, in-house production capacity, and supplier network  The firm must submit a list of the equipment they have with specifications.	10
Quality of Previous Work / Portfolio	Submit a company portfolio with links or files showcasing samples of completed work (printing and branding)	15
Team & Professional Competence	The firm must demonstrate experience with the following personnel:  1. <b>Graphic Designer</b> (must submit a certificate of qualification) - <b>5 marks</b> 2. <b>Print Production Specialist</b> (must submit a certificate of qualification) - <b>5 marks</b> 3. <b>Installation Technician</b> (must submit a relevant certificate of qualification) - <b>5 marks</b> 4. <b>Brand Strategist</b> (must submit a certificate of relevant qualification) - <b>5 marks</b>	25
Understanding of TOR & Approach	Clarity in understanding AFR’s needs, proposed approach, creativity, and innovation to meet high-quality deliverables	10
Financial Proposal / Rate Card	Submit a financial proposal with rates of the items mentioned in the below table	20
<b>Total</b>		<b>100</b>

## SECTION 4: TECHNICAL PROPOSAL SUBMISSION SHEET

*[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected.]*

Proposal Addressed to:	Access to Finance Rwanda
Date of Technical Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

Our proposal shall be valid until \_\_\_\_\_ *[insert date, month and year]* and it shall remain binding upon us and may be accepted at any time before or on that date;

I/We enclose a separately sealed financial proposal.

### Technical Proposal Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

## CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND SERVICES PROVIDERS

### 1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgement and conduct;
- (b) comply with both the letter and the spirit of-
  - i. the laws of Rwanda; and
  - ii. any contract awarded.
- (c) avoid associations with businesses and organizations which are in conflict with this code.

### 2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

### 3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with AFR. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

### 4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

### 5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AFR that might be viewed by others as having an influence on a government procurement decision.

### 6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

## 7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organizations with the intention of depriving AFR of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;
- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of AFR; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the AFR;
- (f) withholding information from the Procuring Disposing Entity during contract execution to the detriment of the AFR.

I ..... agree to comply with the above code of ethical conduct in business.

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**AUTHORISED SIGNATORY**

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**NAME OF CONSULTANT**

#### 1.4. SECTION 5: FINANCIAL PROPOSAL SUBMISSION SHEET

*[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorised, it may be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]*

Proposal Addressed:	AFR
Date of Financial Proposal:	
Procurement Reference Number:	
Subject of Procurement:	

The total price of our proposal is: \_\_\_\_\_.

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

#### Financial Proposal Authorised By:

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(DD/MM/YY)

Authorised for and on behalf of:  
Company: \_\_\_\_\_

Address: \_\_\_\_\_

## TERMS OF REFERENCE

### PROVISION OF PRINTING AND BRANDING SERVICES

#### 1. Background

Access to Finance Rwanda (AFR) is a Rwandan not-for-profit company established in 2010 to promote financial inclusion and sector development. AFR is currently funded by Sweden, Jersey Overseas Aid (JOA), MasterCard Foundation, and Co-Develop.

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#### 2. Objective of the Assignment

The main objective is to establish a **framework agreement** with one or more competent firms to provide professional printing and branding services to AFR on an as-needed basis, ensuring:

- High-quality and consistent production of materials that reflect AFR's brand standards.

- Timely delivery of outputs to support communications, events, and outreach activities.

### 3. Scope of Work

The firm(s) selected will provide printing and branding services that may include, but are not limited to, the following categories:

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- **Specialty Printing:** Embossing, lamination, UV coating, die-cutting, and custom packaging (where required).

#### c) Branding and Promotional Materials

- Design and production of branded materials
- Office signage, wayfinding systems, and exhibition booth design.
- Event branding and installation.

#### d) Delivery and Installation

- Timely production and delivery of materials to AFR offices or event venues.
- On-site installation and setup for branded items or event signage (as needed).
- Quality assurance and inspection before final handover.

### 4. Expected Deliverables

The contracted firm(s) will deliver:

- High-quality printed and branded materials aligned with AFR's visual identity and specifications.
- Digital proofs and mock-ups for approval before final production.
- Finished materials packaged and delivered on time.
- Documentation of materials produced and costs for reporting purposes.

### 5. Duration and Framework Agreement

The agreement will cover a period of two (3) years, subject to satisfactory performance and ongoing AFR needs. Services will be requested on a call-off basis through approved work orders or quotations per assignment.

## **6. Reporting and Coordination**

The selected firm will work closely with AFR's Communications Team for approvals, timelines, and quality control. Regular communication will be maintained to ensure smooth execution and timely delivery.

## **7. Required Qualifications and Experience**

Interested firms must demonstrate the following:

- At least 3 years of experience providing professional printing and branding services to reputable organizations or companies.
- Proven ability to deliver high-quality products within tight timelines.
- Capacity to provide both print and promotional branding materials.
- Skilled technical team (designers, print technicians, branding specialists).
- Strong understanding of brand consistency and corporate identity management.
- Physical presence in Rwanda.

## **8. Submission Requirements**

Interested firms must submit:

1. Company Registration Certificate
2. Tax Clearance Certificate
3. Company profile outlines comparable print and branding work done in the past.
4. Description of Production Capacity (equipment, technologies, and suppliers).
5. Proposed Team and key contact person(s).
6. 3 Certificates of completed assignments.
7. Financial Proposal/Rate Card including unit prices for items specified in the table named list of items.

## Evaluation Criteria table

Evaluation Criteria	Description / What to Assess	Marks
Company Profile & Relevant Experience	<p>The company must submit a certificate of registration demonstrating at least three years of experience – <b>5 marks</b></p> <p>The firm must submit at least 3 Certificates of good completion provided by served companies/organizations - <b>10 marks</b></p> <p>The firm must submit a valid tax clearance – <b>5 marks</b></p>	20
Technical Capacity & Production Facilities	<p>Availability and quality of printing machines, branding equipment, in-house production capacity, and supplier network</p> <p>The firm must submit a list of the equipment they have with specifications.</p>	10
Quality of Previous Work / Portfolio	Submit a company portfolio with links or files showcasing samples of completed work (printing and branding)	15
Team & Professional Competence	<p>The firm must demonstrate experience with the following personnel:</p> <ol style="list-style-type: none"> <li>5. <b>Graphic Designer</b> (must submit a certificate of qualification) - <b>5 marks</b></li> <li>6. <b>Print Production Specialist</b> (must submit a certificate of qualification) - <b>5 marks</b></li> <li>7. <b>Installation Technician</b> (must submit a relevant certificate of qualification) - <b>5 marks</b></li> <li>8. <b>Brand Strategist</b> (must submit a certificate of relevant qualification) - <b>5 marks</b></li> </ol>	25
Understanding of TOR & Approach	Clarity in understanding AFR's needs, proposed approach, creativity, and innovation to meet high-quality deliverables	10
Financial Proposal / Rate Card	Submit a financial proposal with rates of the items mentioned in the below table	20
<b>Total</b>		<b>100</b>

## LIST OF ITEMS

NO	Items &Description	Price per Unit (VAT Inclusive)
1	AFR Brochures - A4 trifold in full colour Single on matt paper 150gsm/200gsm laminated	
2	AFR Brochures - A4 trifold in full colour Single on matt paper 150gsm/200gsm not laminated	
3	Printing A4 poster in full colour Single on matt/glossy/uncoated paper 80gsm/150gsm/200gsm	
4	Printing A5 poster in full colour Single on matt glossy/uncoated paper 80gsm/150gsm/200gsm	
5	AFR Flyer - A5 in full colour single on matt paper 150gsm/200gsm NOT laminated	
6	Flyer - A6 full colour Single on matt paper 150gsm/200gsm laminated	
7	Flyer - A6 full colour double sided on matt paper 150gsm/200gsm NOT laminated	
8	Car stickers - 40cm x 50cm waterproof + sticking them on vehicles Full colour, one sided	
9	Brochure A4 - three-fold - laminated cover only 150/200gsm matt paper double sided laminated	
10	Brochure A4 - three-fold - full colour 150/200gsm double sided not laminated	
11	Booklets - A4 full colour double sided A4 on 150/200gsm matt paper laminated	
12	Booklets - A4 full colour double sided A4 on 150/200gsm matt paper NOT laminated	
13	Booklets - A5 full colour double sided A4 on 150/200gsm matt paper laminated	
14	Booklets - A5 full colour double sided A4 on 150/200gsm matt paper NOT laminated	
15	Business cards - double sided in full colour 300gsm matt paper laminated, cut round corners	
16	White Envelopes with Logo - size A5	
17	White Envelopes with Logo - size A4	
18	White Envelopes with Logo - size A3	
19	Ordinary Envelopes - white small	
20	Teardrop banner 3.5m	
21	Teardrop banner 4.5m	

22	Focus notes - size A4 single/double sided matt paper 150/200gsm laminated	
23	Focus notes - size A4 single/double sided matt paper 150/200gsm NOT laminated	
24	Focus notes - size A5 single/double sided matt paper 150/200gsm laminated	
25	Focus notes - size A5 single/double sided matt paper 150/200gsm NOT laminated	
26	Focus notes - size A6 fold single/double sided matt paper 150/200gsm laminated	
27	Focus notes - size A6 fold single/double sided matt paper 150/200gsm NOT laminated	
28	Annual report summary - A4 only cover page laminated matt paper 150/200gsm	
29	Annual report summary - A4 laminated mat or glossy paper 150/200gsm 20 pages	
30	Pull Up banner 2m *85cm (Wide Base) on PVC material	
31	Pull Up banner 2m*85cm (Narrow Base) on PVC material	
32	Banner - on PVC material Per square Meter	
33	Branded Agendas with cover - branded with Logo & words Printed on matt/glossy paper 150/200gsm laminated 200 pages	
34	Branded Agendas with cover - branded with Logo & words Printed on matt/glossy paper 150/200gsm not laminated 200pages	
35	Branded flash disks 64GB/128GB/250GB with Logo in colour	
36	Letter Head printed in Colour Size A3/A4	
37	Branded notebooks with hard cover – A5 size with Logos & text, 80 Pages/100pages and 150pages laminated	
38	Spiral branded notebooks with hard cover With Logos & text 80 Pages/100pages and 150pages, laminated	
39	Branded Corporate paper Folders - A4 standard A4 (Folder with Pocket)	
40	Branded Metallic pens with logo	
41	REGISTER BOOK A3 Carbonated (PRINTING ON COVER) 2cpies*50sheets	
42	REGISTER BOOK A4 Carbonated (PRINTING ON COVER) 2cpies*50sheets	
43	Training Manual - A4 single/double sided Black/white colour	
44	Training Manual - A4 single/double sided colour	

45	Printing and supplying Books with Wire Binding/ Spiral Binding Wire/spiral binding	
46	Printing and supplying Books with Staple binding	
47	Printing and supplying Books with Perfect binding	
48	Backdrop banner (Frames, installation, banner) of 6m*3m per day	
49	Backdrop banner (Frames, installation, banner) of 3m*2.5m per day	
50	Backdrop banner (Frames, installation, banner) of 8m*3m per day	
51	Backdrop banner of (Frames, installation, banner) 10m*3m per day	
52	Backdrop banner of (Frames, installation, banner) 14m*3m per day	
53	Jackets branded with logos embroidery	
54	Supplying branded metallic pens	
55	Key holders plastic branded	
56	Key holders metallic branded	
57	Supplying branded umbrella	
58	Printing Vehicle logbook A4 size	
59	Printing & installation Billboards fabrication, Printing per square meter of (within kigali)	
60	Printing & installation Billboards fabrication, Printing per square meter of (out of kigali)	
61	Printing and installation Signpost with light per sqm (within kigali)	
62	Printing and installation Signpost with light per sqm (out of kigali)	
63	Printing and installation Signpost with none light per sqm (within kigali)	
64	Printing and installation Signpost with none light per sqm (out of kigali)	
65	Supplying and branding 3D one side with light per sqm (within kigali)	
66	Supplying and branding 3D one side with light per sqm (out of kigali)	
67	Supplying ABS Board per sqm and installation	
68	Supplying ABS Board with frame per sqm with installation	
69	Certificates - A4 size full colour on 250/300gms matt paper laminated	

70	Seasonal greeting cards - A5 printed on 250/300gsm matt paper in full colour laminated	
71	Seasonal greeting cards - A6 printed on 250/300gsm matt paper in full colour not laminated	
72	Employee Service cards (IDs) printed on PVC material in full colour double sided	
73	Briefs - Size A4 in full colour double sided on 150/200gsm matt paper laminated	
74	Briefs - Size A4 in full colour single sided on 150/200gsm matt paper laminated	
75	Self-Ink Stamp – Round self ink stamp, Wood Rubber stamp, pre – inked stamp, Plastic Rubber Stamp, pocket stamp,	
76	POSTERS A1 FORMAT IN COLOR	
77	POSTERS A2 FORMAT IN COLOR	
78	POSTERS A3 FORMAT IN COLOR	
79	POSTERS A4 FORMAT IN COLOR	
80	POSTERS A5 FORMAT IN COLOR	
81	T-SHIRTS - Round neck for Men - pure cotton ROUNDNECK branded with logos and text at the back	
82	T-SHIRTS - V-Neck for men - pure cotton V-Neck with logos	
83	T-SHIRTS - V-Neck for Women - pure cotton V-Neck pure cotton with logos & text at the back	
84	T-SHIRTS - V-Neck for Women - pure cotton V-Neck with logos	
85	T-SHIRTS - Polo/Collar for Men BRANDED with logos and text at the back	
86	T-SHIRTS - Polo/Collar for men BRANDED front logo	
87	T-SHIRTS - Polo/Collar V-shape for Women BRANDED with logos and text at the back	
88	T-SHIRTS - Polo/Collar for women BRANDED front logo	
89	T-SHIRTS - Polo/Collar BRANDED front, back & arms with logos and text at the back	
90	T-SHIRTS - Polo/Collar BRANDED front logo	
91	Caps with logo	
92	Branded Corporate paper Folders - A4 standard A4 (Folder with Pocket)	
93	Supplying foam Board per square meter (5-8mm) with installation	
94	Supplying a poster with Aluminium frame per sqm with installation	
95	Supplying and branding metal signpost branded with painted on one side (Specify the size)	

96	Supplying and branding metal signpost branded with painted on double side (Specify the size)	
97	Supplying and branding door signage made in metal per sqm	
98	Printing and branding Stickers one way vision per square meter (within kigali)	
99	Printing and branding Stickers one way vision per square meter (out of kigali)	
100	Printing and branding Frosty stickers per square meter (within kigali) (Plotted)	
101	Printing and branding Frosty stickers per square meter (within kigali) (Plain)	
102	Printing and branding Frosty sticker per square meter (out of kigali) (Plotted)	
103	Printing and branding Frosty sticker per square meter (out of kigali) (Plain)	
104	Supplying branded executive notebooks with 80 g/m <sup>2</sup> lined white paper	
105	Supplying branded water bottles	
106	Supplying branded coffee mugs	
107	Asset Tagging with Engraving	
108	Trophies with Engraved message	
109	Crystal Awards	
110	Aluminium frames per square meter	
111	Supplying branded tote bags	
112	Supplying branded backpack bags	
113	Supplying branded Raincoats	
114	Supplying branded vest (field)	
115	Printing magnetic vehicle stickers A3 size	
116	supplying branded lanyard Size (90/100cm length, 2cm width)	
117	supplying conference badge size <b>(8.9 cm x 5 cm)/ (10x15) cm</b>	
118	Supplying branded office laptop bags (engraved logo)	
119	Supplying branded folder on PU leather size 22cm by 25cm and the thickness of 2cm overall	
120	Supplying branded mouse pad in rectangle shape with thickness of 3mm and size 23cm by 20cm	
121	Branded Lapel pins – Deluxe Clutch/ Rubber Clutch/ Safety Pin	