REQUEST FOR QUOTATION (RFQ) FOR SUPPLY AND DELIVERY OF GENERAL OFFICE SUPPLIES

REF NO: RENTCO/OFF-SUPP/2025-2026

Monday 10th November 2025

RentCo Africa Limited
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1. BACKGROUND

RentCo Africa is a Pan-African leasing firm in Kenya that provides off and on-balance financing through bespoke leasing products to the private and public sectors in Sub-Saharan Africa and beyond. With expanding operations and administrative functions, RentCo seeks to maintain efficient office operations by engaging **competent and reliable suppliers** for the supply and delivery of **general office stationery, consumables, and related materials** on an as-and-when-required basis.

2. OBJECTIVE

The objective of this RFQ is to prequalify and appoint reputable suppliers for the 2025–2026 financial year to supply high-quality office consumables and stationery, ensuring cost efficiency, reliability, and timely delivery.

3. SCOPE OF SUPPLIES

The successful suppliers will be responsible for the **supply and delivery** of assorted office items including, but not limited to:

3.1 Category 1: Stationery & Office Consumables

- Printing papers (A4, A3, A5 – 70gsm, 80gsm, 100gsm White and colored)
- Pens, pencils, markers, highlighters
- Staplers, staples, perforators, punchers, Staple Removers
- Envelopes (DL, A5, A4, A3 – plain and branded)
- Files (box files, lever arch, spring files, clip files)
- Sticky notes, notebooks, notepads
- Office glue, cello tapes, masking tapes, paper clips
- Toners, cartridges, ribbons, and ink refills (OEM or certified brands only)
- Calendars, desk organizers, and desk accessories
- Clear & Colored Report Covers
- Suspension Files
- Document Wallet
- Folders
- Card Holders
- Sponge dumpers
- Wipe out

- Document Trays
- Erasers
- Rulers
- Sharpeners
- Stamp Pad Inks (Red and Blue)
- Binding Tapes
- Desk Organizers
- Spirals (all sizes)
- Document Separators
- Correction Fluid

3.2 Category 2: Office Equipment & Accessories

- Binders, shredders
- Extension cables, power adaptors
- Whiteboards, notice boards, board markers
- Wall clocks, signage, document trays

3.3 Category 3: Cleaning and Utility Supplies

- Tissue paper, hand towels, detergents, air fresheners
- Garbage bins and liners
- Drinking water and dispensers (where applicable)
- Laptop & Computer Cleaning Kits

Suppliers must provide proof of supply capacity and consistent stock availability to meet RentCo's operational needs nationwide.

4. TECHNICAL SPECIFICATIONS AND QUALITY REQUIREMENTS

- All stationery must be of **high quality** and sourced from **recognized brands** (e.g., HP, Double A, PaperOne, BIC, Staedtler, Deli, Kenpoly, etc.).
- Consumables must meet **KEBS standards** where applicable.
- Delivery timelines must not exceed **24 hours** after issuing a Local Purchase Order (LPO).

5. MANDATORY REQUIREMENTS

Interested firms must attach the following documents:

1. Valid Business Registration Certificate
2. Valid Tax Compliance Certificate
3. Valid Trade License / Business Permit
4. Valid KEBS Certification (for applicable items)
5. Proof of Past Supply to Corporate (attach at least 3 reference letters)
6. Company Profile with details of directors, contact persons, and address
7. List of available stock and distribution capacity
8. Warranty/Return Policy for defective items
9. Evidence of delivery capability (e.g., delivery vans, courier partnerships)

6. FINANCIAL PROPOSAL (PRICE SCHEDULE)

Bidders shall complete the following table in full. All prices must be **inclusive of VAT**, quoted in **Kenya Shillings**, and **inclusive of delivery to RentCo's offices**.

3.1 Category 1: Stationery & Office Consumables

Item Description	Unit	Unit Price (KES.)	Brand/Manufacturer	Warranty/Remarks
Printing Paper A4 (80gsm) – white and colored	Ream			
Printing Paper A3 (80gsm)	Ream			
Ballpoint Pens (Blue/Black/Red)	Box (50pcs)			
Highlighters (Assorted Colors)	Set			
Staplers				
Punchers				
Stapler Removers				
Envelopes (A4 white and branded as per	Pack (100pcs)			

RentCo requirement)				
Envelopes (A5 white and branded as per RentCo requirement)				
Envelopes (A4 white and branded as per RentCo requirement)				
Box Files A4 size, 3" wide with lever clip for easy opening, closing and rotating of documents	Each			
Box Files A4 size, Narrow 2" wide with lever clip for easy opening, closing and rotating of documents				
Box Files PVC A4 size, 3" wide with lever clip for easy opening, closing and rotating of documents				
Sticky notes				
Notebooks (branded as per RentCo requirements)				
Office Glue (Pritt)				
Masking tapes 2"				

Cello Tapes 2”				
Paper clips				
Staple pins 20x50				
Staple pins 10x10				
Desk organizers				
Suspension Files				
Document Wallet				
Folders				
Card holders (Provide varieties)				
Wipe out				
Document trays (Provide samples)				
Erasers				
Rulers				
Pencils (HB, 2B)				
Binding Tapes - red 3”				
Spirals 6mm*300mm				
Spirals 8mm*300mm				
Spirals 22mm (7/8”)				
Spirals 16mm (5/8”)				
Spirals 14mm*300mm				
Masking Tape (2”)	Roll			

3.2 Category 2: Office Equipment & Accessories

Item Description	Unit	Unit Price (KES.)	Brand/Manufacturer	Warranty
Binders	Each			
Paper Shredder (Cross Cut)	Each			

Whiteboards (4ft x 6ft)	Each			
Whiteboard markers				
Extension Cable (4-way, 10m)	Each			

3.3 Category 3: Cleaning and Utility Supplies

Item Description	Unit	Unit Price (KES.)	Brand/Manufacturer	Remarks
Tissue Paper (2-ply rolls)	Pack			
Liquid Soap (5L)	Jerrycan			
Air Freshener (500ml)	Each			
Garbage Bags (Large)	Pack			
Drinking Water (20L Refill)	Bottle			

SECTION D: VALUE ADDITIONS

Please indicate any additional services offered at no cost or preferential terms, such as:

- Free delivery at our offices along Mombasa Road
- Bulk discount policy
- Priority delivery on call
- After-sales service or credit terms

SECTION E: SUMMARY FINANCIAL PROPOSAL

Category	Subtotal (KES.)	Remarks
Section A: Office Stationery & Consumables		
Section B: Cleaning & Utility Supplies		
Section C: Office Equipment & Accessories		
Section D: Value Additions (If Priced)		
TOTAL (INCLUSIVE OF VAT)	**KES.**	

7. EVALUATION CRITERIA

Evaluation Criteria	Maximum Score
Compliance with mandatory requirements	20
Range and quality of items offered	20
Past performance and references	15
Delivery capacity and responsiveness	15
Competitive pricing	20
Warranty/after-sales support	10
Total	**100**

Minimum score for financial evaluation: 70 points

8. FINANCIAL EVALUATION

The financial proposal will be evaluated based on:

- Competitiveness and reasonableness of prices
- Completeness of quotation
- Delivery and payment terms
- Availability of discounts for bulk or framework supply

9. SELECTION AND AWARD

- RentCo may prequalify or enter into **Framework Supply Agreements** for a period of **two (2) years**, renewable based on performance.
- Multiple suppliers may be selected per category
- Successful bidders shall sign a **Supply Agreement** detailing delivery timelines, invoicing, and performance expectations.

10. SUBMISSION INSTRUCTIONS

1. All quotations shall be **submitted in PDF via email to: info@rentcoafrica.com; Samwel.arambe@rentcoafrica.com** and copied to

Julius.motaroki@rentacfrica.com **no later than 10th December, 2025** and titled: **"RENTCO/OFF-SUPP/2025-2026: SUPPLY AND DELIVERY OF GENERAL OFFICE SUPPLIES"**

2. Late submissions will not be accepted.

11. CLARIFICATIONS

All clarifications should be requested in writing at least **five (5) days before the closing date**, via email: Samwel.arambe@rentcoafrica.com

12. RESERVATION OF RIGHTS

RentCo Africa reserves the right to:

- Accept or reject any quotation in whole or in part.
- Enter into framework agreements with multiple suppliers.
- Verify submitted information through site visits.
- Reject quotations from firms with poor performance or misrepresentation.