

Simlaw Seeds

TOP QUALITY SEEDS

HEAD OFFICE: Plot 73 Namanve Industrial Park P.O.BOX 115600 Kampala, Uganda
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Website: www.simlawseeds.ug

REQUEST FOR QUOTATION (RFQ)

SUPPLY OF OFFICE STATIONERY

Simlaw Seeds Company Uganda Limited is a private Company registered in the Republic of Uganda with its Head office at Namanve Industrial but distribution channels spread across the country. The main activities for the Company are carrying out Research, production, processing of seed, distribution and sales of seed and other complimentary products across the country and beyond.

We kindly request you to submit your quotation for the supplying of the items below

LIST OF STATIONERY ITEMS

Sn	Items	Quantity Requested	Unit Price	Total Price
1	Ream Of Papers	5 Cartons		
2	Cello Tape	24 Pieces		
3	Ruled Paper	1 Carton		
4	Stamp Ink	36 Pcs		
5	Pens	2 Boxes		
6	Punching Machine	02pcs		
7	Notebooks	12pieces		
8	High Lighters	3 dozen		
9	White Wash	2boxes		
10	Permanent Markers	1box		
11	Files	1 Carton		
12	Rulers	5 Pieces		
13	Stample Wires	2boxes		
14	Printer Ribbon	18 Pcs		
15	Stick Notes	12 Pcs		
16	Calculators	4 Pcs		

Sn	Items	Quantity Requested	Unit Price	Total Price
17	Binding Glue	1boxes		
18	Office Glue	Box		
19	Heavy duty punching machine	1Pc		
20	106A tonner	8pcs		

NB: Total price must include VAT

Evaluation Criteria:

1. Submission of Mandatory document: The tender must submit a valid business license, TIN certificate and Business/Company registration certificate.
2. Technical criteria: Compliance with the Procuring Entity's requirements, Delivery terms and timeline. Payment terms will be 30 days after delivery.
3. Financial criteria: To determine the lowest evaluated quotations.

Quotation must be submitted on or before **10th June 2026** not later than **10:00 am** in the tender box located at the Simlaw Seeds Company Headquarter in Namanve industrial Park.

Quotations must be submitted in a sealed envelope with the heading **Quotation Reference: KSCL/Rfq/STNERy/01/2025-2026: Supply of Office Stationery Items** addressed to Simlaw Seeds Company (U) Ltd P.O Box 115600 Kampala.

The quotation opening will be done immediately and representatives are invited to attend the opening.

We look forward to receive your quotation.

Thank You

General Manager
Simlaw Seeds Company Uganda Ltd

GENERAL TERMS AND CONDITIONS (GTC)

- Your proposal must be expressed in English Language.
- In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline.
- The submitted proposal should be divided into two parties Technical Proposal and Financial Proposals.
- Service proposed shall be reviewed and evaluated based in completeness and compliance of the Proposal responsiveness with the requirements of the RFP and all other annexes providing details of Simlaw seeds requirements.
- The Proposal that complies with all of the requirements meets all the evaluation criteria and offers the best value of money shall be selected and awarded the contract, any offer that does not meet the requirements shall be rejected.
- Any discrepancy between the unit price and the total price shall be re-computed by Simlaw Seed and the unit price shall prevail and the total price shall be corrected. If the service provider does not accept the final price based on Simlaw Seed's re-computation and correction of errors, its Proposal will be rejected.
- No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Simlaw Seeds after it has received the Proposal. At the time of Award of contract, Simlaw Seed reserves the right to vary (increase or decrease) the quantity of services and or goods without any change in the unit price or other terms and conditions.
- Please be advised that Simlaw Seeds is not bound to accept any Proposal, no award a contract, nor be responsible for any costs associated with a service provider's preparation and submission of Proposal, regardless of the outcome or the manner of conducting the selection process.
- Simlaws Seeds encourages every service provider to prevent and avoid conflict of interest, by disclosing to Simlaw Seeds if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in tender/RFP.
- Simlaw Seeds implements a zero tolerance on fraud and other prescribed practices and is committed to identifying and addressing all such acts and practices against Simlaw Seeds, as well as third parties involved in Simlaw Seed activities.