



Invitation to bid:

AOS Ltd hereby invites competent companies to submit their best bids to provide **Printing and Branding Collaterals Services**.

More information regarding this tender is provided in detailed technical specifications.

Bids should be submitted to the address provided below not later than **28th October 2025, at 4pm late bids will be rejected.**

This tender is open to all interested companies in the same field and bidders will be selected according to the fulfillment of the tender requirements e.g complying with technical specifications and competitive price.

Bids will be submitted to the following email address: procurement@aos.rw.

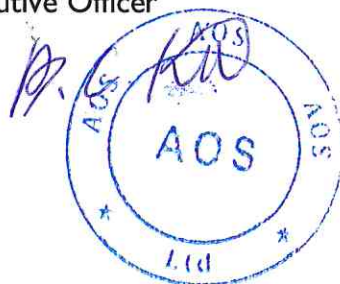
Any bidder requiring additional information or clarification will be made to email address <elyse.mukundente@aos.rw>.and cc procurement@aos.rw.

Yours Sincerely,

Byung Chul Kevin KOO

Chief Executive Officer

AOS Ltd



Technical Specifications for Printing & Branding Collaterals Tender

1.0 Introduction & Purpose

This document serves as the technical specification for a demand-based tender for the provision of printing and branding collateral. The purpose is to procure a qualified and reliable supplier who can provide high-quality materials on an as-needed basis for a specified contract period. This tender is not for a fixed quantity of goods, but rather for a rate card of per-unit pricing for all specified items.

2.0 General Requirements

All work must adhere to the following standards:

- **File Formats:** Final print-ready files will be provided in PDF.
- **Proofing:** A digital proof for approval must be provided for every order. A physical sample/mock-up is required for all new or complex items before full production commences.
- **Color Matching:** All printing must be done using the CMYK color model unless a specific Pantone Matching System (PMS) color is specified for brand consistency.
- **Quality Assurance:** All materials must be free from defects, including misprints, scratches, alignment issues, and color variations.

3.0 Specific Item Specifications

Bidders are required to provide a unit price for each item listed below.

Item	Details
Brochures	Bi-fold, Portrait, A5 (210mm x 297mm) when folded, 200gsm Matt Coated Paper, no lamination, full color (4/4) front and back.
Flyers	Single sheet, double-sided, A5 (148mm x 210mm), 150gsm Gloss Coated Paper, no lamination, full color (4/4).
Business Cards	Standard, 90mm x 55mm, 350gsm Silk Coated Paper, matt lamination on both sides, double-sided, full color (4/4).
Envelopes	Standard, DL (220mm x 110mm), 100gsm Uncoated Paper, single-sided, full color (4/0).
Posters	Single sheet, A2 (420mm x 594mm), 180gsm Matt Coated Paper, no lamination, full color (4/0).
NFC Enabled Staff ID Cards	Standard ID Card (CR80), 85.6mm x 53.98mm, PVC, glossy finish, full color (4/4) digital print, integrated NFC chip.
Branded Folders	A4 Pocket Folder, A4 when folded, 350gsm Silk Coated Paper, matt lamination on outside, single internal pocket with a business card slit.
Greetings or Thank You Cards	Bi-fold, A6 (105mm x 148mm) when folded, 300gsm Uncoated Cardstock, full color (4/4).

Large Format & Signage	• Pull-Up Banners: 850mm x 2000mm, PVC, full color large format print, aluminum stand. • Interior Signages: Acrylic or Foamex board, full color print, cut to shape. Exterior Signages: 3D logo of 1 x 2.5m with a background 1.5 x 3m, fabrication, and Digital signage (2.5 x 4m), weather-resistant. • Vehicle Wraps: Partial/full, high-quality cast vinyl, full color, laminated.
Marketing & Stationery Collaterals	• Brand Guideline: Hardcover book, A4, 50-100 pages (to be specified), 200gsm Silk Coated. • Pricing Catalog: Saddle-stitch booklet, A4, 24 pages (to be specified), Cover 250gsm, Inner 150gsm Silk Coated. • Trade Show Booths: Modular system with branded backdrop, counter, displays; fabric and aluminum. • Office Dangers: Hanging display, A3, 300gsm Cardboard, double-sided, full color (4/4), cut to shape.

4.0 Pricing & Submission Requirements

- **Pricing:** Bidders must provide a unit price for each item listed in Section 3.0. This is a demand-based contract, so a single unit price is required for each item, regardless of potential future order quantities.
- **Required Submission Documents:**
 - Completed Pricing Schedule (provided as a separate document)
 - Company profile and portfolio showcasing previous printing and branding work.

Administrative documents required for submission:

- **Trade license with service details**
- **Tax clearance certificate**
- **3 certificates of good completion of similar services executed from public institutions or NGOs.**