

Request for quotations "RFQ 2023/1/LOG/004"

**TITLE: Request for quotation of Collecting and delivery of courier Services for
Urwego Bank PLC**

Urwego Bank PLC. (hereinafter referred to as the Bank) hereby invites interested professional companies to submit their financial proposal for collecting and delivery of courier at all branches of the Bank.

Please note also the following,

- All the quotations should be submitted in sealed envelopes and addressed to the of Urwego Bank PLC with the following title and address: " Urwego Bank PLC. Plot 428, KN5 RD, UMUYENZI Plaza, Remera Sector , Gasabo District . PO BOX 748 Kigali
- The bidder / company is requested to mention his address too in the corner side of the same envelope
- The quotations received, and acknowledged at the HO, will be opened and analyzed for selection by the Bank Tender Committee Members who will thereafter inform each bidder of the selection decision.
- The quotations should include the VAT along with a valid tax clearance certificate issued by RRA, a valid Trading license/incorporation certificate (Registre de Commerce). Note that the bidder should be in the field tying with this present tender as per RDB registration certificate; ; the bidder should present 1 completion certificates from reputable institutions to substantiate his competency and ability in the area of courier services as per this tender purpose.
- The quotation should present monthly flat charge cost .
- The list of branches to support and required service is attached on this Request

Venue for submission: kindly remit your sealed bids quoting tender reference no, name of your company, and address to the following address: Reception of Urwego, KN 5 RD, Rukiri-Remera-Gasabo- Umuyenzi Plaza P.O.BOX 748

Deadlines for submission: 27/1/ 2023 at 4:00 PM.

For further information, please contact us on 0788536052

Thank you.

Urwego Bank Management

Done at Kigali on 18th January 2023



N°.	Branch Locations and Names	Items and material to be delivered (to and from)	Amount to cha For the courier
1.	<p>Up country Branches</p> <p>Eastern Province: Nyamata, Rwamagana, Kabarore, Nyagatare, Nyakarambi Ngoma branches</p>	<ul style="list-style-type: none"> • Printed forms and materials • Check books (for customers) • Machines (Computer, printers, counting machine) • Stationeries (for branches) • Bordreaux (Bank slips) • Loan files • Cartridges • Etc 	
2.	<p>Southern Province and Western</p> <p>Muhanga, Ruhango, Huye, Karongi and Rusizi Branches</p>	<ul style="list-style-type: none"> • Printed forms and materials • Check books (for customers) • Machines (Computer, printers, counting machine) • Stationeries (for branches) • Bordreaux (Bank slips) • Loan files • Cartridges • Etc 	
3.	<p>Northern Province and Western Province :</p> <p>Gicumbi , Musanze , Kinigi , Mahoko and Rubavu</p>	<ul style="list-style-type: none"> • Printed forms and materials • Check books (for customers) • Machines (Computer, printers, counting machine) • Stationeries (for branches) • Bordreaux (Bank slips) • Loan files • Cartridges Etc 	

Note: Bank Urwego PLC would like to have your monthly charge proposals and VAT inclusive =

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