

**Request for quotations "RFQ 2023/4/OP/LOG/009"**

**TITLE: Request for quotation for supply of furniture materials of Urwego Bank PLC**

Urwego Bank PLC (herein referred to as the Bank) hereby invites interested professional companies to submit their financial proposal for supply furniture materials as per list on attachment.

Please note also the following,

- All the quotations should be submitted in sealed envelopes with the following mentions: "RFQ-2023/04//Op/Log/008 of furniture materials of Urwego Bank PLC and submitted to the bank's reception at its head office located at , Plot 428, KN5 RD, UMUYENZI PLAZA, Remera Sector, Gasabo, Tel. +250 788173100, Website: [www.urwegobank.com](http://www.urwegobank.com);
- 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 2 completion certificates from reputable institutions to substantiate his competency and ability in related supply as per this tender purpose.
- It is require to submit also pictures of each material and mention *the origine of the material* in your bid document
- The selected company will be responsible of delivering materials to the indicated premises after getting the Purchase order and payment will be after the acceptancy by the bank's representative.

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: 02/05/2023 at 3:00 PM

For further information, please contact us on 0788536052

  
Urwego Bank Management

Done at Kigali on 24<sup>th</sup> April 2023



## The List of Furniture materials

No	Material list	Specifications	Unity Price (VAT inclusive)
1	Clients 4 seats metallic chair		
2	Clients 3 seats metallic chair		
3	high back fabric Chair	( Malesia )	
4	Canteliver fabric visitors chair	medium size (Malesia)	
5	Canteliver fabric visitors chair	Small size (Malesia)	
6	4 drawer metallic cabinet	(Malesia)	
7	Wooden desk 120x 75 Cm	(Malesia)	
8	Six way work station 120x60x75	(Malesia)	
9	Four way work station 120x60x75	(Malesia)	
10	Twoway work station 120x60x75	(Malesia)	
11	Wooden high closed cabinet 80cm x 40cm x H 170 cm	(Malesia)	
12	High closed metallic cabinet	(Malesia)	
13	Four Drawer metallic cabinet	(Malesia)	
14	Transport outside Kigali	-----	
15	Transport in Kigali city	-----	

NOTE: Please indicate days for delivery

Urwego Bank Management

Done at Kigali on 19<sup>th</sup> April 2023

