

TITLE: Request for quotation of maintenance and repair for money counting machines of Urwego Bank PLC

Urwego Bank PLC (herein referred to as the Bank) hereby invites interested professional companies to submit their financial proposal for maintenance and repair for money counting machines at all its branches.

Please note also the following,

- All the quotations should be submitted in sealed envelopes with the following mentions: "RFQ-2019/11/Log/009 maintenance and repair for money counting machines of Urwego Bank PLC (Former Urwego bank Ltd) , 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**,
- 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,
- Note that the bidder should be in the field tying with this present tender as per RDB registration certificate;
- Note that branches within Kigali are served 2 times per month and up country it's 1 time unless if case happened and not charged.
- The quotation should specify total amount with VAT inclusive per monthly basis.
- Note that in your total amount charged, it includes transport cost, accommodation and *minner spare parts*
- Description of the work and details of machines and branches are on attachment.

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,
KG 5 RD, Rukiri-Remera-Gasabo- Umuyenzi Plaza
P.O.BOX 748

Deadlines for submission: 23/1/2023 at 3:00 PM.

For further information, please contact us on 0788536052

Thank you

Done at Kigali on 5th January 2023

Urwego Bank Management



Nº.	Branch Locations and Names	Service description	Unity Price VAT Inclusive (Frw)
1.	Branch within Kigali City Kigali city market, Kicukiro, Remera branch , Nyabugogo, Gisozi, Kimironko,	<ul style="list-style-type: none"> • Servicing of counting machines, repair and spare parts replacement if necessary (2 times per month) 	
2.	Easter Province: Rwamagana, Nyamata and Ngoma branches Southern Province Muhanga, Huye Rusizi Branch North Province branches: Musanze and ,Rubavu branches	<ul style="list-style-type: none"> • Servicing of counting machines, repair and spare parts replacement if necessary (1 time per month) • Changing Servicing of counting machines, repair and spare parts replacement if necessary (1 time per month) • Servicing of counting machines, repair and spare parts replacement if necessary (1 time per month) • Servicing of counting machines, repair and spare parts replacement if necessary (1 time per month) 	
3	Total Service monthly Charge for all branches (VAT inclusive) in Frw =		

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