

**Request for quotations "RFQ 2023/1/LOG/002"**

**TITLE: Request for quotation of maintenance and repair services for money safe, strong room doors and changing code for both 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 safe, strong room and changing code for both at all branches of the Bank.

**Please note also the following,**

- All the quotations should be submitted in sealed envelopes with the following mentions: **"RFQ-2022/12/Log/014 of maintenance and repair services for money safe, strong room doors and changing code for both of Urwego Bank PLC"**, and submitted to the bank's reception at its head office located at , Plot 428, KG5 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)
- The RDB Certificate is considered only if it exceed three years of experience in the field of such or similar works.
- The bidder will present quotation which includes the transport cost;

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: 28/1/ 2023 at 3:00 PM.

For further information, please contact us on 0788536052

Done at Kigali on 5<sup>th</sup> January 2023

Urwego Bank Management



**All Details and the scope of work**

N°.	Branch Locations and Names	Service description	Unity Price VAT Inclusive (Frw)
1.	<b>Branch within Kigali:</b> Kigali city market, Kimironko, Kicukiro, Gisozi, Nyabugogo, Remera branch ,	<ul style="list-style-type: none"> <li>• Changing the password of lock combination of the safe</li> <li>• Opening by force the safe</li> <li>• Opening by force the strong room</li> </ul>	
2.	<b>Up country Branches Eastern Province:</b> Rwamagana, Nyamata and Ngoma branch	<ul style="list-style-type: none"> <li>• Changing the password of lock combination of the safe</li> <li>• Opening by force the safe</li> <li>• Opening by force the strong room.</li> </ul>	
3.	<b>Southern Province: Muhanga, Huye</b>	<ul style="list-style-type: none"> <li>• Changing the password of lock combination of the safe</li> <li>• Opening by force the safe</li> <li>• Opening by force the strong room.</li> </ul>	
4.	<b>Rusizi Branch</b>	<ul style="list-style-type: none"> <li>• Changing the password of lock combination of the safe</li> <li>• Opening by force the safe</li> <li>• Opening by force the strong room.</li> </ul>	
5.	<b>Northern Province branches : Musanze and Rubavu branches.</b>	<ul style="list-style-type: none"> <li>• Changing the password of lock combination of the safe</li> <li>• Opening by force the safe</li> <li>• Opening by force the strong room.</li> </ul>	
	Replacement of locking system for safe	<ul style="list-style-type: none"> <li>• Changing the key lock</li> <li>• Changing the combination lock on the safe, strong room</li> </ul>	

Done at Kigali on 5<sup>th</sup> January 2023

Urwego Bank Management

