



Kepler

Gasabo District, Kinyinya Sector, KG 29 No. 16 , P.O. BOX: 5594 Kigali, Rwanda

REQUEST FOR QUOTATION(RFQ)

RFQ Ref No: K/KGL/RFQ/007/2022

RFQ Title: Soundproofing

Date of Issue: November 29, 2022

Submission Date and Time: December 12, 2022, 10:30 AM, Kigali time

Date: November/29/2022

Request for Quotation (RFQ) Ref Number: K/KGL/RFQ/007/2022

Dear Sir/Madam,

Kepler invites you to submit your best bid for the works soundproofing its auditorium at Kepler Kigali Campus located in Kigali City, Gasabo District, Kinyinya Sector, Murama Cell, Rusenyi Village. This RFQ document has been specifically prepared to provide you with key information required to understand Kepler's requirements and complete your quotation.

By participating in this procurement proceeding you are indicating your acceptance to be bound by the guidelines set out in this letter and attachments. We provide below the key details of Kepler requirements, which you should take into account in your response.

Please direct any questions regarding the RFQ content or process to this email address: procurementenquiries@kepler.org or Phone number: 0788840308. You should not contact other Kepler personnel unless directed to do so by a Kepler representative. Kepler reserves the right to disqualify and reject quotation from bidders who do not comply with these guidelines. All questions should be submitted in writing to the email address: procurementenquiries@kepler.org.

As part of this tendering process Kepler makes no obligations in any way to:

- (i) pay any bidder for any RFQ response; or
- (ii) award the contract with the lowest or any bidder; or
- (iii) accept any bid received from bidders; or
- (iv) include bidder responding to this RFQ, in any future invitation; or
- (v) any other commitment to bidders whatsoever.

Schedule of requirements (scope and specifications)

S/N	Particulars	Unit	Quantity	Unity Price	Line Total (Rwf)
1	Acoustic fiber glass wool board	M2	360		
2	Wood frame (libuyu)	Item	15		
3	Acoustic fabrics cover	m	150		
4	Concrete nails of 6	Kg	45		
5	Corniere	Box	720		
6	Screws of 6 or 7	Box	30		
7	Cheville	Box	80		
8	Cover accessories	Box	40		
9	Fevicol glue	Kg	15		
10	Others (please specify)				
	Sub-total before tax				
	Applicable taxes				
	Grand Total All Applicable Tax Inclusive				

Hard copies of quotations must be submitted in a sealed envelope on **December 12, 2022 not later than 10:30 AM Kigali Time** at Kepler's Reception Office located in Gasabo District, Kinyinya Sector KG 29 Ave 16 Kigali, Rwanda.

It is the bidder's responsibility to ensure that the quotation is submitted to Kepler's Reception Office on the indicated date. Any late quotation will be rejected and will not be considered for evaluation.

Please take note of the following requirements and documents which will accompany the RFQ:

Address to submit the bids	Kepler KG 29 Ave 16 Reception Office Kigali, Rwanda
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	Kinyinya- Gasabo
Site visit	Optional
Submission deadline	December 12, 2022 by 10:30 AM Kigali Time
Language requirement	All documentations must be written in English. Documents written in any other languages will be rejected.
Currency To Be Used	Only in Rwandan Franc (quotation in any other currencies will be rejected)
Administrative documents	<p>Quotation must be accompanied by:</p> <ol style="list-style-type: none"> 1. A full business registration certificate issued by Rwanda Development Board (RDB) ; 2. A tax registration certificate; 3. A valid tax clearance certificate issued by Rwanda Revenue Authority (RRA); 4. A valid Social Security clearance Certificate by Rwanda Social Security Board(RSSB); 5. Three (3) reference letters or certificates issued by reputable organizations regarding similar works completed within the last five (5) years*; 6. A company profile, which should not exceed five (5) pages, including printed brochures and product catalogues relevant to the works being procured;
Opening the bids	<ol style="list-style-type: none"> 1. Bids opening will take place on the same day as the submission of bids on December 12, 2022 at 11:00 AM at Kepler's office Boardroom in Kinyinya in the presence of Bidders or their representatives who will choose to attend the opening session. 2. After the bids opening process, the bidders will be informed of the decision taken by the Kepler Procurement Team on December 16, 2022.
Evaluation criteria	<ol style="list-style-type: none"> 1. Administrative evaluation; 2. Responsiveness to Kepler's requirements; 3. Financial evaluation; <p>The quotation that complies with all of the specifications, requirements and offers the lowest price,</p>

	as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.
Kepler will award the tender to:	One supplier
Next steps after the suppliers selection	Contract signing: A contract will be established between Kepler and the selected supplier, stipulating specific and general terms of the contract.
Defect liability period	Twelve (12) months
Submission requirements	<p>The quotation should be addressed to: “Kepler”</p> <p>The quotation should contain the following information:</p> <ul style="list-style-type: none"> ❖ Name of your company; ❖ Address and telephone number of your company; ❖ Name and signature of the person submitting the quote; ❖ Official company’s stamp; ❖ Company’s VAT number/ TIN number; ❖ VAT (18%) should be calculated separately where applicable; ❖ Exact specifications stipulated in the schedule of requirements;
Validity period of the quotation	90 working days
Lead time	Bidders to propose the ideal lead time.
Contacts For Clarifications	<p>Email: procurementenquiries@kepler.org</p> <p>Phone Number: +250 788 840 308</p>

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Kepler after it has received the quotation.

At the time of award of Contract, Kepler reserves the right to vary (increase or decrease) the quantity or scope of the works, by up to a maximum twenty per cent (20%) of the total contract value, without any change in the unit price or other terms and conditions.

Kepler reserves the right to cancel this tender any time before a contract is signed without incurring any liability to the bidders.

Thank you and we look forward to receiving your bid.

Sincerely,



A handwritten signature in black ink is written over a blue circular stamp. The stamp contains the Kepler logo (a stylized bird) at the top, the word "kepler" in lowercase letters in the center, and the telephone number "TEL: +250 782637318" at the bottom.

Stephanie Gasana , Chief of Staff

Kepler