



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/002/2023

RFQ Title: Supply and Installation of Air Conditioners

Date of Issue: February 15, 2023

Submission Date and Time: March 2, 2023, 2:30 PM, Kigali time



Date: February/15/2023

Request for Quotation (RFQ) Ref Number: K/KGL/RFQ/002/2023

Dear Sir/Madam,

Kepler invites you to submit your best quotes for the supply and installation of air conditioners to 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 quotations 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	Air conditioner (Cassette 36,000 BTU)	Set	3		
2	Copper pipe 5/8	Roll	3		
3	Copper pipe 3/8	Roll	3		
4	Drainage Pipe	M	60		
5	AVS of 30A	PC	3		
6	screw & screw plastic anchor (8mm)	Box	6		
7	General use masking tape	PC	2		
8	Isolant	PC	3		
9	Arma flexi	PC	24		
10	Power Distribution BOX	PC	1		
11	Circuit breaker 62A	PC	1		
12	Circuit breaker 20A	PC	3		
13	Truncking	PC	4		
14	Power Cable 4x6mm	M	15		
15	Power Cable 3x2.5mm	Roll	3		
16	Threaded rod/tige fillete	PC	4		
17	Support of Outdoor Units	PC	3		
18	Installation fee	ff	3		
19	Others (please specify)				
	Subtotal before tax				
	Applicable taxes				
	Grand Total All Applicable Tax Inclusive				



Hard copies of quotations must be submitted in a sealed envelope on **March 2, 2023 not later than 2:30 PM 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 Kinyinya- Gasabo
Site visit	Mandatory
Submission deadline	March 2, 2023 by 2:30 PM 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 Notes: The documents marked with a star are compulsory	Quotation must be accompanied by: <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 projects completed within the past three(3 to 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	1. Bids opening will take place on the same day as



	<p>the submission of bids on March 2, 2023 at 3:00 PM in Kepler's office Boardroom in the presence of Bidders or their representatives who will choose to attend the opening session.</p> <p>2. After the bids opening process, the bidders will be informed of the decision taken by the Kepler Procurement Team on March 15, 2023.</p>
<p>Evaluation criteria</p>	<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, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.</p>
<p>Kepler will award the tender to:</p>	<p>One supplier</p>
<p>Next steps after the suppliers selection</p>	<p>Contract signing: A contract will be established between Kepler and the selected supplier, stipulating specific and general terms of the contract.</p>
<p>Defect liability period</p>	<p>Twelve (12) months</p>
<p>Submission requirements</p>	<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;



	❖ Proposed the ideal lead time
Validity period of the quotation	90 working days
Lead time	Bidders to propose the ideal lead time.
Contacts For Clarifications	Email: procurementenquiries@kepler.org Phone Number: +250 788 840 308

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,



Stephanie Gasana , Chief of Staff

Kepler