

Request for quotations "RFQ 2024/04/IT/Sec/007"

**TITLE: Request for quotation to outsource physical archive management for Urwego Finance CBC.**  
Urwego Finance CBC hereby invites interested professional companies to submit their financial proposal.

Please note also the following,

- All the quotations should be submitted in sealed envelopes with the following mentions:

**RFQ 2024/04/IT/Sec/007" to outsource physical archive management** and submitted to the Urwego finance's reception at its head office located at, Plot 428, KN5 RD, UMUYENZI PLAZA, Remera Sector, Gasabo, Tel. 5151.

- **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 Urwego Finance Tender Committee Members who will thereafter inform each bidder of the selection decision.
- The quotations should include 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 with experience of 5years.
- The bidder should present 3 completion or ongoing project's certificates from different reputable institutions especially in Banking industry.
- The bidder should present a valid ISO 15489 certificate (Information and Documentation Records Management).
- The bidder should present a valid Data Protection Certificate.
- The bidder should provide a valid insurance certificate.
- The bidder should submit the samples for their archive premises picture including their details of security controls used.

Venue for submission: kindly remit your sealed bids quoting tender reference number, name of your company, and address to the following address:

**Reception of Urwego, KN 5 RD, Rukiri-Remera-Gasabo- Umuyenzi Plaza**

**Deadlines for submission: 9<sup>th</sup> May 2024 at 03:00 PM.**

For further information, please contact us on 5151.

Yours sincerely,

Done at Kigali on 15<sup>th</sup> April 2024

Jimmy Rutabingwa

Deputy CEO



**NB: ToRs are the following.**

Urwego Finance CBC is looking for a professional service provider to record, manage and store its physical documents.

**The expected services deliverable:**

Services description	The qty will be calculated based on number of supplied filing boxes and related accessories	Unit price/Rwf	Total VAT inclusive
Packing & Inventorying activity	1		
Supply medium filing boxes each will hold at least 8 normal files (Classeurs in french).	1		
Plastic fasteners/ Plastic Archive Clips and related accessories	1		
Documents transportation from Urwego premises to the services provider' premises within Kigali	1		
Documents transportation from Urwego premises to the services provider' premises within Upcountry branches as per annex 1	1		
Accession fee in case of physical document required	1		
Monthly storage per box	1		
G/Total			

**NB:**

1. **A mandatory site visit is planned as the following:**

- Remera and Nyamata sites: 23<sup>rd</sup> April 2024 from 10:00am **(Each bidder should be at Urwego Finance head office on time).**
- Rwamagana site: 25<sup>th</sup> April 2024 at 11:00am **(Each bidder should be at Rwamagana branch on time).**

2. During the sites visit, each bidder's representative must have ID card and service card.
3. Each bidder must sign on the related site visit form with company's stamp as site visit evidence.
4. **Deadlines for submission: 9<sup>th</sup> May 2024 at 03:00 PM**
5. **Initial Opening is planned on the submission date 9<sup>th</sup> May 2024 at 3:30PM**
6. Each bidder must come with a sample for proposed physical filing box and plastic archive Clips to be analyzed by the Urwego tender committee.

Please to attend the initial opening, each bidder's representative must have ID card and service card.

However, **Urwego Finance CBC reserves the right to cancel the tender any time before a contract is signed.**



**Annex 1.**

Documents transportation from Urwego premises to the services provider' premises within Upcountry branches as listed below:

Branch name	Services description	Transportation is based number of transported boxes	Unit price/Rwf	Total VAT inclusive
Bugesera	Documents transportation from Urwego premises to the services provider' premises	1		
Rwamagana	Documents transportation from Urwego premises to the services provider' premises	1		
Ngoma	Documents transportation from Urwego premises to the services provider' premises	1		
Kabarore	Documents transportation from Urwego premises to the services provider' premises	1		
Muhanga	Documents transportation from Urwego premises to the services provider' premises within Upcountry branches	1		
Nyanza	Documents transportation from Urwego premises to the services provider' premises within Upcountry branches	1		
Huye	Documents transportation from Urwego premises to the services provider' premises within Upcountry branches	1		
Rusizi	Documents transportation from Urwego premises to the services provider' premises within Upcountry branches	1		
Karongi	Documents transportation from Urwego premises to the services provider' premises	1		
Rubavu	Documents transportation from Urwego premises to the services provider' premises	1		
Musanze	Documents transportation from Urwego premises to the services provider' premises	1		
Gicumbi	Documents transportation from Urwego premises to the services provider' premises	1		
<b>Transportation Total for upcountry branches</b>				





PROOF OF SITE VISIT

**Tender reference: RFQ 2024/04/IT/Sec/007.” To outsource physical archive management at Urwego Finance CBC**

**(i) Attestation of visit by prospective bidder performing the visit**

Company name: .....

Date of visit: .....

Visit done by: .....signature and stamp:.....

*For bank use*

**(ii) confirmation by visited branch**

Date: .....

Visit certified by (names):..... signature and stamp(if any):.....

**Note:** the branch will retain the copy while the original will be part of the bidding documents to be submitted by prospective bidders.

