

TENDER NOTICE

ROOM SOFA REFURBISHMENT

Tender Reference No.: EH/HK/2026/10

Date Issued: 30/10 /2026

Deadline for Submission 10 /11 /2026

Time: 10:00AM

1. BACKGROUND AND PURPOSE

Mantis Epic Hotel & Suites intends to renovate its existing sofas to improve their appearance, comfort, durability, and overall condition while extending their useful life. The purpose of this tender is to invite qualified and experienced upholstery contractors to submit technical and financial proposals for the renovation of 46 hotel sofas, comprising 36 double-seat sofas and 10 single-seat sofas. The renovation should meet the hotel's quality expectations and provide durable finishes suitable for frequent use in hospitality environment

2. SCOPE OF WORK

The successful bidder shall provide all labor, materials, tools, equipment, transportation, and supervision necessary to complete the renovation.

The scope of work shall include, but not be limited to:

1. Inspection and assessment of all existing sofas.
2. Removal and replacement of existing upholstery fabric.
3. Repair and reinforcement of damaged or loose sofa frames.
4. Replacement of collapsed, damaged, or unsuitable foam and padding.
5. Inspection and repair or replacement of springs, webbing, and internal support systems.

6. Repair or replacement of damaged legs, fittings, fasteners, and other components.
7. Repair and refinish wooden or other exposed decorative components, where applicable.
8. Reassembly, stitching, finishing, cleaning, and preparation of the sofas for use.
9. Collection, transportation, return, and positioning of the renovated sofas.
10. Removal and proper disposal of waste materials generated during the work.

All repairs and replacements shall be carried out according to the actual condition of the sofas and the scope approved by the hotel.

3.MANDATORY SITE VISIT AND ASSESSMENT

A physical site visit is mandatory for all bidders before submission of their tender offers.

Bidders shall visit the hotel to inspect and assess all 46 sofas before preparing their technical and financial proposals.

During the site visit, bidders shall:

- Verify the quantity and types of sofas.
- Inspect the condition of all frames, upholstery, cushions, foam, legs, springs, webbing, and fittings.
- Take measurements and assess the materials required.
- Identify necessary repairs and replacement components.
- Assess the labor, materials, transportation, and time required to complete the work.
- Identify any technical challenges that may affect the cost, quality, or completion period.
- Prepare their financial offers based on the actual condition of the sofas.



The site visit shall be arranged with the designated hotel representative within the period specified in the tender notice.

The hotel shall maintain a site visit attendance register as part of the procurement records. Bidders shall provide proof of attendance where required by the tender conditions.

Failure to attend the mandatory site visit may result in a tender being considered non-responsive, in accordance with the hotel's approved procurement policy and the conditions stated in the tender documents.

Bidders shall not rely solely on the written description or photographs when preparing their offers.

Annex I to this tender document provides the full list of items with specifications, quantities, and preferred brands.

4. Bid Requirements

Interested bidders must submit the following documents:

- Company profile and relevant experience in supplying similar goods
- Copy of valid business registration certificate
- Tax clearance certificate
- RSSB Certificate
- Financial proposal including unit prices, total cost, and delivery terms
- Technical proposal confirming compliance with specifications and brand requirements
- Delivery schedule (indicating ability to deliver to Epic Hotel & Suites)



5. Delivery Location

All items shall be delivered to:

Mantis Epic Hotel & Suites, Nyagatare District, Eastern Province, Rwanda

6. Evaluation Criteria

Bids will be evaluated based on:

- Compliance with technical specifications
- Competitive pricing
- Delivery timeline
- Experience and references
- Work schedule
- Warranty and after work support

7. Submission and Opening of Bids

Submission, Sealing and Marking of Bids

Bidders should submit their bids into sealed envelopes.

Bidders submitting bids by hand, shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB, in separate sealed envelopes, duly marking the envelopes as

“ORIGINAL” and **“COPY.”** These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB.

The envelopes containing the original and the copies shall be enclosed in one single envelope:



- (a) The inner envelopes shall bear the name and address of the Bidder;

8. Deadline for Submission of Bids

Bids must be received by the Procuring Entity at the address and no later than the date and time **specified in the BDS**, after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

9. Bid Opening

The Procuring Entity shall conduct the bid opening in public at the address, date and time **specified in the BDS**.

Only envelopes that are opened and read out at Bid opening shall be considered further.

All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB.

10. Comparison of Bids

The Procuring Entity shall compare all substantially responsive bids to determine the quality and lowest-evaluated bid, Quality in accordance with ITB

11. Post-qualification of the Bidder

The Procuring Entity shall determine to its satisfaction whether the Bidder that is selected as having submitted the quality and lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily

The determination shall be based upon an examination of the documentary evidence of the

Bidder's qualifications submitted by Bidder, pursuant to ITB



12. Procuring Entity's Right to Accept Any Bid, and to Reject Any or All Bids

The Procuring Entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

13. Award of Contract Award Criteria

The Procuring Entity shall award the Contract to the Bidder whose offer has been determined as the quality and lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

14. Procuring Entity's Right to Vary Quantities at Time of Award

At the time the Contract is awarded, the Procuring Entity reserves the right to increase or decrease the quantity of Goods and Related Services originally specified, Schedule of Requirements, provided this does not exceed the percentages **specified in the BDS**, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

15. Notification of Award

Before the expiry of the bid validity period, the Procuring Entity shall simultaneously notify the successful and the unsuccessful bidders of the provisional outcome of the bids evaluation.

The notification shall specify that the major elements of the procurement process would be made available to the bidders upon request and that they have seven (7) days in which to lodge a protest, if any, before a contract is signed with the successful bidder.

The successful bidder may be required to provide performance security in accordance with the procurement regulations. Such a security shall not exceed 10 % of the contract Price;



Upon signature of a contract, the Procuring Entity shall finally notify other bidders that their bids were not successful and will discharge their bid security, pursuant to ITB

Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

The written contract shall base on the bidding document, the successful bid, any clarification received and accepted, and any correction made and negotiations agreement between the Procuring Entity and the successful bidder.

16. Signing of Contract

Promptly after notification, the Procuring Entity shall send the successful Bidder the Agreement and the Special Conditions of Contract.

After receipt of the Agreement, the successful Bidder shall sign, date, and return it to the Client.

17. Performance Security

After receipt of notification of award from the Procuring Entity, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Contract forms, or another Form acceptable to the Procuring Entity.

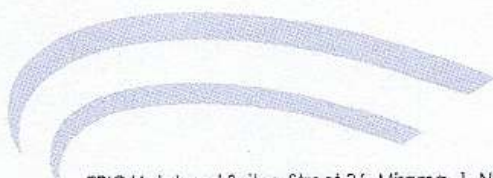
Annex I

TECHNICAL SPECIFICATIONS

Component	Minimum technical requirements
Sofa frame	Inspect and repair existing frames; reinforce loose joints and replace damaged structural components where necessary.
Upholstery fabric	New, commercial-grade upholstery fabric suitable for intensive hotel use.
Fabric color	Subject to prior approval by hotel management.

Fabric durability	Resistant to abrasion, pilling, fading, and routine cleaning.
Foam	Replace collapsed or damaged foam with suitable high-resilience upholstery foam.
Foam density	Bidder to specify the proposed density, thickness, and technical characteristics for approval.
Cushions	Restore appropriate comfort, support, shape, and uniform appearance.
Springs and webbing	Inspect and repair or replace damaged support systems.
Padding and lining	Replace damaged materials to achieve a smooth and even finish.
Stitching	Strong, neat, uniform stitching with reinforced seams and no loose threads.
Wooden components	Repair, sand, stain, polish, or refinish as required.
Legs and fittings	Repair or replace damaged components and ensure secure fitting.
Fire safety	Upholstery materials shall comply with applicable fire-safety requirements.
Final finish	No visible defects, exposed staples, loose fabric, uneven cushions, or damaged surfaces.

All proposed materials and fabric samples must be approved by the hotel before work commences. The original sofa design and dimensions shall be maintained unless management approves a change in writing.





WORKMANSHIP AND QUALITY REQUIREMENTS

All renovated sofas shall meet the following minimum acceptance criteria:

- Upholstery must be properly fitted, neat, and free from tears, stains, wrinkles, and loose fabric.
- Stitching must be uniform, strong, and free from loose threads.
- Cushions must have appropriate support and must not sag or appear uneven.
- Frames must be stable, structurally sound, and free from loose joints or rocking.
- Legs and fittings must be securely installed.
- Fabric color and finishing must match the samples approved by the hotel.
- Exposed wooden or decorative components must be properly finished.
- No exposed staples, sharp edges, or protruding fasteners shall be accepted.

The hotel reserves the right to reject work that does not comply with the approved specifications or accepted workmanship standards. Incomplete submissions may be evaluated in accordance with the tender requirements and the hotel's approved procurement policy.

EXECUTION AND DELIVERY REQUIREMENTS

The successful bidder shall:

1. Obtain written approval of fabric samples, colors, foam specifications, and other materials before starting work.
2. Agree with the hotel on the collection, work, and return schedule.
3. Protect hotel property during collection, transportation, renovation, and delivery.
4. Maintain a clean and safe work area.
5. Notify the hotel of any additional defects discovered during renovation.

6. Obtain written approval before undertaking work outside the agreed scope.
7. Return all complete sofas in good condition and position them as instructed by the hotel.
8. Remove waste and unused materials generated by work.

The contractor shall not make design changes or use alternative materials without prior written approval from the hotel.

INSPECTION AND ACCEPTANCE

Upon completion, the renovated sofas shall be jointly inspected by Housekeeping, Procurement, and the designated management representative. The inspection shall verify:

- Compliance with approved fabric and material samples.
- Quality of upholstery and stitching.
- Comfort and condition of cushions and foam.
- Structural stability and safety.
- Quality of repairs and finishing.
- Completeness of the agreed scope of work.
- Cleanliness and readiness for use.

Any defects or incomplete work identified during inspection shall be corrected by the contractor at no additional cost where attributable to non-compliance with the agreed specifications.

Final acceptance shall be documented in writing by the designated hotel representative.

WARRANTY AND DEFECTS LIABILITY

Bidders shall clearly state the warranty period for:

- Upholstery fabric and stitching.
- Foam and padding.
- Structural repairs.
- Workmanship and finishing.



The warranty shall specify the coverage, exclusions, reporting procedure, and time required to correct defects.

Defects attributable to poor workmanship or non-compliant materials during the agreed warranty period shall be rectified by the contractor at no additional cost, subject to the contract terms.

GENERAL CONDITIONS

1. Bidders are responsible for assessing the condition of all 46 sofas before submitting their offers.
2. No additional work or cost shall be accepted without prior written approval.
3. All work shall comply with applicable safety requirements and the hotel's operational instructions.
4. The successful bidder shall coordinate all activities with the designated hotel representative.
5. Mandatory site visit (suppliers are allowed to visit site before submission of bids from Monday to Friday at 09:00am to 04:00pm)

Any contractual changes shall be documented and approved through the hotel's authorized procedures

NB, INCOTERMS TO BE USED

DDP: (Delivered Duty Paid): Seller delivers to destination; handles all import duties/taxes; maximum seller responsibility.

18. Additional Information

Mantis Epic Hotel & Suites reserves the right to reject any or all bids without assigning any reason.





For any clarification, please contact the procurement team on **0788891771**

Mutesi Apophia

Procurement Officer

Approved by:  *Martijn van Leent*

General Manager

Van Leent Martijn



Martijn van Leent