

## Request for quotations "RFQ 2022/10/LOG/015"

### TITLE: Request for quotation for printer leasing of Urwego Bank PLC in Kigali branches

Urwego Bank PLC (herein referred to as the Bank) hereby invites interested professional companies to submit their financial proposal for of printer leasing.

Please note also the following,

- All the quotations should be submitted in sealed envelopes with the following mentions: "RFQ-2022/10/Log/015 printer leasing to Urwego Bank PLC in all Kigali branches , and submitted to the bank's reception at its head office located at , Plot 428, KN5 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). Note that the bidder should be in the field tying with this present tender as per RDB registration certificate; the bidder should present 2 completion certificates from reputable institutions to substantiate his competency and ability in printing services as per this tender purpose.
- The selected company will provide cartridges needed to all branches and will be responsible for maintenance and repair of printers.

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, KN 5 RD, Rukiri-Remera-Gasabo- Umuyenzi Plaza P.O.BOX 748

Deadlines for submission: 31/10/2022 at 3:00 PM.

For further information, please contact us on 0788536052

Done at Kigali on 19<sup>th</sup> October 2022



Urwego Bank Management



## Scope of work

Urwego Bank invites qualified bidders to submit bids for leasing printing services for its Offices and Branches as indicated in detail in the statement of Requirements. All bidders are encouraged to respond with their best (lowest) initial price offer on a **fixed price** basis for the whole contract duration.

reference only, and do not alter, limit, or waive the content of the full provisions.

## Technical specifications

### 1. Black & White MFP ( 12 Printers Required )

Network Station with black & white Printing, Photocopying and Color Scanning Facilities with the following technical specifications.

- Copy, print, & Scan (Network & Duplex)
- Size: A3 & A4
- Scan to Email, Scan to SMB and Pull Scan
- Technology: Laser
- Speed: Up to 40 pages A4 per minute
- Automatic Document Feeder (Reversing), 75 sheets.

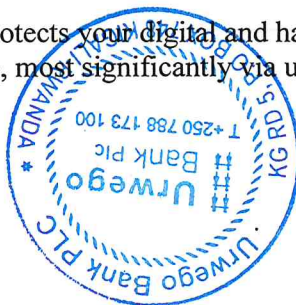
### 1. Color MFP (A4) (1 Printers Required)

Network Station with Color Printing, Photocopying and Color Scanning Facilities with the following technical specifications.

- Copy, print, & Scan (Network & Duplex)
- Scan to Email, Scan to SMB and Pull Scan
- Technology: Laser
- Speed: Up to 35 pages A4 per minute
- Automatic Document Feeder (Reversing), 75 sheets.

**Licensed** Print management software which provides System Admins/IT managers with a centralized tool to enable, monitor, and track printing for their organization, providing:

- Simple print enablement - Empowers quick and simple printing from any device or OS (operating system) to printers brand provided.
- Print security - Protects your digital and hardcopy data across all three stages of the print job lifecycle, most significantly via user authentication and authorization.



1. Maintenance: All leased printers must be serviced every month.
2. Support :
  - a. Resolution timeline will not exceed 1 hours in each of the Kigali Branches and HQ (the supplier reaches there within 1 hour maximum after being informed by the Urwego and has 1 more hour to fix the issue). In case the mentioned timeframe is likely to be exceeded, the supplier should advise and take preventive measures to provide an alternative printer immediately.
  - b. Outside Kigali Branches (Resolution timeline will not exceed 5 working hours maximum from the time the supplier is informed by the Branches). In case this timeline is going to be exceeded, the supplier should advise and take preventive measures to provide an alternative printer immediately.

REQUIRED PRINTER AND SPECS	Qty	TOTAL MONTHLY PRINTINGS	FIXED MONTHLY PRICE
Black & White MFP Printer Size <b>A3 &amp; A4</b> , 40ppm with Automatic feeder and option to scan to Email, SBM and pull scan	12	Average Prints per month 100,000 Pages	
Color MFP Printer (A4) Size A4, 35ppm with Automatic feeder and option to scan to Email, SBM and pull scan	1	Total Maximum Prints per month 5,000 pages	

