

Request for quotations "RFQ 2025/06/OP/LOG/009

TITLE: Request for Electrical installations, Generators and Air conditioners maintenance and repair services at all the branches of Urwego Finance CBC.

Urwego Finance , (hereinafter referred to as the Bank) hereby invites interested professional companies to submit their financial proposal for maintenance and repair services for Electrical installations, Generators and Air conditioners at all branches of the bank.

Please note also the following

1.Important notice

1. All the quotations should be submitted in sealed envelopes with the following mentions: "RFQ-2025/06/OP/Log/009 Electrical installations, Generators and Air conditioners maintenance and repair services at all the 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.finance.com;
2. The quotations received, and acknowledged at the HO, will be opened and analyzed for selection by the Tender Committee Members who will thereafter inform each bidder of the final decision
3. The quotations should include VAT certificate; a valid tax clearance certificate with RRA ; RSSB certificate, RDB certificate with at least 3 years experience in similar activities, relevant certificate of the company issued by the RURA or one of company staff (s) certified by RURA for air conditioners and electrical . *Note that the company bidder should be in the field tying with this present tender as per RDB registration certificate;*
4. The bidder should present 3 completion certificate from banking institutions to substantiate his competency and ability in the areas of repair and maintenance for air-conditioners and generators.
5. The bidder will provide for the list of their qualified personnel their CVs and Diploma;
6. A mandatory site visit will be carried out only by the recognizable qualified personnel of the bidder to avoid any disorder; after presenting job card.
7. The bidder's monthly cost of all the services will include, transport, accommodation, material and labor for each and every equipment, at each and every branch, all combined together

The Deadline for submission of quotes is set on Deadline for submission: 11/07/2025 at 3:00 PM.

at HQ of the bank through our reception office located at UMUYENZI Plaza at 3rd floor.

Site visit is authorized every day from 10:00 am up to 4:00 pm except Saturday and Sunday.
The list of branches and equipments to support the required service is found in appendix to this request.

Urwego Finance Management

Kigali on 26th June 2025



2. Description and Features :

APPENDIX 01: LIST OF ELECTRICAL INSTALLATION

No	Branch names	QTY	Electrical maintenance	Up on demand
1.	Head Office	1		
2.	Remera Archive	1		
3.	Remera	1		
4.	Nyabugogo	1		
5.	KCM	1		
6.	Nyamata	1		
7.	Rwamagana(1-2)	1		
8.	Ngoma	1		
9.	Musanze (1-2)	1		
10.	Huye	1		
11.	Muhanga	1		
12.	Kicukiro	1		
13.	Kimironko(Ground floor)	1		
14.	Kimironko (1 st floor)	1		
15.	Ngoma	1		
16.	Gisozi	1		
17.	Rubavu	1		
18.	Mahoko	1		
19.	Karongi	1		
20.	Gicumbi	1		
21.	Rusizi	1		
22.	Kabarore	1		
Total monthly charges all taxes inclusive				

02. LIST OF GENERATORS

No	Branch names	QTY	Make and capacity	Monthly Charges+VAT
1.	Remera /HO	1	TEKSAN \ 80 KVA	
2.	Nyamata	1	CGM \ 7 KVA	
3.	Rwamagana	1	FG WILSON \ 14KVA	
4.	Musanze	1	ENERGY \ 14 KVA	
5.	Huye	1	FG WILSON \ 13.5 KVA	
6.	Muhanga	1	CGM \ 30KVA	
7.	Kimironko	1	TEKSAN \ 46 KVA	
8.	Ngoma	1	TEKSAN \ 14 KVA	
9.	Gisozi	1	GREEN POWER \ 14 KVA	
10.	Rubavu	1	CGM \ 14 KVA	
11.	Gicumbi	1	CGM \ 14 KVA	
12.	Rusizi	1	CGM \ 7KVA	
13.	Kabarore	1	MOESDIESEL 10KVA	
Total monthly charges all taxes inclusive				

NOTE:

- Provide for regular maintenance and intervention including in emergency situations;
- Consult, assess and advise on all matters arising with Electrical installations and Generators;
- Respond within 30min when called upon in Kigali branches, 2- 4hours maximum for the rest of the branches out of kigali, in case of emergency i.e whenever there is system failure or fault to any of the maintained equipment;
- Be responsible for the installations of spare parts and ensure its functionality and warranties which should be of a minimum of 12 months;
- Materials used for repair and preventive maintenance for generators shall be provided by the contractor (Oil Filters, air filters, fuel filters, engine lubricant oil, and radiator coolant) general maintenance will be carried out every 3 month/250hours of running;
- Materials used for repair and preventive maintenance of electrical installations shall be provided by the contractor (Bulbs, ballasts, starters, fuses...);
- Electrical maintenance will cater for short circuits troubleshoot and repair, lights repairs and replacements, UPS repair and maintenance if needed;
- Prepare written monthly reports

03. LIST OF AIR CONDITIONERS

No	Branch names	QTY	Air Conditioner Type	Monthly Charges+VAT
I	Server Rooms			
1.	Kimironko	8	18000BTU CARRIER high wall	
2.	Muhanga	1	CARRIER high wall	
3.	Musanze	1	24000BTU Samsung high wall	
4.	Huye	1	24000BTU Samsung high wall	
5.	Kcm	1	24000BTU Samsung high wall	
6.	Rusizi	1	12000BTU Samsung high wall	
7.	Umuyenzi HO	4	24000BTU Samsung high wall	
8.	UmuyenziHO	2	18000BTU CARRIER high wall	
1.	Kigali KCM	1	24000BTU Samsang high wall	
2.	Kicukiro	1	12000BTU Samsung high wall	
3.	Musanze	1	18000BTU CARRIER high wall	
4.	Huye	1	18000BTU CARRIER high wall	
5.	Rwamagana	1	12000BTU Samsung high wall	
6.	Muhanga	1	12000BTU Samsung high wall	
7.	Ngoma	1	12000BTU Samsung high wall	
8.	Nyamata	1	12000BTU Samsung high wall	
9.	Karongi	1	12000BTU Samsung high wall	
10.	Rubavu	1	18000BTU Samsung high wall	
11.	Nyabugogo	1	18000BTU CARRIER high wall	
12.	Remera	1	12000BTU Samsung high wall	
13.	Gicumbi	1	12000BTU Samsung high wall	
Total monthly charges all taxes inclusive				

3. Monthly Summary charges

s/n	Description of service	Monthly charge all taxes inclusive
	Electrical installation (up on demand)	N/A
	Generators maintenance services	
	Air conditioners maintenance services	
	Total monthly charges all taxes inclusive for all the services combined togetherRwf

4. Importance note

1. Reset system faults;
2. Troubleshoot any faults or malfunctions;
3. Repair electrical, electronic and mechanical related issues for the air conditioners and generators
4. Clean evaporator coiling system and its filter together with condenser coil using appropriate cleaning products (Every three months);
5. Be responsible for major parts replacement such as PCBs, compressors and brazing of the same if the cost is less than 50,000 frw
6. Tighten joints of refrigeration lines and eradicate leakages;
7. Materials used for repair and preventive maintenance for ACs shall be provided by the contractor (Compressor oil, Refrigerant R410, R407, ... Albright and other detergents for evap coil cleaning...);
8. Prepare the monthly reports of this service

For further information, please contact us on 0788536052

Urwego Finance Management

Kigali on 26th June 2025