



**RWANDA ULTIMATE GOLF COURSE LTD**  
**Company Code: 109031590**

---

## **Request for Proposal**

for

**Tender for Supply and Installation of Heavy Duty Washing Machine**

**Procurement Method:** National Open Competitive Bidding

**Procurement Reference Number:**

2025/NCB/WM/RUGC/015

**May 2025**

*62*

## Tender Bid Notice

Invitation No: 2025/NCB/WM/RUGC/015

1. The Rwanda Ultimate Golf Course requests for a proposal for Tender for Supply and Installation of Heavy Duty Washing Machine. More details on the goods to be supplied are provided in the Technical Specifications.
2. The Best selected Bidder will be selected based on the lowest-priced quotation, which is eligible and technically compliant with the procedures described in this RFP.
3. The RFP includes the following documents:

**Section 1 - Letter of Invitation.**

**Section 2 - Instructions to Bidders.**

**Section 3 - Technical Proposal and Financial Proposal.**

**Section 4 - Technical Specifications.**

*b*

1. The RWANDA ULTIMATE GOLF COURSE LTD(RUGC) requests proposals for Tender for Supply and Installation of Heavy-Duty Washing Machine during the financial year 2025.
2. You are requested to submit your bid electronically to the email: [info@kigaligolf.rw](mailto:info@kigaligolf.rw)/ [procurement@kigaligolf.rw](mailto:procurement@kigaligolf.rw) and hard copy to Kigali Golf Course Board room; KG 548 Street & KG 13 Avenue | P.O Box 1919 Kigali-Rwanda the no later than **28<sup>th</sup> May 2025 at 10:00 AM**.
3. Your bid should be accompanied by the following documents:
  - a. Photocopy of trading license having the activity bided for as its main activity
  - b. Testimonial of tax clearance from RRA.
  - c. Testimonial of debt clearance from Rwanda social security board
  - d. Proof of purchase of tender document (10,000 RWF)
  - e. Bid security of 1,000,000 RWF from a recognized financial institution.
  - f. Detailed description of the essential technical and performance characteristics of the goods to be supplied establishing conformity to technical specifications.
  - g. Three (3) Similar Work Completion Certificates /References.
4. Enquiries regarding this tender may be addressed to Email: [info@kigaligolf.rw](mailto:info@kigaligolf.rw)/ [Procurement@kigaligolf.rw](mailto:Procurement@kigaligolf.rw). Tel: 252 500 000.

*b*



## Section 2 - Instructions to Bidders

### 1. Introduction

Bidders are invited to submit a Technical Proposal and a Financial Proposal, as specified in these Instructions to the Bidders.

The Proposal will be the basis for contract negotiations and ultimately for a signed contract/ Purchase order with the selected Bidder.

The Bidder shall bear all costs associated with the preparation and submission of their proposal and contract negotiation.

### Eligibility Criteria

#### 2. Administrative criteria.

The Bidder shall submit the following documents:

- a. Photocopy of trading license having the activity bided for as its main activity
- b. Testimonial of tax clearance from RRA.
- c. Testimonial of debt clearance from Rwanda social security board
- d. Proof of purchase of tender document (10,000 RWF)
- e. Bid security of 1,000,000 RWF from a recognized financial institution.
- f. Manufacture Authorization.
- g. One-year warranty after sale.
- h. Provision of After-Sales Services for twelve months.

#### 3. Criteria of technical and financial conformity.

- a. Detailed description of the essential technical and performance characteristics of the goods to be supplied establishing conformity to technical specifications.
- b. Product catalogues
- c. Three (3) Similar Work Completion Certificates /References.

#### 4. Evaluation of Proposals

The evaluation of Proposals will be done as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this tender on a pass/fail basis.
  - Proposals failing at any stage will be eliminated and not considered in subsequent stages.
2. Detailed Technical evaluation.

Proposals shall be awarded scores out of the maximum number of points as indicated in below.
3. Financial Proposal evaluation
  - An accurate and clear detailed summary of the cost of the financial proposal

12

### **5. Best Evaluated Bid**

The best-evaluated bid shall be the most competitively priced proposal, which is eligible and technically compliant.

### **6. Terms of Payment**

Payment shall be made against the Invoice after delivery of the product through bank transfer in favor of the Bidders's Bank.

Payment shall be made within 15 days against submission of your Invoice and supporting documents following delivery of the goods.

The Rwanda Ultimate Golf Course will pay correctly addressed and undisputed invoices within 15 days.

The essential information on an invoice for the RUGC is:

- A description of the product supplied.
- The invoice should be attached to the contract/Purchase Order number.
- Addressed to the finance department for RUGC.
- The costs including VAT (if applicable).
- Bank details should be accurate and conforms to the contract.

### **7. Award of Contract**

The contract will be awarded after the evaluation of the financial and technical proposal.

### **8. Taxes**

The Bidder may be subject to local taxes on amounts payable by the Client under the Contract.

### **9. Delivery period**

The goods will be delivered to RUGC as per the contract terms.

### **10. Clarification and Amendment of RFP Documents**


A Bidder may request a clarification of any of the RFP documents up to two (2) days before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the instructions to Bidders.

## **Section 3: Technical Proposal and Financial Proposal**

### **11. Preparation of Proposals**

In preparing their Proposal, the Bidder is expected to examine in detail the documents comprising the RFP.

### **12. Language**

Documents to be issued by the Bidder as part of this assignment must be in English. 



### 13. Technical Proposal

A Bidder is required to submit a Full Technical Proposal (FTP) that **reflects and matches** the Technical Specifications outlined in the RFP.

### 14. Financial Proposals

A Bidder is required to submit a Financial Proposal (FP). It shall list all costs associated with this assignment:

#### Section 4: Technical Specifications for the Supply and Installation of Heavy-Duty Washing Machine

Quantity: 1

|                   |                 |
|-------------------|-----------------|
| Capacity (kg)     | 50-60kg         |
| Loading Type      | Front Loading   |
| Usage/Application | Laundry         |
| Motor Power       | 3 hp            |
| Size/Dimension    | 910x1220mm      |
| Voltage           | 440             |
| Phase             | 3               |
| Power Supply      | Electric        |
| Automation Grade  | Semi-Automatic  |
| Area in square-mm | 910x1220        |
| Basket width(mm)  | 910             |
| Basket Length(mm) | 1220            |
| Power Source      | Electric        |
| Frequency         | 50-60Hz         |
| Metal Type        | Stainless Steel |



**GASORE Z. Gaston**

**Ag. Chief Executive Officer**

**Rwanda Ultimate Golf Course LTD**

