

Request for quotations "RFQ 2025/06/OP/LOG/007"

TITLE: Request for quotation for construction an additional room, partitioning, painting and renovation of Urwego Finance CBC Gicumbi Credit office.

Urwego Finance CBC hereby invites interested professional companies to submit their financial proposal for construction additional room, partitioning , renovation and painting Urwego Finance GICUMBI credit office as per attachment scop of work (description of work).

All the quotations should be submitted in sealed envelopes with the following mentions: "RFQ-2025/06//Op/Log/007 : **Request for quotation for construction additional room, partitioning , renovation and painting Urwego Finance GICUMBI credit office**; please remit your bids documents at its head office located at REMERA KISIMENTI , Plot 428, KN5 RD, UMUYENZI PLAZA, Remera Sector, Gasabo, Tel. +250 788173100, Website: www.urwegoFinance.com;

Please consider also the following instructions:

1. The quotations received and acknowledged at the Head Office will be opened and evaluated by the Urwego Finance Tender Committee. The Committee will then select the best and most qualified company and inform each bidder of the final decision
2. The quotations should include a tax clearance certificate issued by the RRA and an RDB registration certificate for construction or other specialized activities in field, including partitioning, as required by this tender.
3. The selected company will be paid upon completion of the work and after the assignment report has been reviewed and approved by the Branch Managers and/or the Logistics Manager
4. Site visit is mendatory at all branches, to all credit offices, to all sales offices and all agent locations

Please submit your sealed bid quotations at the reception of Urwego Finance Headquarters, located on the 3rd Floor of Umuyenzi Plaza, KN 5 Road, Rukiri-Remera, Gasabo District.

P.O. Box 748, Kigali, Rwanda.

Submission Deadline: All bids must be submitted no later than June 18, 2025, at 12:00 PM.

For Further Information: Please contact us at 0788 536 052.

Urwego Finance Managemnt
Kigali on 4th June 2025



CONSTRUCTION AND PARTITIONING FOR GICUMBI CREDIT OFFICE

Scope of Work

1. Construction of Brick Walls: Build three walls using burnt bricks, each with a height of 2.8 meters and a length of 8 meters.
2. Demolition of Archive Room: Demolish the existing archive room constructed with gypsum board to create sufficient space for employee seating.
3. Construction of File Storage Room: Construct a new file storage room measuring 8 meters by 5 meters using gypsum board.
4. Electrical Installation: Perform electrical installation according to the newly planned layout, including the reinstallation of electrical systems to accommodate the new seating arrangement.
5. Repair and Painting: Repair all damaged walls and repaint the entire office, both interior and exterior, using standard colors specified by the Urwego Finance FI Department (Gicumbi Branch).
6. Material Procurement: The contractor shall be responsible for procuring and supplying all necessary materials.
7. Daily Cleaning: The contractor shall ensure daily cleaning of the work area to maintain a clean and organized environment for employees.
8. Waste Disposal: The contractor shall be responsible for proper disposal of all waste materials generated during the project.

SN	Description of works	Unity	qty on site	Unit Price	Total Price + VAT
1	Construction of three burnt brick walls (2.8m x 8m each)	m ²	ff		
2	Construction of file storage room (8m x 5m) using gypsum board Build a file storage room measuring 8 meters by 5 meters, constructed with gypsum board	m ²	ff		
3	Demolition of existing gypsum board archive room	m ²	1		
4	Repair of cracked walls and complete painting of the office (Gicumbi Branch)	m ²	ff		
6	Supply and installation of windows and two wooden doors	2	2		
8	Supply and reinstallation of electrical materials (Gicumbi Branch)	ff	ff		

Urwego Finance Management

Kigali on 4th June 2025

