



# Urwego Finance

Request for quotations "RFQ 2024/10/LOG/012 for IT equipment maintenance at all  
Urwego Finance offices .

Urwego Finance CBC (herein referred to as the Bank) hereby invites interested professional companies to submit their financial proposal for IT equipment maintenance at all Urwego Finance offices .

Please note also the following:

- All the quotations should be submitted in sealed envelopes with the following mentions:  
"RFQ 2024/10/IT/Log/012 : IT equipment maintenance at all Urwego Finance offices. The bid envelopes will be submitted to the bank's reception at its head office located at , Plot 428, KG5 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 following documents : VAT certicate, a valid tax clearance certificate issued by RRA, RSSB Certificate and RDB certicate (Trading license or certificate Registre de Commerce) **Note that** the bidder should be in the field tying with this present tender as per RDB registration certificate;
- Site visit is not a mendatry but is advisable to know the location of Urwego branches, Credit offices and sales offices. It is better to know all IT equipment at those offices. The visit is planned every working day from 10:30 am up to 4:00 pm
- The list of Urwego Offices is on a pendix
- **Deadline for submission: 12/11/2024 at 3:00 PM.**

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

For further information, please contact us on 0788536052

Done at Kigali on October 28<sup>th</sup> 2024

Urwego Bank management



I. List of Urwego offices

No	Branch names	Laptop /Desk Computers	Tablets	Cashier Printers	All other IT materials
1	Head Office				
2	Remera Branch				
3	Remera Giporoso				
4	Kimironk Branch				
5	Gisozi Branch				
6	Nyabugog Branch				
7	Kgli City Market				
8	Kicukiro Branch				
9	Nyamata Branch				
10	Rwamagana				
11	Ngoma				
12	Kabarore branch				
13	Nyagatare Branch				
14	Gicumbi Branch				
15	Musanze Branch				
16	Rubavu Branch				
17	Karongi Branch				
18	Muhanga Branch				
19	Huye Branch				
20	Rusizi Branch				
21	Ruhango				
22	Nyanza				
23	Nyakarambi				
	<b>Total Quarterly charges + all taxes inclusive</b>				

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