



RWANDA ULTIMATE GOLF COURSE LTD
Company Code: 109031590

Request for Proposal

For

Tender For maintenance of RUGC Fire Extinguishers

Procurement Method: National Open Competitive Bidding

Procurement Reference Number:

2025/NCB/MFE/RUGC/020

August 2025

Tender Bid Notice

Invitation No: 2025/NCB/MFE/RUGC/020

1. The Rwanda Ultimate Golf Course requests for a proposal for Tender for maintenance of RUGC Fire Extinguishers. More details on the goods to be provided are provided in 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.



Section 1: Letter of Invitation.

1. The RWANDA ULTIMATE GOLF COURSE LTD(RUGC) requests a proposal from bidders for the Tender for maintenance of RUGC Fire Extinguishers, during the financial year 2025.
2. You are requested to submit your bid electronically to the email: info@kigaligolf.rw/ 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 **16th September 2025 at 10:00 AM**.
3. Your bid should be compiled 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 the tender document (10,000 RWF), to be paid to account number **00040-06992621-27 (Bank of Kigali)**, in the name of **RUGC**.
 - e. Bid Security of 200,000 RWF
 - f. Detailed description of the essential technical and performance characteristics of the goods/services to be supplied establishing conformity to technical specifications.
 - g. Three (3) Similar Work Completion Certificates /References.
 - h. It is in this regard that we invite you to submit your quotations, and all bids will be sent to RUGC Email: info@kigaligolf.rw and Procurement@kigaligolf.rw procurement not later than 16th September,2025 at 10:00 AM.
4. Enquiries regarding this tender may be addressed to Email: info@kigaligolf.rw/ Procurement@kigaligolf.rw. or Tel: 252 500 000.



Section 2 - Instructions to Bidders

1. Introduction

The short listed Bidder is 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 the tender document (10,000 RWF), to be paid to account number **00040-06992621-27 (Bank of Kigali)**, in the name of **RUGC**.
- e. Bid Security of 200,000 RWF.

3. Criteria of technical and financial conformity.

- a. Detailed description of the essential technical characteristics of the goods/services to be provided establishing conformity to technical specifications provided.
- b. 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 failing at any stage will be eliminated and not considered in subsequent stages.
3. Financial Proposal evaluation

- An accurate and clear detailed summary of the cost of the financial proposal

5. Best Evaluated Bid

The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.

6. Terms of Payment

Payment shall be made against the invoice after delivery of the product through banktransfer in favor of the Bidder '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 Ltd will pay correctly addressed and undisputed invoices within 15 days.

The essential information on the 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 include VAT (if applicable).
- Bank details should be accurate and conform 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 product will be delivered to RUGC as per the contract terms.

10. Clarification and Amendment of RFP Documents

The 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 Bidder.

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 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, including all costs as below.



SECTION 4: TECHNICAL SPECIFICATIONS FOR MAINTENANCE OF FIRE EXTINGUISHERS

1. BATCH ONE: PORTABLE FIRE EXTINGUISHERS

No	Title	TYPE/QUANTITY	LOCATION
1.	RUGC-FE 01	Dry Powder(9KG)	Support building/staffs changing room
2.	RUGC-FE 02	CO2(5KG)	Support building/staffs changing room
3.	RUGC-FE 03	wet chemical(6L)	Support building kitchen
4.	RUGC-FE 04	Dry Powder(6KG)	
5.	RUGC-FE 05	CO2(5KG)	
6.	RUGC-FE 06	CO2(5KG)	LPG Tank for support kitchen
7.	RUGC-FE 07	Dry Powder(9KG)	
8.	RUGC-FE 08	Dry Powder(9KG)	Health club reception
9.	RUGC-FE 09	CO2(5KG)	
10.	RUGC-FE 10	CO2(5KG)	Kids room
11.	RUGC-FE 11	Dry Powder(6KG)	Pool area
12.	RUGC-FE 12	wet chemical(6L)	
13.	RUGC-FE 13	CO2(5KG)	
14.	RUGC-FE 14	CO2(5KG)	hose reel @golfer's lockers room
15.	RUGC-FE 15	Dry Powder(6KG)	
16.	RUGC-FE 16	CO2(5KG)	sport bar
17.	RUGC-FE 17	Dry Powder(9KG)	
18.	RUGC-FE 18	Dry Powder(6KG)	club lounge
19.	RUGC-FE 19	CO2(5KG)	
20.	RUGC-FE 20	Dry Powder(6KG)	main kitchen
21.	RUGC-FE 21	wet chemical(6L)	
22.	RUGC-FE 22	CO2(5KG)	
23.	RUGC-FE 23	CO2(5KG)	back office main kitchen
24.	RUGC-FE 24	Dry Powder(9KG)	
25.	RUGC-FE 25	Dry Powder(9KG)	gourmet kitchen
26.	RUGC-FE 26	wet chemical(6L)	
27.	RUGC-FE 27	CO2(5KG)	gourmet kitchen entrance
28.	RUGC-FE 28	Dry Powder(9KG)	
29.	RUGC-FE 29	CO2(5KG)	umuko fine dinning
30.	RUGC-FE 30	Dry Powder(9KG)	
31.	RUGC-FE 31	CO2(5KG)	board room terrace
32.	RUGC-FE 32	Dry Powder(9KG)	
33.	RUGC-FE 33	CO2(5KG)	club house main entrance
34.	RUGC-FE 34	Dry Powder(9KG)	
35.	RUGC-FE 35	CO2(5KG)	tennis court
36.	RUGC-FE 36	Dry Powder(9KG)	main exit gate guard house
37.	RUGC-FE 37	Dry Powder(9KG)	main gate check point
38.	RUGC-FE 38	Dry Powder(6KG)	main entrance guard house
39.	RUGC-FE 39	CO2(5KG)	cadees master room
40.	RUGC-FE 40	CO2(5KG)	cadees master storage room
41.	RUGC-FE 41	Dry Powder(6KG)	laundry
42.	RUGC-FE 42	CO2(5KG)	
43.	RUGC-FE 43	CO2(5KG)	STP Blower room
44.	RUGC-FE 44	Dry Powder(6KG)	
45.	RUGC-FE 45	CO2(5KG)	Powerhouse

46.	RUGC-FE 46	Dry Powder(6KG)	
47.	RUGC-FE 47	CO2(5KG)	cadees are (hose reel)
48.	RUGC-FE 48	Dry Powder(6KG)	
49.	RUGC-FE 49	Dry Powder(9KG)	staff entrance guard house
50.	RUGC-FE 50	CO2(5KG)	
51.	RUGC-FE 51	Dry Powder(6KG)	valley parking
52.	RUGC-FE 52	CO2(5KG)	
53.	RUGC-FE 53	Dry Powder(6KG)	stores @maintenance
54.	RUGC-FE 54	CO2(2KG)	Cafeteria @Maintenance
55.	RUGC-FE 55	CO2(5KG)	
56.	RUGC-FE 56	Dry Powder(6KG)	CEO office @maintenance
57.	RUGC-FE 57	CO2(5KG)	
58.	RUGC-FE 58	Dry Powder(6KG)	trucks parking @maintenance
59.	RUGC-FE 59	Dry Powder(9KG)	format carts charging stations
60.	RUGC-FE 60	CO2(5KG)	store(beverage)@maintenance
61.	RUGC-FE 61	Dry Powder(6KG)	
62.	RUGC-FE 62	CO2(5KG)	shelter #16
63.	RUGC-FE 63	Dry Powder(6KG)	
64.	RUGC-FE 64	CO2(5KG)	shelter #11
65.	RUGC-FE 65	CO2(5KG)	
66.	RUGC-FE 66	Dry Powder(6KG)	halfway
67.	RUGC-FE 67	Dry Powder(6KG)	
68.	RUGC-FE 68	CO2(5KG)	course irrigation pumps house
69.	RUGC-FE 69	CO2(2KG)	
70.	RUGC-FE 70	Dry Powder(6KG)	halfway mini storage
71.	RUGC-FE 71	CO2(5KG)	
72.	RUGC-FE 72	Dry Powder(6KG)	Range practice
73.	RUGC-FE 73	Dry Powder(6KG)	
74.	RUGC-FE 74	CO2(5KG)	shelter #04
75.	RUGC-FE 75	CO2(5KG)	
76.	RUGC-FE 76	Dry Powder(6KG)	FIFI Pumps house
77.	RUGC-FE 77	Dry Powder(9KG)	security guard house(new parking/exit)
78.	RUGC-FE 78	dry powder(6KG)	
79.	RUGC-FE 79	CO2(5KG)	support building rooftop
80.	RUGC-FE 80	CO2(5KG)	support building technical area 1st floor
81.	RUGC-FE 81	CO2(5KG)	
82.	RUGC-FE 82	Dry Powder(6KG)	club house technical area 1st floor
83.	RUGC-FE 83	CO2(5KG)	club house rooftop
84.			
	RUGC-FE 84	Dry powder(6KG)	security guard house (new parking/entry)
85.	RUGC-FE 85	CO2(5KG)	Sport bar terrace
86.	RUGC-FE 86	Dry Powder(6KG)	Sport bar terrace
87.	RUGC-FE 87	CO2(5KG)	Pool pumps house area
88.	RUGC-FE 88	Dry Powder(6KG)	Pool pumps house area

2. Batch Two (AUTOMATIC FIRE SUPPRESSION)

NO	Fire Suppression ID	TYPE/QUANTITY	LOCATION
1.	RUGC-FS 01	Wet chemical/PRI-SAFETY (12L)	Main kitchen
2.	RUGC-FS 02	Wet chemical/PRI-SAFETY (12L)	
3.	RUGC-FS 03	Wet chemical/PRI-SAFETY (12L)	Gourmet kitchen

4.	RUGC-FS 04	Wet chemical/PRI-SAFETY (6L)	Pool kitchen
5.	RUGC-FS 05	Wet chemical/PRI-SAFETY (12L)	Support building
6.	RUGC-FS 06	Wet chemical/PRI-SAFETY (12L)	kitchen

Frequency: The Contractor shall service the fire extinguishers two (2) times per year.



GASORE Z. Gaston
Ag. Chief Executive Officer

