

**Request for quotations "RFQ 2026/02/LOG/001 for cleaning services and supply related materials  
at 13 upcountry branches of Urwego Finance CBC.**

**TITLE: Request for cleaning services and supply related materials in 13 upcountry Branches of Urwego Finance CBC,**

Urwego Finance, hereinafter referred to as "the bank" hereby invites interested professional companies to submit their financial proposal for offering cleaning services and supply related cleaning materials at its 16 up country branches. **Please also note the following;**

**1.Important notice**

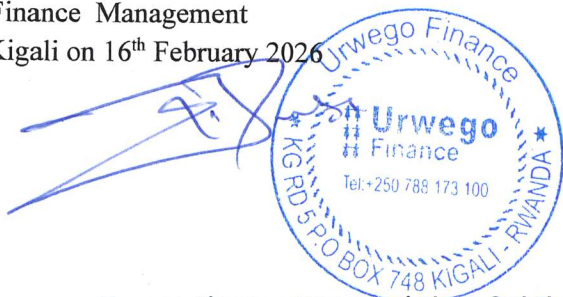
1. All the quotations should be submitted in sealed envelopes with the following mentions: "RFQ-2026/02/Log/001 **cleaning services and supply related materials at 13 up country branches of Urwego Bank**", and submitted to the bank's reception at its head office located at , Plot 428, KG5 RD, UMUYENZI PLAZA, Remera Sector, Gasabo, Tel. **+250 788173100**, Website: [www.urwegofinance.com](http://www.urwegofinance.com);
2. The quotations received, and acknowledged at the Head office, will be opened, and analyzed for selection by the bank tender committee members who will thereafter inform each bidder of the final decision;
3. The quotations should include VAT certificate along with a valid tax clearance certificate with RRA and and tax clearance from RSSB, The RDB registration certificate with at least 2 years' experience in similar activities, **Note** that the bidder should be in the field tying with this present tender as per RDB registration certificate.
4. The bidder should present **3** completion certificates from reputable institutions to substantiate his competency and having of working experience for at least **2** years in related field;
5. The site visit is mandatory, as it enables the company to ascertain the number of staff required. Furthermore, the duly signed site visit acceptance form signed from the branch must be included as part of the bid submission.
6. The bidder's monthly cost of all the services will include transport, accommodation, materials, and labor for each equipment at every branch, all combined;
7. The cleaner will be supporting and assisting to delever courier services as messenger;
8. List of materials needed at all branches is on attachment;
9. List of branches that the bidder will visit is on attachment.
10. *The company will be responsible for all taxes for all cleaners (RSSB and RRA ).*
11. **Note 1:** Bids or quotation with missing any required documents will be excluded immediately.
12. **Note 2 :** *The award of this tender will be considered based only on **table.3:** "Total Monthly Summary charges"*

The Deadline for submission of quotes is set on Wednesday 2<sup>nd</sup> March 2026 at 04:00pm at Head Office of the bank through our reception office located at UMUYENZI Plaza at 3<sup>rd</sup> floor: KG 5 RD, Rukiri-Remera-Gasabo-Umuyenzi Plaza.

For further information, please contact us on 0788536052 /0737179657

Urwego Finance Management

Done at Kigali on 16<sup>th</sup> February 2026



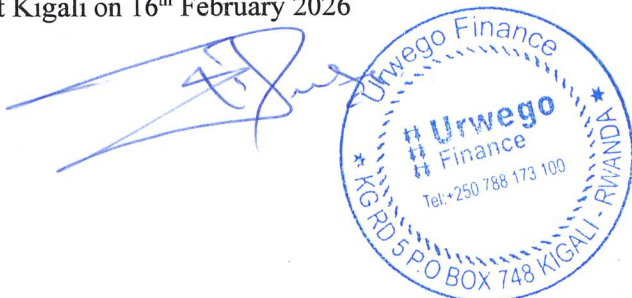
## 2. Description and Features: LOT 1. Up country branches

No	Branch names	cleaner onbranch	Time for Starting work	Time for End work	Salary for per cleaner (1)
1	Nyamata	1			
2	Rwamagana	1			
3	Ngoma	1			
4	Kabarore	1			
5	Nyagatare	1			
6	Muhanga	1			
7	Huye	1			
8	Musanze	1			
09	Rubavu	1			
10	Rusizi	1			
11	Nyamasheke	1			
12	Nyakarambi	1			
13	Mahoko	1			
<b>Total monthly charges all taxes inclusive</b>					

## 2. List of materials

No	Branch names	Cost for Each item indicated (ff)
1	Toilette paper Box of 50 pcs each	
2	Liquid soap 5 littles	
3	Harpic 12 Pcs	
4	Shinex 12Pcs	
5	Hand wash 12 PCs	
6	Omo /Indobo	
7	Vim 12 Pcs	
8	Torchons 1Pc	
9	Raclettes 1 Pc	
10	Towel 1 Pc	
11	Broom 1 Pc	
12	Toilet brush 1 Pc	
13	Air Fresh /TROPICAL 12 Pcs	
14	Climax 12 Pcs	
15	Ventouse 1 Pc	
16	hard brash 12 Pcs	
17	sponge (Box of 10 PCS)	
18	Pledges 12 Pcs	
19	Small towel for table cleaning (Essue-vessaire )	

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### 3. Total Monthly Summary charges (Salary for cleaners and total cost of materials delivered )

s/n	Description of service	Overall monthly VAT inclusive
1.	Cost for <b>LOT 1: Salary for Cleaners</b> supply for materials at branches (monthly cost)	.....Rwf
2	Cost for <b>LOT 2 : Total cost of materials to deliver</b> (monthly cost)	.....Rwf
	<b>Total monthly charges all taxes inclusive</b>	.....Rwf

### 4. Importance note

1. The bank will provide a space (store) to accommodate cleaning materials; but will not be responsible for any abuse of it.
2. The selected winner is obliged to give the contract to the cleaners.
3. The contractor company will be responsible to all government taxes related to the cleaner (pension contributions and maternity leave contribution to Rwanda Social Security Board (RSSB), Pay as You Earn (PAYE) to RRA as well as any employment tax as appropriate)
4. The winner will present the report at the end of month from all branches which form should be sanction (positively or negatively) the service offered. The form will be signed and stamped by both sides (Branch leaders and service provider).
5. The payment will be processed after the service delivered at the end of every month.

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