

**OLD MUTUAL INSURANCE RWANDA PLC**

Grand Pension Plaza, 7th Floor, B.P 6644, Kigali, Rwanda

Date: 25th March 2025

REQUEST FOR QUOTATION (RFQ).

Title: FURNITURS AND FITTING

Reference Number: 007/G/RFQ/2025/2026/ OMIR/BG/ih.

Dear Sir/Madam,

Old Mutual Insurance Rwanda Plc (OMIR) invites qualified supplier for Supplying of office Chairs and Maintenance for the existing, for submission of their bids, all interested bidder must pay non-refundable Rwandan francs (**15,000Rwf**) to the Account No: **100008068571** Opened in BK and **008530** MOMO pay under Old mutual insurance.

Submission Requirements Administrative Proposal

Bidders must include the following:

1. RDB Certificate of Incorporation
2. Tax clearance certificate (RRA)
3. Proof of EBM usage
4. Bank account details
5. Company profile, including ownership or ultimate beneficiary details
6. Proof of previous experience for similar experience at least two contract.
7. Proof of payment for this tender document.

Financial Proposal

- The financial proposal must include a breakdown of costs, including all taxes and fees.
- Bidders are encouraged to propose competitive pricing.
- Table of price schedule



Submission Deadline

- **Date:** 8th April 2025
- **Time:** 14:00 PM
- Late submissions will not be considered.

Submission Email

Proposals should be submitted electronically to ProcurementRW@oldmutual.rw.

For any clarification please raise before 3days of submission days

Timeline

- **RFQ Issuance:** 25th March 2025.
- **Submission Deadline:** 8th April 2025
- **Proposal Opening:** 8th April 2025
- **Contract Award:** 15th April 2025

TERMS AND CONDITIONS OF THIS TENDER

1. This is an RFQ, and no variations will be entertained after the award of the tender in the period agreed upon. Bidders are advised to take this into account to include all costs and taxes in their Financials proposal.
2. The proposals remain valid for 60 days from the date opening.
3. Payment for the services offered will be done after 30 days.
4. All information provided by OM Insurance Rwanda as part of this solicitation must be treated as confidential. If any information is inappropriately released, OM Insurance Rwanda PLC will seek appropriate remedies as allowed.
5. OMIR reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion. OMIR may cancel the solicitation at any time.
6. OMIR reserves the right to increase or decrease the quantities due to the user department request during the execution and notice will be shared to the successful bidder.
7. OMIR may reject any or all proposals received.
8. The issue of solicitation does not constitute award commitment by OMIR.
9. OMIR reserves the right to disqualify any quotation based on the vendor's failure to follow solicitation instructions.
10. OMIR will not compensate Vendors for their response to the solicitation.



11. OMIR reserves the right to issue an award based on the initial evaluation of applications without further discussion.
12. OMIR may contact Vendors to confirm the contact person, address, and that the proposal was submitted for this solicitation.
13. OMIR may contact listed past performance references without notice to the Vendor. OMIR also reserves the right to contact other past performance information sources that the Vendor did not list in the proposal.
14. By submitting a proposal, the Vendor confirms he/she understands the terms and conditions.

OMIR is committed to ethical practices and expects all bidders to adhere to high standards of integrity during the procurement process.

See on this document **Annex** for specification




We look forward to receiving your proposal. Sincerely,

Office of Procurement

Old Mutual Insurance Rwanda Plc



SPECIFICICATION ON THE ANNEX

#	Specification	IMAGE SAMPLE	Unit Price
1	<p>Name: Mesh Medium back Chair</p> <p>Medium back-office swivel chair PP + fiber plastic mesh backrest with fixed plastic lumbar support high density seat foam Fixed PP plastic armrest single lever locking butterfly mechanism grade 3 100# black gas lift 320# black nylon base 50mm PP nylon castor</p>		XXXX
2	<p>Name: Mesh Medium back Chair</p> <p>Strong heavy duty pp mesh back Medium Mesh head rest & Fabric Seat Black high adjustable lumbar support pp fixed armrest, heavy duty molded foam seat 2.5mm thickness butterfly mechanism class 3 gas lift 320 nylon base 60 black nylon castor Color & Design as Photo</p>		XXXXX
3	<p>Name: Mesh Medium back Chair</p> <p>SIZE: W590*D580*H920-1020 FIXED LUMBAR SUPPORT PP ARMREST 2.5MM THICKNESS BUTTER-FLY MECHANISM (SIMPLE TILT LOCKING AND TENSION ADJUST) CLASS 3 GAS LIFT 310MM NYLON BASE BLACK NYLON CASTOR FULL BLACK COLOR Seat Color- Black</p>		XXXXXX



4	<p>Name: Office Ergonomic Chair</p> <p>W530*D520*H1190-1290 mm Black Mesh Back & Black Fabric Seat Black back frame with adjustable Headrest Self-adaptive Lumber Support New cutting Foam seat with plastic cover PP Up down adjustable Armrest 3 class gaslift Tilting tension and three class locking functions Mechanism R350mm metal chrome Base with D60mm PU Castors</p>		XXXX
5	<p>Name: High back Ergonomic office chair</p> <p>1. Upholstery-- PU back,cushion seat; 2. Arm-up&down adjustable armrest; 3. Mechanism--2 handle mechanism 90 to 130 degree any position lock. 4. Base-350mm Alum base with PU castors; 5. Gaslift--class-3,BIFMA passed</p>		XXXXX
6	<p>Name: Mesh Medium back Chair</p> <p>Height adjustable headrest, Depth adjustable lumbar support Height adjustable armrest with pu pad, 2 levers butterfly mechanism (any angle locking and tension adjust) Class 3 gas lift, 350mm nylon base, black nylon castor Size: W650* D650* H980-1080 mm Color & Design as Photo</p>		XXXXX