

**Request for quotations "RFQ 2025/2/OP/LOG/004"**

**TITLE: Request for quotation for supply of furniture materials of Urwego Finance**

Urwego Finance hereby invites interested professional companies to submit their financial proposal for supply furniture materials as per list on attachment. Please note also the following,

1. All the quotations should be submitted in sealed envelopes with the following mentions: RFQ-2025/02//Op/Log/004 for supply furniture materials of Urwego Finance and submitted to the bank's reception at its head office located at , Plot 428, KN5 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 HO, will be opened and analyzed for selection by the Bank Tender Committee members who will thereafter inform each bidder of the selection decision.
3. The quotations should include the VAT Certificate, a valid tax clearance certificate issued by RRA, a RDB Certificate (for Five years of experience) and three completion certificates from reputable institution in Rwanda like banks, Universities or other big institutions; to substantiate his competency and ability in related supply as per this tender purpose.

**Note 1:** The bidder should be in the field tying with this present tender as per RDB registration certificate;

**Note 2:** It is a mandatory to submit pictures of each material and mention *the origine of the material* in your bid document .

**Note 3:** The successful bidder will be paid after delivery and acceptance of the furniture .

**Note 4:** The selected company will be responsible of delivering materials to the indicated premises after getting the Purchase order and payment will be after the acceptancy by the bank's representative.

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

Deadlines for submission: 10/03/2025 at 3:00 PM




For further information, please contact us on 0788536052

Jimmy Rutabingwa  
DCEO



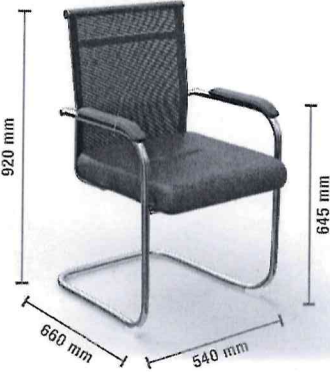
Done at Kigali on 25<sup>th</sup> February 2025

## The List of Furniture materials

No	Material list	Specifications	UnityPrice(VATinclusive)
1	<p>ORTHOPEdic CHAIR</p> 	<p>Upholstered Seat in Black  Breathable Netting on back  Leather on the seat and headrest  Adjustable Back  Adjustable Back and Down  Adjustable Height.  Seat Adjustable.</p>	
2	<p>ORTHOPEdic CHAIR</p> 	<p>Upholstered Seat in Black  Breathable Netting on back  Leather on the seat and headrest  Adjustable Back  Adjustable Back and Down  Adjustable Height.  Seat Adjustable.</p>	
3	<p>ORTHOPEdic CHAIR</p> 	<p>Upholstered Seat in Black  Breathable Netting on back  Leather on the seat and fabric headrest.  Black color.</p>	
4	<p>Clients 4 seats metallic chair</p>	<p>Waiting room bench chair with 4 ergonomic seat black</p>	





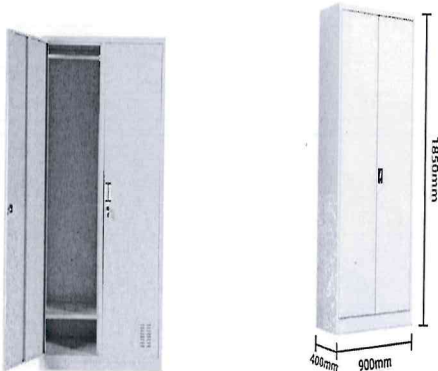

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5	Clients 3 seats metallic chair  	Waiting room bench chair with 3 ergonomic seat black	
7	Office high back fabric Chair (with weels )  	High Back Black Fabric Chair Bs051	
8	visitor chairs MARINA, black  	visitor chairs MARINA, black / Conference Fabric Office Chair Visitor	



*Handwritten signature*



8	<p>Office Canteliver fabric visitors chair (no wheels)</p> 	<p>medium size (Malesia) Office Hippo Office Desk Cantilever Chair No Wheels, Home Working, Fabric, Charcoal</p>	
9	<p>Office Canteliver fabric visitors chair (no wheels)</p> 	<p>Small size (Malesia) Office Hippo Office Desk Cantilever Chair No Wheels,</p>	
9	<p>High closed metallic cabinet (5 rayers )</p> 	<p>71" Metal Storage Cabinet with 5 Shelves, Steel Tall Large Space Office Locker with 2 Doors, Locking Tool Storage Cabinet for Home Office,</p>	
13	<p>Four Drawer metallic cabinet (grey color)</p> 	<p>4 Drawer File Cabinet, Filing Cabinets for Home Office, Metal Vertical File Storage Cabinet with Lock, Locking File Cabinet for A4 Legal/Letter,...</p>	
14	<p>Transport outside Kigali</p>	<p>-----</p>	
15	<p>Transport in Kigali city</p>	<p>-----</p>	

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DCEO

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