

Request for quotations "RFQ 2026/07/OP/LOG/003"**TITLE: Request for quotation of maintenance and garage services for Urwego Finance vehicles.**

Urwego Finance CBC (herein referred to as the Bank) hereby invites interested professional companies to submit their financial proposal for maintenance and garage services for vehicles.

Please note also the following,

- All the quotations should be submitted in sealed envelopes with the following mentions: "RFQ-2026/07/OP/LOG/003 maintenance and garage services for vehicles of Urwego Finance CBC, 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,
- 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 Urwego Tender Committee Members who will thereafter inform each bidder of the selection decision.
- The quotations should include the *VAT certificate* along with a valid tax *clearance* issued by RRA,
- The quotations should include RDB registration document (Registre de Commerce) and note that the bidder should be in the field tying with this present tender and experience of 5 years
- The bidder should present 3 completion certificates from reputable institutions to substantiate his competency and ability in the areas of garage services as per this tender purpose.
- The bidder should present the insurance document of the garage with the value not less than 150 millions

Note: Description of the work and other details of Urwego Finance CBC vehicles are on attachment.

Venue for submission: Kindly submit your sealed bids quoting tender reference no RFQ-2026/07/OP/LOG/003, name of your company, and address to the following address: Reception of Urwego, KN 5 RD, Rukiri-Remera-Gasabo- Umuyenzi Plaza 3rd floor P.O.BOX 748 Deadlines for submission: 31/07/2026 at 3:00 PM.

For further information, please contact us on 0788536052

Done at Kigali on 21st July 2026

Urwego Finance Management



DESCRIPTION OF GARAGE SERVICE

1. TOYOTA HILUX (D/C Vigo) : Number of vehicles : 1

A.MAINTENANCE SERVICE A

NO	DESIGNATION	QUANTITY	UNIT/PRICE	TOTAL/PRICE
1	Engine Oil (L)			
2	Greassing			
	Labour			
	S/Total			
	VAT of 18%			
	TOTAL			

B. SIMPLE MAINTENANCE B

NO	DESIGNATION	QUANTITY	UNIT/PRICE	TOTAL/PRICE
	Engine Oil (L)			
	Greassing			
	Oil Filter			
	Labour			
	S/Total			
	VAT of 18%			
	TOTAL			

C. GENERAL MAINTENANCE C

NO	DESIGNATION	QUANTITY	UNIT/PRICE	TOTAL/PRICE
1	Engine Oil (L)			
2	Brake fluid			
3	Gear box oil (L)			
4	Hydraulic oil (L)			



5	Distilled water			
6	Greasing			
7	Oil filter			
8	Fuel filter			
9	Air filter			
10	Brake pads (set)			
11	Brake shoes (set)			
	Labour			
	S/Total			
	VAT of 18%			
	TOTAL			

2.TOYOTA LAND CRUISER (Jeep: 7 seats) Number of vehicles : 2 (manufacture Date 2010 and 2022)

A. MAINTENANCE SERVICE A

NO	DESIGNATION	QUANTITY	UNIT/PRICE	TOTAL/PRICE
1	Engine Oil (L)			
2	Greassing			
	Labour			
	S/Total			
	VAT of 18%			
	TOTAL			

B.SIMPLE MAINTENANCE B

	Engine Oil (L)			
	Greassing			
	Oil Filter			
	Labour			
	S/Total			
	VAT of 18%			
	TOTAL			



C. GENERAL MAINTENANCE

NO	DESIGNATION	QUANTITY	UNIT/PRICE	TOTAL/PRICE
1	Engine Oil (L)			
2	Brake fluid			
3	Gear box oil (L)			
4	Hydraulic oil (L)			
5	Distilled water			
6	Greasing			
7	Oil filter			
8	Fuel filter			
9	Air filter			
10	Brake pads (set)			
11	Brake shoes (set)			
	Labour			
	S/Total			
	VAT of 18%			
	TOTAL			

3. MITSUBISHI PAJERO SPOT (Jeep) Number of vehicles : 1 (manufacture Date 2019)**A. MAINTENANCE SERVICE A**

NO	DESIGNATION	QUANTITY	UNIT/PRICE	TOTAL/PRICE
1	Engine Oil (L)			
2	Greassing			
	Labour			
	S/Total			
	VAT of 18%			
	TOTAL			



B.SIMPLE MAINTENANCE B

	Engine Oil (L)			
	Greassing			
	Oil Filter			
	Labour			
	S/Total			
	VAT of 18%			
	TOTAL			

C. GENERAL MAINTENANCE C

NO	DESIGNATION	QUANTITY	UNIT/PRICE	TOTAL/PRICE
1	Engine Oil (L)			
2	Brake fluid			
3	Gear box oil (L)			
4	Hydraulic oil (L)			
5	Distilled water			
6	Greasing			
7	Oil filter			
8	Fuel filter			
9	Air filter			
10	Brake pads (set)			
11	Brake shoes (set)			
	Labour			
	S/Total			
	VAT of 18%			
	TOTAL			



4. ELECTRIC VEHICLE : RADAR (D/C) Number of vehicles : 1 (manufacture Date 20)

C. GENERAL MAINTENANCE C

NO	DESIGNATION	QUANTITY	UNIT/PRICE	TOTAL/PRICE
1	Brake fluid			
2	Hydraulic oil (L)			
3	Greasing			
4	Air filter			
5	Brake pads (set)			
6	Brake shoes (set)			
	Labour			
	S/Total			
	VAT of 18%			
	TOTAL			

LOT 2. Quotqtion of spare Parts

	TOYOTA D/C VIGO	TOYOTA LAND CRUISER Jeep	MITSUBISHI PAJERO SPOT (Jeep)
CLUTCH DISC			
CLUTCH PRESSURE PLATE ASSEMBLY			
THROW OUT BEARING			
Tires / Pneu			
Air condition refeiling			

NOTE: All needed spareparts less than 50,000 frw will not be o Urwego Bank any. Like bulbs , indicators (if not exceed), fixing nuts, etc

