

**Request for quotations "RFQ 2025/ 06/ IT/ Sec./010****TITLE: Requesting for quotation for Security systems maintenance and related equipment to Urwego Finance CBC"**

Urwego Finance CBC , hereby invites interested professional companies to submit their financial proposal for supply security system maintenance and related equipment.

All the quotations should be submitted in sealed envelopes with the following mentions: "RFQ-2025/06/IT/sec/010: Requesting for quotation for Security systems maintenance and related equipment to Urwego Finance CBC .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). Moreover, the name of the company shall be clearly indicated on the envelope containing the bid.

**Please note also the following instructions,**

1. The quotations received, and acknowledged at the HO, will be opened and analyzed for selection by Urwego Finance Tender Committee Members who will thereafter inform each bidder of the final decision.
2. The quotations should include VAT certificate ; a **valid tax clearance** certificate with RRA, ; a Trading license from RDB in this domain with at least **2 years' experience** the bidder should present **3 completion certificates** from reputable institutions. Providing proof of having worked in security for any bank would be an added advantage; to substantiate his competency and ability in the areas as per this tender purpose.
3. **Deadline for submission 14<sup>th</sup> July 2021 at 3:00 PM.** at HQ of the bank through our reception office located at UMUYENZI Plaza at 3<sup>rd</sup> floor.

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

For further information, please contact us on 0788536052

Urwego Finance Management

Done at Kigali on 27 June 2025



## **TOR for tender of security systems maintenance and related equipment**

### **No: 1 Maintenance of CCTV systems**

<b>Branch name and Location</b>	<b>Activities</b>	<b>Price / quarterly VAT inclusive</b>
Kimironko, Gisozi, Nyabugogo, KCM ,Kicukiro, Nyamata, Rwamagana, Ngoma, Huye, Muhanga, Musanze, Rubavu, Rusizi; Remera and head office cameras	Quarterly maintenance and immediate intervention when required	

### **No: 2 Maintenance of access control ( Finger Print )**

<b>Branch name</b>	<b>Model of equipment</b>	<b>Activities</b>	<b>Price / quarterly VAT inclusive</b>
Head Office, Muhanga, Kicukiro, Kimironko, Gisozi and Remera	Walk-through, handheld metal detectors, Fingerprint biometric access control with time attendance management function, all devices for emergency exit systems and their accessories	Quarterly maintenance and immediate intervention when required	

### **No: 3 Maintenance of firefighting equipment**

<b>Branch name</b>	<b>Model of equipment</b>	<b>Activities</b>	<b>Price / semiannual VAT inclusive</b>
Head office, Remera, Kimironko branch and credit office, Gisozi, Nyabugogo, Kicukiro, Nyamata, Rwamagana, Ngoma, Huye, Muhanga, Musanze, Rubavu Rusizi, Kabarore credit office, Gicumbi and Karongi. All branches and credit offices + sales office	firefighting systems and related equipment	semiannual maintenance for fire suppression systems, firefighting systems using water (hose reels) including water pumps maintenance and related reparation and Extinguishers DP and Co2	



#### No: 4 Maintenance of alarm equipment

Branch name	Model of equipment	Activities	Financial Proposal / quarterly VAT inclusive
KCM , Kimironko, Remera, Kicukiro, Gisozi, Nyabugogo, Nyamata, Rwamagana, Ngoma, Huye, Muhanga, Musanze, Rubavu, and Rusizi branch	alarm equipment	Quarterly maintenance and immediate intervention when required	

In case of removal and reinstallation for an existing system; NB: only labor charge	Price / VAT inclusive
CCTV system within Kigali	
CCTV system in upcountry branches	
Alarm system in upcountry	
Alarm system within Kigali	
Biometric finger print within Kigali	
Biometric finger print located in upcountry branches	
Connection for new additional cameras or motion sensors on existing system within Kigali	
Connection for new additional cameras or motion sensors on existing system in up country branches	

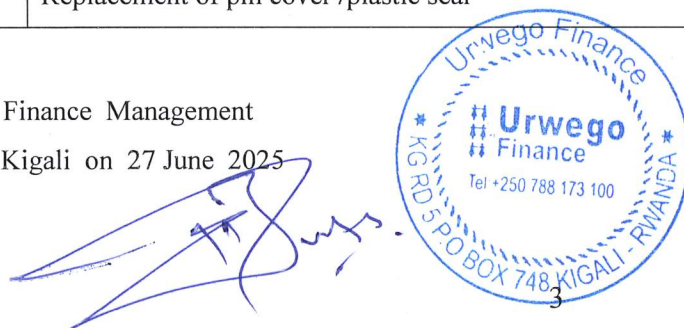
**Note:** Required materials for replacement, will be paid by the Bank after analysis of different quotations.

#### Refiling fire extinguishers activity:

Nº.	List of Equipment	Price / VAT inclusive
1	Refiling 5 KG of CO2 fire Extinguisher (20 Exting)	
2	Refilling and pressurizing 9 KG of dry powder fire Extinguisher(30 exting)	
3	Replacement of pin cover /plastic seal	

Urwego Finance Management

Done at Kigali on 27 June 2025



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