

Request for quotations "RFQ 2025/06/Sec/LOG/012"**TITLE: Request for tender for unarmed guards security guard services**

Urwego Finance CBC hereby invites interested professional companies to submit their financial proposal for security guard services.

All the quotations should be submitted in sealed envelopes with the following mentions:
RFQ-2025/06/Sec/Log/012: **Request for tender for unarmed guards security guard services**

Please remit your bids documents at its head office located at REMERA KISIMENTI , Plot 428, KN5 RD, UMUYENZI PLAZA, Remera Sector, Gasabo, Tel. +250 788173100, Website: www.urwegoFinance.com;
Please consider also the following instructions:

1. The quotations received and acknowledged at the Head Office will be opened and evaluated by the Urwego Finance Tender Committee. The Committee will then select the best and most qualified company and inform each bidder of the final decision
2. The quotations should include RRA certificate; a tax clearance certificate issued by the RRA; RDB registration certificate in security services; a Valid RSSB clearance certificate; proof of last company's declaration
3. The bidder should include 2 completion certificate for the similar service
4. The selected company will be responsible for deployment of security guards up on guidance of security manager.
5. The selected will be responsible for P.A.Y.E of their security guards and other benefits related to employee.
6. The number of security guards required and their deployment locations are provided in the annex

Please submit your sealed bid quotations at the reception of Urwego Finance Headquarters, located on the 3rd Floor of Umuyenzi Plaza, KN 5 Road, Rukiri-Remera, Gasabo District. P.O. Box 748, Kigali, Rwanda.
Submission Deadline: All bids must be submitted no later than 08/07/2025, at 11:00 AM.

For Further Information: Please contact us at 0788536052

Urwego Finance Management

Kigali on 27th June 2025



Scope of work (unarmed guards)

Protected promises and services fees.

The contractor shall protect the following promises of Urwego Finance CBC

Banking Promises	Day shift guards	Night shift guards	Total guards	
Head office	1	1	2	
Nyabugogo sales office	1	1	2	
Kabarore sales office	0	1	1	
Kicukiro sales office	1	1	2	
Gisozi sales office	1	0	1	
Total (taxes inclusive)			8	

Obligations of the security Company.

The responsibilities of the security company are the following:

- 1.1. To provide diligent and professional security services matching the standards of banking premises.
- 1.2. Employ, post and services guards equipped with necessary security during
- 1.3. Record movements of visitors at head office and client's materials.
- 1.4. The security guard must check every person need to access or leave Urwego premises.
- 1.5. The new security guard must be deployed to any post after signing a post order provided by branch leaders, no security guard will be accepted by a client without such proof.
- 1.6. The contractor will provide health and responsible security officers for duties during the specified hours on the promises of the client.
- 1.7. The service provider and security guards will no hold any key of buildings, Containers or vehicles for the client and will be responsible for losses or damagers arising from such holding of keys, only keys managed by security guard is for check and respond on generator functioning.

Urwego Finance Management

Done at Kigali on 27 June 2025

