



TENDER NOTICE

Supply of Maintenance Materials for Epic Hotel & Suites

Tender Reference No.: EH/MAINT/2026/01

Date Issued: 09/02 /2026

Deadline for Submission 23 /03 /2026

Mantis Epic Hotel & Suits invites eligible and qualified suppliers to submit bids for the supply and delivery of Transformer Supply and Installation (630KVA) materials as per the attached detailed list. This tender is open to all local eligible bidders as defined in the procurement plan of the Hotel.

1. Scope of Supply

The items to be supplied include but are not limited to:

- Supply & Installation 630KVA, switchgear circuit, battery charger, phase connector

Annex I to this tender document provides the full list of items with specifications, quantities, and preferred brands.

2. Bid Requirements

Interested bidders must submit the following documents:

- Company profile and relevant experience in supplying similar goods

- Copy of valid business registration certificate
- Tax clearance certificate
- Financial proposal including unit prices, total cost, and delivery terms
- Technical proposal confirming compliance with specifications and brand requirements
- Delivery schedule (indicating ability to deliver to Epic Hotel & Suits)

3. Delivery Location

All items shall be delivered to:

Mantis Epic Hotel & Suits, Nyagatare District, Eastern Province, Rwanda

4. Evaluation Criteria

Bids will be evaluated based on:

- Compliance with technical specifications
- Competitive pricing
- Delivery timeline
- Experience and references
- Warranty and after-sale support

5. Submission and Opening of Bids

Submission, Sealing and Marking of Bids

Bidders should submit their bids into sealed envelopes.

Bidders submitting bids by hand, shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB, in separate sealed

envelopes, duly marking the envelopes as “**ORIGINAL**” and “**COPY**.” These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB.

The envelopes containing the original and the copies shall be enclosed in one single envelope:

- (a) The inner envelopes shall bear the name and address of the Bidder;

6. Deadline for Submission of Bids

Bids must be received by the Procuring Entity at the address and no later than the date and time **specified in the BDS**, after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Procuring Entity as nonresponsive.

7. Bid Opening

The Procuring Entity shall conduct the bid opening in public at the address, date and time **specified in the BDS**.

Only envelopes that are opened and read out at Bid opening shall be considered further.

All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB.

8. Comparison of Bids

The Procuring Entity shall compare all substantially responsive bids to determine the quality and lowest-evaluated bid, in accordance with ITB

9. Post-qualification of the Bidder

The Procuring Entity shall determine to its satisfaction whether the Bidder that is selected as having submitted the quality and lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily

The determination shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, pursuant to ITB

10. Procuring Entity’s Right to Accept Any Bid, and to Reject Any or All Bids

The Procuring Entity reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

11.Award of Contract Award Criteria

The Procuring Entity shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

12. Procuring Entity's Right to Vary Quantities at Time of Award

At the time the Contract is awarded, the Procuring Entity reserves the right to increase or decrease the quantity of Goods and Related Services originally specified, Schedule of Requirements, provided this does not exceed the percentages **specified in the BDS**, and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

13. Notification of Award

Before the expiry of the bid validity period, the Procuring Entity shall simultaneously notify the successful and the unsuccessful bidders of the provisional outcome of the bids evaluation.

The notification shall specify that the major elements of the procurement process would be made available to the bidders upon request and that they have seven (7) days in which to lodge a protest, if any, before a contract is signed with the successful bidder.

The successful bidder may be required to provide a performance security in accordance with the procurement regulations. Such a security shall not exceed 10 % of the contract Price;

Upon signature of a contract, the Procuring Entity shall finally notify other bidders that their bids were not successful and will discharge their bid security, pursuant to ITB

Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

The written contract shall base on the bidding document, the successful bid, any clarification received and accepted, and any correction made and negotiations agreement between the Procuring Entity and the successful bidder.

14. Signing of Contract

Promptly after notification, the Procuring Entity shall send the successful Bidder the Agreement and the Special Conditions of Contract.

Within 15 (fifteen) and 21(twenty-one) days for National Competitive Bidding and International Competitive Bidding respectively, after receipt of the Agreement, the successful Bidder shall sign, date, and return it to the Client.

15. Performance Security

Within 15 and 21 days for National Competitive Bidding and International Competitive Bidding respectively, after receipt of notification of award from the Procuring Entity, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Contract forms, or another Form acceptable to the Procuring Entity.

Annex I

TECHNICAL SPECIFICATIONS FOR SWITCHGEAR

Qty: 1 (One)

MANUFACTURER:		Supplier' response
N#	TECHNICAL SPECIFICATIONS	
1	Supply, install, training of technicians and commission a new switchgear at EPIC HOTEL.	
1.0	ELECTRICAL RATINGS	
1.1	Equipment Type: Medium Voltage Metal Enclosed Switchgear	
1.1.1	Rated Voltage (u r):30kV (36kV class)	
1.1.2	Rated frequency: 50Hz	
1.1.3	Installation: Indoor	
1.1.4	Service type Protection	
1.1.5	Standards: CE or equivalent	
1.1.6	Rated current(in): 630A	
1.1.7	Rated insulation level: 36Kv	
2	CIRCUIT BREAKER	
2.1	Type: vacuum Circuit breaker (VCB)	
2.2	Rated breaking current :10kA	
2.3	Operating mechanism: motor-charged (24v Dc)	
3	BUSBAR	
3.1	Material: Copper	
3.2	Rated current: 630A	
3.3	Insulation: SF6 Gas	
4	PROTECTION & CONTROL	

4.1	Numerical Relay	
4.2	Control Voltage: 24VDC	
4.3	Cable entry: Bottom	
4.4	Type of bushing: T type	
4.4	Interlocking: Mechanical & electrical interlocks	
4.5	Dimensions: every bidder to specify which dimension: W X D X H in mm.	
4.6	Bring all catalogs and Spares parts list	

The manufacturer and the country of origin must be indicated

TECHNICAL SPECIFICATIONS FOR TRANSFORMER

Qty: 1(one)

MANUFACTURER:		Supplier' response
N#	TECHNICAL SPECIFICATIONS	
1	General	
1.1	Supply, install, training of technicians and commission a brand-new dryer machine at EPIC HOTEL.	
1.2	Equipment: Distribution Transformer	
1.3	Rated Power: 630kVA	
1.4	Rated Voltage (HV): 30Kv	
1.5	Rated Voltage (LV): 0,4kV	
1.6	Frequency: 50Hz	
1.7	Vector Group: Dyn11	
1.8	Impedance Voltage: 3-6%	
1.9	No-load Current: 1.5-2%	
2.0	Standards: CE or equivalent	
2.1	Insulation level HV: 170kV AC	
2.2	Insulation level LV: 3KV AC	
2.3	Installation: Indoor	
2.4	Cooling: ONAN	

3	TAP CHANGER	
3.1	Type: OFF Load Tap Changer	
3.2	Range: $\pm 5\%$	
3.3	Steps: $\pm 2 \times 2.5\%$	
4	CONSTRUCTION DETAILS	
4.1	Core Material: Silicon Steel	
4.2	Winding Material: Copper	
4.3	Oil Type: Mineral insulating oil (IEC60296)	
4.4	Pressure relief Valve	
4.5	Dimensions: every bidder to specify which dimension: W X D X H in mm.	
5	Standards: CE or equivalent	

The manufacturer and the country of origin must be indicated

NB, INCOTERMS TO BE USED

DDP: (Delivered Duty Paid): Seller delivers to destination; handles all import duties/taxes; maximum seller responsibility.

16. Additional Information

Mantis Epic Hotel & Suits reserves the right to reject any or all bids without assigning any reason.

For any clarification, please contact the procurement team at **0788891771**

Mutesi Apophia

Procurement Officer



Mantis Epic Hotel & Suits.