



RWANDA ULTIMATE GOLF COURSE LTD
Company Code: 109031590

Request for Proposal

For

Tender For Supply of sanitary materials.

Procurement Method: National Open Competitive Bidding

Procurement Reference Number:

2025/NCB/SM/RUGC/018

July 2025

GR

Tender Bid Notice

Invitation No: **2025/NCB/SM/RUGC/018**

1. The Rwanda Ultimate Golf Course requests for a proposal for Tender for Supply of Sanitary Materials . More details on the scope of work are provided in the technical specifications.
2. The Best selected Bidder will be selected based on the lowest-priced quotation, which is eligible and technically compliant with the procedures described in this RFP.
3. The RFP includes the following documents:

Section1 - Letter of Invitation.

Section 2 - Instructions to Bidders.

Section 3 - Technical Proposal and Financial Proposal.

Section 4 - Technical Specifications.

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Section 1: Letter of Invitation.

1. The RWANDA ULTIMATE GOLF COURSE LTD(RUGC) requests a proposal from the mentioned Supplier for the Tender for Supply of Sanitary Materials, during the financial year 2025.
2. You are requested to submit your bid electronically to the email: info@kigaligolf.rw/ procurement@kigaligolf.rw and **hard copy** to Kigali Golf Course Board room; KG 548 Street & KG 13 Avenue | P.O Box 1919 Kigali-Rwanda the no later than **01stAugust 2025 at 10:00 AM.**
3. Your bid should be compiled by the following documents:
 - a. Photocopy of trading license having the activity bided for as its main activity
 - b. Testimonial of tax clearance from RRA.
 - c. Testimonial of debt clearance from Rwanda social security board
 - d. Proof of purchase of the tender document (10,000 RWF), to be paid to account number **00040-06992621-27 (Bank of Kigali)**, in the name of **RUGC.**
 - e. Bid security of 2,880,000 RWF from a recognized financial institution.
 - f. Detailed description of the essential technical and performance characteristics of the goods to be supplied establishing conformity to technical specifications provided.
 - g. Three (3) Similar Work Completion Certificates/References.
 - h. It is in this regard that we invite you to submit your quotations, and all bids will be sent to RUGC Email: info@kigaligolf.rw and Procurement@kigaligolf.rw procurement not later than **01stAugust 2025 at 10:00 AM.**
4. Enquiries regarding this tender may be addressed to Email: info@kigaligolf.rw/Procurement@kigaligolf.rw. or Tel: 252 500 000.



Section 2 - Instructions to Bidders

1. Introduction

The short listed Bidder is invited to submit a Technical Proposal and a Financial Proposal, as specified in these Instructions to the Bidders.

The Proposal will be the basis for contract negotiations and ultimately for a signed contract/ Purchase order with the selected Bidder.

The Bidder shall bear all costs associated with the preparation and submission of their proposal and contract negotiation.

Eligibility Criteria

2. Administrative criteria.

The Bidder shall submit the following documents:

- a. Photocopy of trading license having the activity bided for as its main activity
- b. Testimonial of tax clearance from RRA.
- c. Testimonial of debt clearance from Rwanda social security board
- d. Proof of purchase of the tender document (10,000 RWF), to be paid to account number **00040-06992621-27 (Bank of Kigali)**, in the name of **RUGC**
- e. Bid security of 2,880,000 RWF from a recognized financial institution

3. Criteria of technical and financial conformity.

- a. Detailed description of the essential technical characteristics of the goods to be provided establishing conformity to technical specifications provided.
- b. Three (3) Similar Work Completion Certificates /References.

4. Evaluation of Proposals

The evaluation of Proposals will be done as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this tender on a pass/fail basis.
 - Proposals failing at any stage will be eliminated and not considered in subsequent stages.
2. Detailed Technical evaluation.
 - Proposals failing at any stage will be eliminated and not considered in subsequent stages.
3. Financial Proposal evaluation
 - An accurate and clear detailed summary of the cost of the financial proposal

5. Best Evaluated Bid

The best evaluated bid shall be the lowest priced quotation, which is eligible and technically compliant.

6. Terms of Payment

Payment shall be made against the invoice after delivery of the product through bank transfer in favor of the Bidder 's Bank.

Payment shall be made within 15 days against submission of your Invoice and supporting documents following delivery of the goods.

7.

The Rwanda Ultimate Golf Course Ltd will pay correctly addressed and undisputed invoices within 15 days.

The essential information on the invoice for the RUGC is:

- A description of the product supplied.
- The invoice should be attached to the contract/Purchase Order number.
- Addressed to the finance department for RUGC.
- The costs include VAT (if applicable).
- Bank details should be accurate and conform to the contract.

8. Award of Contract

The contract will be awarded after the evaluation of the financial and technical proposal.

9. Taxes

The Bidder may be subject to local taxes on amounts payable by the Client under the Contract.

10. Delivery period

The goods will be delivered to RUGC as per the contract terms.

11. Clarification and Amendment of RFP Documents

The Bidder may request a clarification of any of the RFP documents up to two (2) days before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the instructions to Bidder.

Section 3: Technical Proposal and Financial Proposal

12. Preparation of Proposals

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In preparing their Proposal, the Bidder is expected to examine in detail the documents comprising the RFP.

13. Language

Documents to be issued by the Bidder as part of this assignment must be in English.

14. Technical Proposal

A Bidder is required to submit a Full Technical Proposal (FTP) that **reflects and matches** the specifications outlined in the RFP.

15. Financial Proposals

A Bidder is required to submit a Financial Proposal (FP). It shall list all costs associated with this assignment, including all costs as below.

Note: The Bidder shall Quote the total quantity, but contract shall be in unit prices (For Successful Bidder).

Section 4: Technical Specifications Of Supply Of Sanitary Materials

No	Item Names	Unit	Quantity
1	Air Freshener 500ml	bottle	40
2	Furniture Polish 300ml	bottle	20
3	Glass Cleaner 650ml	bottle	20
4	Toilet Cleaner Harpic 750ml	bottle	144
5	Liquid Soap 20lts	jerrican	40
6	Imperial Soap 50g	pc	40
7	Powder Soap (Omo) 15kg	bucket	20
8	Sponge	pc	400
9	Toilet Paper (Clean Orginal) PH	pc	200
10	Vim 500gr	bottle	40
11	Steel Wire	pc	240
12	Smonize Interior 30g	bottle	6
13	Smonizer(Hard Shell Finish)250g	bottle	6
14	Imbuma	pc	40
15	Essuit Tout Small XL	pc	120
16	Essuit Tout Big XXL	pc	120
17	Bloc Wc	pc	40
18	Hand Wash Soap 500ml	bottle	120
19	Vaseline 500mg	bottle	20
20	Baygon 600ml	bottle	20
21	Bolt/Sems 600ml	bottle	20
22	Examination Gloves 100pcs	box	24

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23	Face Musk 100pcs	box	400
24	Blix Mult Surface Cleaner & Disinfectant 1l	bottle	100
25	Hand And Body Lotion/Vaseline 500ml	bottle	20
26	Tile Cleaner Sio (Vim)	bottle	120
27	Deep Defuse 100ml	bottle	100
28	Room And Laundry Scent 500ml	bottle	24
29	Hand Sanitizer 250ml	bottle	12
30	Shower Gel 1L	bottle	32
31	Hair Conditioner 5l	jerrican	10
32	Hair Shampoo 5l	jerrican	10
33	PH For Club House (Fay)	pc	800
34	Facial Tissue Paper (Every Day)	box	100
35	Sanitary Lady Pads (icon type)	pc	60
36	Liquid Dettol (Disinfectant) 1l	bottle	24
37	Wet Wipes/Boni	pc	24
44	Bleek Water 5lt	jerrican	32
45	Fabric Softener 1lt	bottle	120
47	Ariel(3.5Kg)	Box	7.5
48	Ink Remover 1L	Bottle	4
49	Scouring Pads/Green Pads	Pc	400
50	Eau De Cologne (Disco) 1litter	Tin Bottle	50
51	Deodorant Nivea (Roll-On)50ml	tin	200
52	Car Refresher 50ml	Tin	10
53	Domestic Insect Killer 30ml	bottle	20
54	Dust Bins stainless steel50lts	pc	0
55	Vanity (Natural Cotton) 100pc	pc	50
56	Mopping Rags cotton 45*60cm	pc	24
57	Toilet Brush	pc	5
58	Cleaning Cloths cotton 30*30cm	pc	12
59	Cleaning Bucket (With Wheels) 20l	pc	5
60	Cleaning Bucket with Handle 10l	pc	5
61	Soft Broom (kaki)	pc	8
62	Hard Broom (red)	pc	8
63	Soft Brush	pc	8
64	Hard Brush	pc	8
65	Dust Bins 30lts	pc	5
66	Sanitary Bins (Ladies Pad) automatic	pc	5
67	Squeezer (Raclette)	pc	12
68	Slippers (shower slipper)	pc	5
69	Cotton Table Cleaning Cloths(black)	pc	50
70	Color Microfiber	pc	5

Handwritten signature

71	Dust Remover	pc	5
72	Dustpan With Broom	Pc	5
73	Hard Cleaning Gloves	pair	12
74	Bassin 20lts	Pc	5
75	Bassin 10lts	Pc	5
76	Liquid Soap Pride 5l	bottle	20
77	Liquid Soap Super 5l	bottle	20
78	Oxi (Laundry Washing) 1l	bottle	10
79	Outdoor Mat Rug 1,50*90cm	pc	5
80	Universal foam cleaning agent 650ml	Bottle tin	10
81	Water Works (urinal mat)	pc	50
82	Ear buds 100pcs	tin	30
83	Domestic Mult Purpose Thick Bleach	750MI	50
84	Dish washing liquid detergent	7a50MI	20
85	Dish washing paste	400g	15
86	Hand cream Classic	133g	30
87	Kitchen degreaser	5L	10
88	Oven Cleaner	24oz	10
89	Laundry Bucket	30L	6
90	White hair net 100pc	packet	50
91	Heavy duty clean gumboot	pair	12
92	Broom for dusting (microfiber)	pc	10
93	Fresh room 250ml	tin	48



GASORE Z. Gaston
Ag. Chief Executive Officer
Rwanda Ultimate Golf Course Ltd

