



RWANDA ULTIMATE GOLF COURSE LTD
Company Code: 109031590

Request for Proposal

for

Supply of Office Furniture and Other fittings for RUGC.

Procurement Method: National Open Competitive Bidding

Procurement Reference Number:

2025/NCB/FOF/RUGC/023

November 2025

Kigali

Invitation No: 2025/NCB/FOF/RUGC/023

1. The Rwanda Ultimate Golf Course requests for a proposal for Supply of Office Furniture and Other fittings for RUGC. More details on the goods to be supplied 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 proposals for Supply of Office Furniture and Other fittings for RUGC, during the financial year 2025.
2. You are requested to submit your bid electronically to the email: [info@kigaligolf.rw/](mailto: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 **18th December 2025 at 10:00 AM.**
3. Your bid should be accompanied 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. Bid security of 1,000,000 RWF from a recognized financial institution.
 - e. Detailed description of the essential technical and performance characteristics of the good to be provided establishing conformity to technical specifications
 - f. Three (3) Similar Work Completion Certificates /References.
4. Enquiries regarding this tender may be addressed to Email: [info@rwandagolf.rw/](mailto:info@rwandagolf.rw) Procurement@kigaligolf.rw. Tel: 252 500 000.

Section 2 - Instructions to Bidders

1. Introduction

Bidders are 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. Bid security of 1,000,000 RWF from a recognized financial institution.

3. Criteria of technical and financial conformity.

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a. Detailed description of the essential technical and performance characteristics of the good to be provided establishing conformity to technical specifications.

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 shall be awarded scores out of the maximum number of points as indicated in below.
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 most competitively priced proposal, 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 Bidders's Bank.

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

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

The essential information on an 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 including VAT (if applicable).
- Bank details should be accurate and conforms to the contract.

7. Award of Contract

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

8. Taxes

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

9. Delivery period

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

10. Clarification and Amendment of RFP Documents

A 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 Bidders.

Section 3: Technical Proposal and Financial Proposal

11. Preparation of Proposals

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

12. Language

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

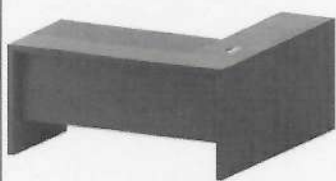

13. Technical Proposal

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

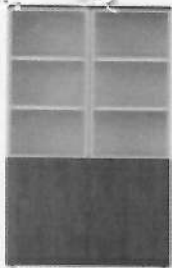



14. Financial Proposals

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

Section 4: Technical Specifications for the Supply of Office Furniture and Other fittings for RUGC

Picture	Description	Size(W*D*H)	Colour	Qty
	59M101 Office table with extension left side	1800*1686*760	Melamine+ 1006#	1
	59M102 Office table with extension right side	1800*1686*760		
	M077 Office table with extension	1800*800*760	Melamine+ 1004#	1
	M078 Office table with extension	1800*800*760		
	WF101 Office table with extension left side	1600*700*750		

[Handwritten signature]

	59B204 Cabinet Glass with Aluminium frame MDF laminated finish	800*400*2000	Melamine+ 1006#	2
	Magma Coffee Table Top for Living Room and Office	Dimensions: Length: 4 Foot, Width: 2 Foot.	Primary Material: High Quality Mdf, Secondary Material: Glass, Subtype: Tempered Glass Finish : Dark Teak	5
	High back leather swivel chair on a five castor chrome base and elliptical pipe armrest with leather padding. Overall size 690x 615x1190mm. Chair comes with a multi tilting and tilt locking mechanisms for extra ergonomic comfort and a gas lift mechanism for height adjustment.	630W x 680D x 1210~1280H(mm)	High Back Chair - SPR 01	5
	Visitor chair	VISITOR CHAIR W555*D595*H930 1.8MM THICKNESS CHROMED METAL FRAME PP PLASTIC ARMREST PAD	Back Chair	10

KAG



Executive conference chair – orthopaedic and comfortable
Executive Product
Specific Features:
Durable polyester fabric for longevity
Sealy Post urepedic
Cooling Memory Foam creates a cooling sensation to the touch
2-in-1 syncro mechanism allows for back and seat to recline independently
Adjustable Seat Height: Ranges from 19.25" to 23.5"

Dimensions: 22.75"-31" W x 25.3" D x 42.75"-52.75" H
Weight: 49.9 lbs

Black

10



Coat rack made of stylish wood
Material: Wood
Material base: Wood
Height: 182 cm
Upper level: Static
Levels: 2
Hooks (upper level): 8
Hooks (lower level): 3
Caps: Yes
Caps - material:

Material: Wood
Material base: Wood
Height: 182 cm
Upper level: Static
Levels: 2
Hooks (upper level): 8
Hooks (lower level): 3
Caps: Yes
Caps - material:

Black, brown

5



Width (side to side)
Depth (front to back)
Height (bottom to top)
3 seats

Category: PU leather
office sofa set SF 169 D
Material infos: 45# high density foam with durable PU upholstery in back & seat. • Solid wood frame inside. • wire EDM 8mm thickness A3 steel, chromed finished.
Colour: black.
Dimension: 1965*770*800 mm
860*770*800 mm

Colour: To be negotiated with the successful bidder

1



(2+1) sofa 5-seater
Fabric Colour
Crushed Gravel, Leg
Finish Walnut

General Dimensions
85" L x 35" D x 33" H
leather (3+1+1) Fabric
C Seat Height 17"
Arm Height 25"
Seat Depth 22" Gravel
Leg Height 7"

Colour: To be negotiated with the successful bidder

2



Curved Reception counter
The countertop and working area are to be in well-finished MDF and have a perforated steel modesty panel on metallic stands and supports.
Beech Curved Reception counters to sit one person + Chair with overall measurements of 2400(l)*1100(h).

Beech Curved Reception counters to sit one person + Chair with overall measurements of 2400(l)*1100(h).

Colour: To be negotiated with the successful bidder

1

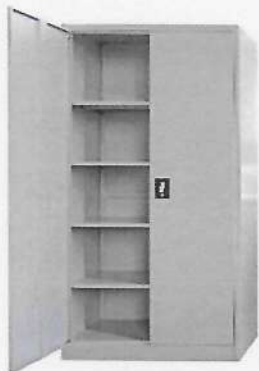


Filing Cabinet
Grey Metallic 4 Drawers Vertical filling Cabinet

Dimension:
475(W)X600(D)X1320(H)

Grey

5



Metallic Cupboard
High Closed filing cabinet
Grey Metallic Cupboard High Closed filling cabinet metallic for, made in metal sheet with suing lockable doors .

Dimension: -900 mm Length - 400 mm width - 2000 mm Height It should have metal shelves inside 02 lockable doors.

Grey

2



High security, fire-resistant safes.
1 hour or 2 hours fire protection certified by UL Class 350 1hr, SP NT-Fire 60P, 120P, and KS 1 hou

Outside size: 1356x737x630mm, inside size: 1123x578x463mm

Grey

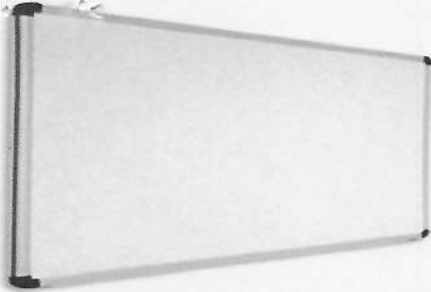
2

Magnetic whiteboard

2.4x1.2m single-sided Polyester coated whiteboard

White

5



Floor standing projector stand

Adjustable Height & Angle stand that can be adjusted to the height from 31.9" to 61". The adjustable angle of the tray is 180°, and the tray size is 15 x 11 inches, which can support 11lbs. With Wheels and handbag Projector Stand, with movable 3 lockable wheels and 1 black handbag.

White

1



4 Way Workstation (L/R), L- shaped Compact Table: 1400mm (L) x 1200mm (W1) x 600mm (W2) x720 mm (D) (4 Seats & 4 movable drawers) with Side panel legs and partition boards.

- 25mm thick Worktop panel, well properly worked and with smooth& polished finish, 2 wire caps& 2 cable troughs and cable duct for each seat (samples of the above accessories will be provided);

Movable metal pedestals: 580mm (L) x 400mm (W) x 400mm (D) (3 drawers each) with metals handles, locks and keys, plastic casters (sample plastic casters will be provided);

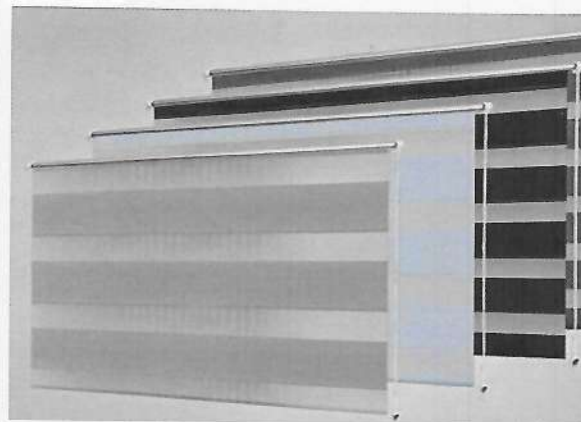
-Partition boards (front, left and right sides) with suspended screen panel,430mm high from worktop panel;

- Side metal legs and metal modesty screen, with plastic adjustable leveling feet: 42mm x 28mm,

Dimession:1400mm (L) x 1200mm (W1) x 600mm (W2) x720 mm (D) (4 Seats & 4 movable drawers)

Material: MDF;
Color: Maple;

Quantity:10



Vertical blinds define windows with a clean, linear style. Attractive, affordable styles complement any décor and please any taste. Technologically, they offer ideal shading and sight protection for all living and working areas for people with particular demands. With vertical blinds, you yourself decide how much light is required for which circumstances.

Size: To be determined with the successful bidder

Color: To be negotiated with the successful bidder

NB: the price should be based on one square meter.

10



Conference table of 20 people with metallic legs.

Size: 380x295x85cm,

Color: Beech color

Quantity:2

1



Shredder:

20 SHEET STRAIGHT CUT 70GSM, 10 LTR BIN
CAPACITY ALLOW CONTINUE CUT UP TO
30MIN, SHRED SIZE 8MM STRIP CUT, HEAVY
DUTY MOTORS SHREDDING CUTTER

11

Sincerely,



Claire KAYITESI

Deputy General Manager

Rwanda Ultimate Golf Course LTD