



**RWANDA ULTIMATE GOLF COURSE LTD**  
**Company Code: 109031590**

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## **Request for Proposal**

For

Tender For Supply of HVAC Spare Parts. (Framework Contract)

**Procurement Method:** National Open Competitive Bidding

**Procurement Reference Number:**

2026/NCB/HVAC/RUGC/01

**June 2026**

## Tender Bid Notice

Invitation No: **2025/NCB/HVAC/RUGC/01**

1. The Rwanda Ultimate Golf Course requests for a proposal for Tender for Supply of Supply of HVAC Spare Parts 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.**

## Section 1: Letter of Invitation.

1. The RWANDA ULTIMATE GOLF COURSE LTD(RUGC) requests a proposal for the Tender for Supply of HVAC Spare Parts, during the financial year 2026.
2. You are requested to submit your bid electronically to the email: [info@kigaligolf.rw](mailto:info@kigaligolf.rw)/[procurement@kigaligolf.rw](mailto:procurement@kigaligolf.rw) and **hard copy** to Kigali Golf Course Board room; KG 548 Street & KG 13 Avenue | P.O Box 1919 Kigali-Rwanda no later than **21<sup>th</sup> July 2026 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 900,000 RWF from a recognized financial institution.
  - f. A compulsory site visit will be conducted on **08/07/2026** at 10: 30 AM, the site visit will be conducted at RUGC Premises located at KG 548 Street & KG 13 Avenue.
  - g. Site Visit Certificate.
  - h. Manufacturers' Technical Data Sheet(s) and product catalogues for the proposed item(s), providing detailed technical specifications and demonstrating compliance with the requirements outlined in the tender document.

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](mailto:info@kigaligolf.rw) and [Procurement@kigaligolf.rw](mailto:Procurement@kigaligolf.rw) procurement not later than **21<sup>th</sup> July 2026** at 10:00 AM.

4. Enquiries regarding this tender may be addressed to Email: [info@kigaligolf.rw](mailto:info@kigaligolf.rw)/[Procurement@kigaligolf.rw](mailto:Procurement@kigaligolf.rw). or Tel: 252 500 000.

## **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. 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 900,000 RWF from a recognized financial institution
- f. Site Visit Certificate.

#### **3. Criteria of technical and financial conformity.**

- a. Manufacturers' Technical Data Sheet(s) and product catalogues for the proposed item(s), providing detailed technical specifications and demonstrating compliance with the requirements outlined in the tender document.

### **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

#### **4. Best Evaluated Bid**

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

#### **5. 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 30 days against submission of your Invoice and supporting documents following delivery of the goods.

The Rwanda Ultimate Golf Course Ltd will pay correctly addressed and undisputed invoices within 30 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.
- Addressed to the finance department for RUGC.
- The costs include VAT (if applicable).
- Bank details should be accurate and conform to the contract.

#### **6. Award of Contract**

The contract will be awarded after the evaluation of the Administration, Technical and Financial Proposal.

#### **7. Taxes**

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

#### **8. Delivery period**

The goods shall be delivered to RUGC within fifteen (15) days from the date of issuance of the Purchase Order, in accordance with the terms and conditions of the contract.

#### **9. 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**

## 10. Preparation of Proposals

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

## 11. Language

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

## 12. Technical Proposal

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

## 13. 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.

### SECTION 4: TECHNICAL SPECIFICATIONS OF HVAC SPARE PARTS

SPARE NAME	SPECIFICATION	UNIT	QUANTITY
Filtre F7 PPLAY T1200M	SP158399	PC	12
Filtre M5 PPLAY T1200M	SP158381	PC	12
		PC	
FILTER M6 T330	SP158558	PC	36
FILTER M6 T650	SP158564	PC	48
		PC	
FILTRO M5 POWER T EVO 4 592X59	SP125497	PC	12
FILTRO F7 POWER T EVO 4 592X59	SP125502	PC	12
		PC	
P_FLR G4_ISOC 80% 1015991	G4050	PC	36
B_FLR F7_ePM1 55% 1015997	G4050	PC	36
		PC	
F7 ePM1 50% H06.01.13.01.05.01	G4050	PC	36
M5/ ePM10 55% MINIPLEAT MET	800*755*98mm	PC	12
EC Fan ebmpapst	R3G250-PR04-H1, 3080 RPM,200-277VAC ,VSD Integrated	PC	2
liquid line refrigerant filter dryer	SKF-083S	PC	5
liquid line refrigerant filter dryer	DCL162	PC	4
liquid line refrigerant filter dryer	DCL163	PC	4
sensors set	POWER PLAY T1200-M	set	8
Fan belt	POWER PLAY T1200-M	pc	5
Temperature controller	POWER PLAY T1200-M	pc	5

**Claire KAYITESI,**  
**Deputy General Manager**