



RWANDA ULTIMATE GOLF COURSE LTD
Company Code: 109031590

Request for Proposal

For

Tender For Supply of Tennis Equipment.

Procurement Method: National Open Competitive Bidding

Procurement Reference Number:

2026/NCB/TET/RUGC/05

October 2026

Tender Bid Notice

Invitation No: **2026/NCB/TET/RUGC/05**

1. The Rwanda Ultimate Golf Course requests for a proposal for Tender for Supply of Tennis Equipment, 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 Tennis Equipment, during the financial year 2026.
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 **26th October 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. Declaration of Commitment letter.
 - f. Detailed description of the essential technical characteristics of the goods to be provided establishing conformity to technical specifications.

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 **26th October 2026 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

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. Declaration of Commitment letter.

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.

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

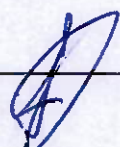
Payment shall be made against the invoice after delivery of the product through bank transfer in favor of the Bidder's Bank.

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 TENNIS EQUIPMENT

	Items	Qty	Brand and description		
TENNIS	1	Ball machine	1	Spinshot-Player Tennis Ball Machine brand; A tennis ball machine is an automated device that delivers consistent shots for practice, helping players improve their technique, footwork, and consistency by enabling focused, repetitive training.	
	2	Racket stringing Machines	1	From Gamma Progression ELS, 360 Degree Rotation Tabletop Racquet Stringer Machines : A racket stringing machine is a specialized device used to restring tennis rackets with precision, allowing players to customize tension and string type for optimal performance and durability.	
	3	Tennis target nets	6	Tennis target nets are portable training tools with marked targets designed to improve accuracy, consistency, and precision in serving, volleys, and groundstrokes by providing focused practice zones.	
	5	Tennis scoreboard	2	A tennis scoreboard is a display system, either manual or digital, used to track and show the current score, sets, and games during a match, enhancing visibility and clarity for players and spectators.	



Jacobus Johannes Visagie,
General Manager

