

BPR Bank Rwanda Plc (hereinafter referred to as “the Bank”) is a licensed financial services operator in Rwanda, and is a member of the KCB Group, a leading financial services company in the East African region renowned for its diversity and growth.

BPR Bank Rwanda Plc is therefore inviting eligible suppliers and service providers, with well established, reputable, qualified and registered companies to submit their Expression of Interest for the below listed goods and services.

Express of interests in sealed envelopes containing the below technical requirements must be delivered by **07th March 2024 at 5PM** to the Procurement office located on the 9th floor BPR Building addressed as follows; only companies outside Rwanda are allowed to submit their EOI by email.

Procurement Manager
BPR Bank Rwanda Plc
P.O. Box 1348,
KIGALI, RWANDA
Email: procurement@bpr.rw

Please note that late submission will be rejected and no financial proposals are required in this process.

Technical Requirements:

- I. Company registration certificate
- II. Valid Tax clearance certificates.
- III. Valid RSSB Certificate
- IV. A detailed Company profile showing area of business, current clients and business location,
- V. Organizational structure showing directors and shareholders,
- VI. Introduction Letter showing Area of Business Activities
- VII. Provide proven experience in the area of work of at least 05 years doing similar work or services
- VIII. Provide a minimum of five (05) good completion certificates or recommendation letters in area of business activity that have been provided not later than the past five (5) years
- IX. Provide copies of contracts, Purchase orders or Award letters for works executed with clients that have been provided not later than the past five (5) years
- X. Provide CVs of company technical staff to be part of documents to be submitted
- XI. Financial Accounts for the past two years
- XII. Manufacturer’s Authorization where applicable
- XIII. Any other information that the supplier considers important to this process

CATEGORY 1: BANK EQUIPMENTS

1. Supply & Installation of IT Equipments
2. Supply and Installation of IT software and licenses
3. Supply & Installation of Branch Operations equipments and services
4. Supply & Installation of Security Equipments and services such as cameras, access controls fire extinguishers e.t.c
5. Supply of Sports Equipments and related items

CATEGORY 2: PROVISION OF SERVICES

6. Repair and maintenance of office equipment and related equipment
7. Repair and maintenance of power equipments such as UPS, Generators, AVRs, inverters and etc.
8. Repair and maintenance of Lifts,
9. Repair and maintenance of Air conditioners
10. Provision of repair and maintenance for IT Equipments such as computers, servers, laptops, Cisco Office IP Phones, ATMs and related items
11. Provision of Plumbing Services and supply of materials for general office repairs and maintenance
12. Fumigation and Sanitation Services
13. Provision of Transport services within Rwanda
14. Provision of Air ticketing services
15. Provision of repairs and maintenance of Motor vehicles OR Garage services,
16. Supply and provision of Motor Vehicle Tracking Services
17. Provision of Car wash services
18. Supply and provision of Repairs and Maintenance of safes, strong room doors ATM locks, time locks and related works
19. Provision of Apartments
20. Provision of Hotel Services: Accommodation training, catering, conference facilities and similar services in Kigali
21. Provision of Hotel Services: Accommodation training, catering, conference facilities and similar services in Upcountry Regions
22. Provision of Courier Services for international and local (within Rwanda)
23. Supply and provision of repairs and maintenance for air condition machines
24. Provision of Customs Clearing Agent Services
25. Provision of Cleaning services
26. Provision of consultancy and related services

CATEGORY 3: PROVISION OF MARKETING OF SERVICES

1. Provision of creative Agency Services

2. Provision of Event management services (entertainment services, equipment, Roadshow, rigs and performance acts)
3. Provision of Printing services
4. Supply of Promotional materials
5. Provision of Outdoor advertising services (Digital or Static Billboards)
6. Provision of translation services
7. Provision of Decoration Services
8. Provision of Advertising & Publishing Services (Newspapers & Magazines)
9. Provision of Videography and photography Services
10. Provision of Bulk SMS Services
11. Provision of Radio advertising services
12. Provisions of TV advertising services

CATEGORY 4: OFFICE CONSUMABLES

1. Supply of Drinking water for all sizes
2. Provision of outside catering services,
3. Supply of ATM consumables and spares
4. Supply of office Stationeries
5. Supply of printed Stationeries such as CTVs, Cash labels e.t.c
6. Supply of Fuel for vehicles and generators
7. Supply of office consumables such as sugar, tealeaves, serviettes, honey, water glasses, coffee and similar supplies

CATEGORY 5: OFFICE FURNITURE & FITTINGS

1. Supply of all types of Furniture and related items
2. Supply of Furnishing and Fittings & related items

CATEGORY 6: CONTRACTOR

1. Provision of Construction services
2. Provision of Electrical services
3. Provision of Mechanical services
4. Provision of Structured cabling
5. Provision of Plumbing services

CATEGORY 7: PROVISION OF CONSULTANCY SERVICES

1. Provision of Architectural service
2. Provision of Quantity Surveyor services
3. Provision of Electrical Engineering services
4. Provision of Mechanical Engineering services
5. Provision of Civil/Structural Engineering services
6. Provision of Legal Consultancy & Related Services
7. Provision of Property & Asset Valuers & Related Services
8. Provision of Debt collection services

Done in Kigali, 07/02/2024



Edward Bitok
Head of Operations



Bryan Kwikiriza
Procurement Manager