

UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA



OFFICE OF THE VICE CHANCELLOR

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CALL FOR APPLICATIONS: ACQUISITION OF CLEANERS AND SECURITY GUARDS UNIFORMS AND OTHER EQUIPMENT AT UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA (UTAB)(RE-ADVERT)

1. Introduction

The University of Technology and Arts of Byumba (UTAB) is inviting qualified and experienced firms to submit applications for supplying cleaners and security guards' uniforms plus other needed equipment. The uniforms and equipment will help UTAB to improve the service delivery in the domains of hygiene, sanitation and security. This project is part of our commitment to providing good service delivery to all our stakeholders.

2. Background

University of Technology and Arts of Byumba (TAB) is a fully accredited community-based university. It started as Institut Polytechnique de Byumba (IPB) and began teaching on 26th January 2006 in Byumba Sector, Gicumbi District, Northern Province, Rwanda. On 20th December 2015, IPB upgraded from the status of institute to that of university under the name of University of Technology and Arts of Byumba (UTAB). Currently, UTAB runs three faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (SSMDS), the Faculty of Education, and the Faculty of Agriculture and Environmental Management and Renewable Energy (FAEMRE). In addition, UTAB has Distance



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and Open Learning facility (**DOLF**) located in Gatsibo District, Kiramuruzi Sector. UTAB journey of more than 15 years has been long but very fulfilling. As a university, UTAB is engaged in different activities such as academic, research and community outreach. All of those activities aim at raising the quality of education and social transformation. UTAB has planned to enhance service delivery and meet the standards in the domains of sanitation and security. This bid aims to acquire uniforms and needed equipment for cleaners and security guards. This will contribute to the enhancement of service delivery and providing the working conducive environment.

2.1.Vision of UTAB

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

2.2.Mission of UTAB

The mission of UTAB is:

- To provide quality higher education and community oriented research;
- To shape a skilled workforce in the domains of technology and arts;
- To promote a culture of excellence and innovation for quality service delivery.

3. Project Overview

The project is subdivided into two lots as follows:

3.1.Lot 1- Supply of Uniforms and needed equipment for security guards

S/N	ITEM	QUANTITY	SPECIFICATIONS
1	Security guards Uniforms	22	Pants and shirts in green color but yellow for shirt shoulders
2	Super Scanner(Galette)	2	Super scanner of first class



3.2.Lot2-Supply of Uniforms and needed equipment for cleaners

S/N	ITEM	QUANTITY	SPECIFICATIONS
1	Uniform for Cleaners	30	Blue robes
2	Shoes	30	Comeka
3	Big dustbins	4	
4	Jerrycans	10	
5	Short brooms	20	Brooms for cleaning in the compound
6	Padlock	4	
7	Grass cutting machine	1	
8	Tile cleaning soap	40 liters	Tile and stone
9	Tile cleaning machine	1	

4. Application Requirements

Interested applicants should provide the following documents and information in their applications:

1. Company profile, including a description of relevant experience.
2. A list of similar projects successfully completed.
3. A detailed work plan and timeline.
4. Financial proposal with a breakdown of costs.

5. Eligibility Criteria

The following eligibility criteria will be taken into account in the analysis and evaluation of the bids:

1. The firm must be duly registered and legally authorized to conduct business in Rwanda.
2. Demonstrated experience in supplying listed materials and equipment.
3. Price competitiveness.
4. Tax Clearance Certificate
5. Past performance and references.



6. Submission Deadline

All applications must be submitted in a sealed envelope, clearly marked " Application for Supplying Cleaners and Security Guards Uniform and other equipment," and should be delivered to UTAB Receptionist Office.

The deadline for submission of applications is Thursday, May 9th , 2024, at 12:00am which is the same date for the opening at 12:30. Late applications will not be considered.

7. Selection Process

UTAB will evaluate the applications based on the eligibility criteria and the quality of the proposed materials and equipment.

8. Contact Information

For inquiries or clarifications related to this call for applications, please contact:

9. **Mr. BIZIMUNGU Jean Baptiste, Procurement Officer, Phone number: 0788593256**

10. Disclaimer

UTAB reserves the right to accept or reject any or all applications and to cancel the application process without incurring any liability.

The University of Technology and Arts of Byumba (UTAB) looks forward to receiving your applications and working with a contractor who shares our commitment to good service delivery and sustainable development.

Done at Byumba, 29th April 2024



Fr. Dr. MUNANA Gilbert, O.P

Vice Chancellor

