

CALL FOR APPLICATIONS: CODIFICATION OF UNIVERSITY OF TECHNOLOGY AND ARTS (UTAB) ASSETS AND ACQUISITION OF CURTAINS

1. Introduction

The University of Technology and Arts of Byumba (UTAB) is inviting qualified and experienced firms and individuals to submit applications in two lots as follows: Lot 1 the application for the comprehensive codification of UTAB Assets and Acquisition of Curtains. The project aims to codify all listed university assets. This initiative aims to enhance the management, tracking, and maintenance of the university's physical and digital assets. Lot 2 is about the supply of 55 curtains of good quality for various facilities at its main campus located in Byumba. The selected supplier will provide durable, aesthetically pleasing, and functional curtains that meet the specific requirements of the university. This project is part of our commitment to providing quality education facilities and enhancing management.

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, Environmental Management and Renewable Energy (FAEMRE). In addition, UTAB has Distance 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 management through acquisition of materials of good quality and ensuring their effective and efficient management. This bid aims to codify UTAB assets and supply of needed curtains. This will enable UTAB to safeguard its property and contribute to quality service delivery.

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. Scope of the work

The project is subdivided into two lots as follows:

3.1.Lot1 - Codification of UTAB Assets

Specifications:

- Detailed identification and documentation of all UTAB assets.
- Assigning unique identification codes to each asset.
- Creating an organized and accessible asset registry.
- Ensuring the registry is compatible with UTAB's existing systems and processes.
- Training UTAB personnel on the use and maintenance of the asset registry.

Give



Additional Information: A detailed list of assets to be codified is available for review at the UTAB Main Campus. Interested candidates can obtain this list at the front desk from Monday to Friday during working hours (9:00 AM - 5:00 PM).

3.2.Lot2: Supply of 55 curtains

Specifications:

- Curtains must be of high quality and durable materials.
- Various dimensions to fit different window sizes.
- Preferably with features such as thermal insulation, light control, and easy maintenance.
- Colors and designs should be suitable for academic and administrative settings.

Additional Information: Interested suppliers can visit UTAB main campus to inspect the locations where curtains are to be installed and gather any additional information. Please coordinate your visit with the procurement office.

4. Application Requirements

Interested firms or individuals 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. Proposed methodology.
4. A detailed work plan and timeline.
5. Financial proposal with a breakdown of costs.

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4. 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 assets codification or in supply of curtains projects.
3. Price competitiveness.
4. Tax Clearance Certificate
5. Past performance and references.

5. Submission Deadline

All applications must be submitted in a sealed envelope, clearly marked " Application for UTAB Assets Codification and Supply of Curtains," and should be delivered to UTAB Receptionist Office.

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

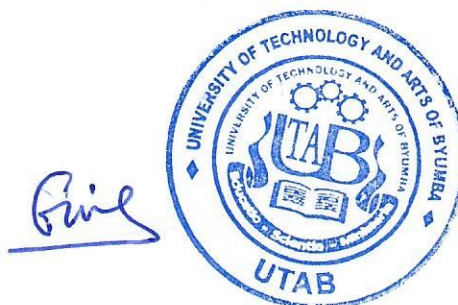
6. Selection Process

UTAB will evaluate the applications based on the eligibility criteria and the quality of the proposed methodology. Shortlisted firms or individuals may be invited for an interview or presentation if needed.

7. Contact Information

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

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

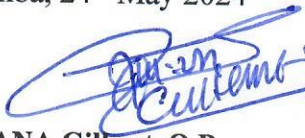


8. Disclaimer

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, 24th May 2024



Fr. Dr. MUNANA Gilbert, O.P

Vice Chancellor

