



OFFICE FURNITURE SUPPLY AT HEAD OFFICE.

TENDER DOCUMENT
BILLS OF QUANTITIES
FOR
OFFICE FURNITURE SUPPLY
FOR
AB RWANDAN HEAD OFFICE

Client: AB RWANDA PLC

Procurement Method: OPENED.

Tender No: 007/08/206

Date of issue: 14TH AUGUST 2026

Date of Submission: 26TH AUGUST 2026

Consultants:

ALENZO LTD

All engineering solution

Tel. +250 786444297

E-mail: alensold@outlook.com / butumwaa@gmail.com

Kigali, Rwanda

AUGUST 2026

INSTRUCTION TO BIDDERS

001. TENDER DOCUMENTS

Tender documents comprises of the following documents

- ☐ Invitation to Bid – Prepared Separately by AB Rwanda
- ☐ Instruction to bidders
- ☐ Form(s) of tender
- ☐ Form(s) of surety undertaking
- ☐ Unpriced Bills of quantities
- ☐ Furniture Layout- To be issued out separately.

002. SCOPE OF THE PROPOSED CONTRACT WORKS

The works contained in this contract of office furniture supply include supply, delivery, assembly and installation of:

- Ergonomic office chair
- Ergonomic Boardroom chair
- Boardroom tables per specifications
- Workstation desk (1 staff, 2 staff, 4staff).
- Office detached drawer
- Artificial flower for office décor
- Renovation and repair of existing reception desk

003. CLARIFICATION OF THE TENDER DOCUMENT

Should the tenderer be in any doubt of the precise meaning for any item or figure for any reason whatsoever, and should he find and page(s) missing or in duplicate, or indistinct, he must inform the procurement entity in writing within **THREE** days before the date of submission of the tender. The latter shall respond to such query with copies to all tenderers. No liability will be admitted nor claim allowed in respect of errors in the contractor's tender due to mistakes in the bills of quantities, which should have been rectified in the manner, described above.

All queries shall be address to procurement@abr.rw.

004. AMENDMENT TO TENDER DOCUMENT

At any time prior to the deadline for the submission of tender, the employer may for any reason whether at his own initiative or in response to the clarification requested by a prospective tenderer, amend the tender document by the issuance of an "addendum" in writing. The tenderers must acknowledge the receipt of the addendum and include it in their bid.





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Should the employer be of the opinion that the issuance of the addendum has created a need to extend the deadline for submission of the tenders, then at his discretion he shall, in writing grant such an extension.

005. DELIVERY OF TENDER.

Tenders and all documents in connection therewith, as specified in this document shall be submitted at email named procurement@abr.rw, and well printed bids presented in two hard copies: one original and one copy, in English and properly bound, together with other administrative documents mentioned in the tender document must be delivered with the applicant's company stamp on the seal to AB Rwanda's Head Office, Reception desk, located in Kiyovu, BCK building, KN 78 ST15 not later than 25 August-2026@11:00am, Late bids will be rejected.

All communications relating to this tender will be addressed at procurement@abr.rw

006. COMPLETION OF TENDERS

All documents forming part of the tender shall be filled in Black / Blue ink and the offer shall be strictly made in the same manner as indicated in the form of tender provided. All items measured and described herein must be priced. Any item not priced shall be deemed to have been covered by the tenderer's prices on the other items. Lump sum pricing and willfully omitting to price an item shall render the tender liable to disqualification. No unauthorized addition, alterations, deletions, corrections, omission or qualifications of whatsoever nature shall be made in any of the tender documents. The tender shall be witnessed as to validity.

The tender documents shall be packaged in the following order.

ADMINISTRATIVE

- ☐ Signed Form of tender
- ☐ Bid bond (if required)
- ☐ Company registration certificate
- ☐ Tax clearance certificates- RRA & RSSB
- ☐ Three references from previously accomplished of similar nature and value-Preferably a bank related project

FINANCIAL

- ☐ Priced bills of quantities

007. MODIFICATIONS AND WITHDRAWALS OF TENDER

Prior to the tender opening, a tenderer may alter or withdraw his tender in writing provided that any alteration so made must be personally signed by the tenderer or his authorized representative. The modifications or notice of the withdrawal shall be prepared, sealed, marked and delivered clearly marked

'MODIFICATION' or 'WITHDRAWAL' as appropriate. No tender shall be modified or withdrawn subsequent to deadline of submission of tenders. In the event of a tenderer withdrawing before the tenders are opened, his tender will be not be considered.

008. RESPONSIVENESS

Prior to the detailed evaluation of tenders, the employer will determine whether each tender is substantially responsive to the requirements of the tender.

For the purpose of this clause, a substantially responsive tender is one which conforms to all the terms, conditions and specifications of the tender without materials deviation or reservation. A material deviation or reservation is one which affects in any substantial way; the scope, quality or performance of works or which limits in anyway, inconsistent with the tender documents the employers right or the tenderer obligations under the contract and the rectification of which deviation or reservation would affect unfairly the competitive position of other tenderers presenting substantially responsive tenders.

If a tender is not substantially responsive to the requirements of the tender document, it will be rejected by the procuring entity and may not be subsequently made responsive by the tenderer having corrected or withdrawn the non-conforming deviations and reservations.

009. CORRECTION OF ERRORS

Tenders determined to be substantially responsive will be checked by the procuring entity / project consultant for any errors in computation and summation. Errors will be corrected by the procuring entity as follows: -

- i. Where there is a discrepancy between amount in figures and amount in words, the amount in figures will precede.
- ii. Where there is a discrepancy between the unit rate and the total amount derived from the multiplication of the unit rates and the quantity, the unit rate as quoted will govern; unless in the opinion of the procuring entity there is an obvious misplacement of decimal point in the unit rate, in which event the total amount as quoted will govern and the unit rates will be corrected.
- iii. Where there is a glaring and substantial pricing error, the procuring entity with the consent of the tenderer shall adjust the unit rates and the error dealt with as stipulated in 10.6 so as not to change the tendered amount.

010. PRELIMINARIES SECTION

Whereas the section should be keenly, consistently and competitively priced, no front loading shall be tolerated. This section shall be priced at an amount not more than 10.0% of the tender sum. Any amounts in excess of the above percentage shall be relocated in the measured section of these bills of quantities, else otherwise at the discretion of the employer or consultants the tender shall be liable to disqualification as irresponsible.

011. VALUE ADDED TAX AND OTHER TAXES

Tenderers are reminded that they are required by law to pay taxes including 18% as value added tax on this contract. Provision of this has been made in the main summary of the bills of quantities for the tenderer to include VAT. No such taxes shall be included in the unit rates.

012. PAYMENT CERTIFICATES, CURRENCY OF PAYMENTS AND ADVANCE PAYMENTS.

The Supplier shall submit payment applications supported by delivery notes, invoices, and details of furniture supplied and installed, where applicable. Payment shall be made for furniture that has been delivered, inspected, and accepted by the Employer/Consultant in accordance with the approved specifications and BOQ. Payments shall be subject to applicable deductions and retention and shall be made within **15 days** after certification and acceptance. Furniture delivered and paid for shall become the property of the Employer and shall not be removed without written approval. All tender prices and payments shall be in **Rwandan Francs (RWF)**, with applicable exchange rates based on the **BNR rate at the tender opening date**.

In the event that an advance payment is granted the following shall apply:

- ❖ On signatures of the contract, the contractor shall at his request and without furnishing the proof of expenditure be entitled to an advance of 20% of the original contract amount. The advance shall not be subject to retention money.
- ❖ No advance payment may be made before the contractor has submitted proof of establishment of deposit or a directly liable guarantee satisfactory to the employer in the full amount and currency of the advance payment.
- ❖ Re-imbursement of the lump sum advance payment shall be made by deductions from the interim certificates and where applicable (when the advance payment guarantee expires or when the entire works reaches 80% of execution) from the balance owing to the contractor, the amount to be repaid by way of successive deductions shall be calculated by means of the formula:

$$R=A(X1-X2)$$

80-20

Where:

R= the amount to be reimbursed

A=The amount of advance which has been granted

X1=The amount of the proposed cumulative payment as a percentage of the original amount of the contract. This figure must be more than 20% but not more than 80%

X2=The amount of the previous cumulative payment as a percentage of the original amount of the contract. This figure will be below 80% and less than 20%



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With each reimbursement, the counterpart of the directly liable guarantee may be reduced accordingly.

013. CONFIDENTIALITY

All the recipients of this tender document shall, whether they submit the tender or not, treat the details of these documents as confidential.

014. COST OF TENDERING

All tenderers shall bear all the cost associated with their preparation, submission of their offers. In no way shall the employer and /or the consultant be liable for such costs irrespective of the conduct or outcome of the tender process.

015. SITE VISIT

All the tenderers shall visit the site of the works and obtain for themselves all information that may be necessary for completing their tenders and for entering into the contract with the employer. No tenderer shall be excused for lack of such information.

A site visit is scheduled for AS STATED IN THE LETTER OF INVITATION.

016. LANGUAGE

The tender and consequent contract language will be English. All formal correspondences and documents exchange between with the employer and / or consultants relating to the bid and the resulting contract will be English in three copies. However, should a bidder want to submit a document in support of his bid in any other language, he should do so provided it is accompanied by an English translation. Such translation must be certified by a public notary office and shall govern.

017. PERFORMANCE BOND

All bidders shall indicate in their bid the proposed guarantor. The amount of performance guarantee is fixed at 10% of the contract value. A written undertaking from a guarantee shall be required. Such guarantor shall commit in the undertaking his willingness and ability to issue performance bond within a period not more than seven days from the date of notification of successful tender. Such bond shall be deposited with the CLIENT prior to contract signatures.

018. BID VALIDITY

All bids shall remain valid for 90 days from the date of bids submission. Any bid valid for a period less than the stated period shall be rejected. In exceptional cases, the employer may request the tenderers consent to extend the validity period of their tenders. Any tenderer is at liberty to refute such requests.

A handwritten signature in blue ink, located at the bottom right of the page.

019. RIGHTS TO TENDER AWARD, ACCEPTANCE AND REJECTION

The employer reserves the rights to accept and/ or reject any and all tenders received. The employer also reserves the right to suspend or cancel the tender prior to tender award. The employer further reserves the rights to award or reject in whole or in parts any bids received. Such rights as stipulated in this clause may be exercised without any liability of any kind or any obligation to inform the affected tenderers of the reasons for such actions.

020. CONTRACT AWARD, AGREEMENT AND COMMENCEMENT

Prior to the expiry of the tender validity period, the employer or the consultant shall notify the successful tender in writing by way of letter of acceptance of their tenders. Unsuccessful tenderers shall also be notified.

The contract agreement shall be entered into and signed between the employer and successful bidder

021. FORFEITURE OF BID BOND

The tenderer shall be at risk of forfeiting his bid bond in case:

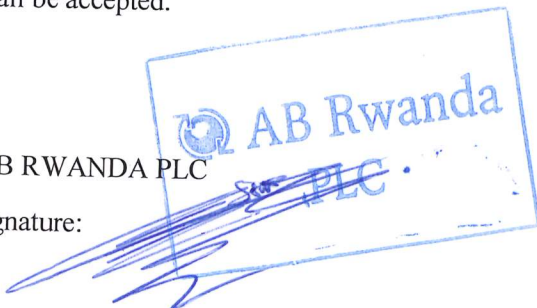
- *They withdraw their bid within the period of bid validity after such bid are open.
- *Refusal to accept correction of their bid price found to be inconsistent / with errors at the time of bid evaluation.
- *Failure to sign contract within stipulated time.

022. ALTERNATIVE BIDS

Tenderers are advised that no alternative bids, brand names and the like other than those specified herein shall be accepted.

AB RWANDA PLC

Signature:



OFFICE FURNITURE SUPPLY AT HEAD OFFICE.

Project: **OFFICE FURNITURE SUPPLY FOR AB RWANDA – HEAD OFFICE**

CLIENT: **AB RWANDA**

LOCATION: **NYARUGENGE**

BILL No.01 - **FURNITURE**

Item No.	Brief Description	Units	Qty	Rate-Rwf	Amount - Rwf
	FURNITURE				
	Board room Tables Executive Conference table of with segment table of 750x600x750 with corner segments to form curved edges to accommodate 31 person complete as arch. Details and approval.	Item	1		-
	Board room chair; Supply, delivery, assembly and installation of mid-back ergonomic conference chair. The chair shall comprise a contoured breathable black mesh backrest supported by a durable PP (polypropylene) frame, and a comfortable padded seat constructed, high-density foam and black mesh fabric upholstery. The chair shall be provided with curved ergonomic armrests, a pneumatic gas-lift mechanism for adjustable seat height, 360° swivel function, and a stable five-star wheeled base fitted with smooth-running casters for easy movement. Overall chair dimensions shall be approximately 600 mm wide x 530 mm deep x 840–940 mm high, with an adjustable seat height of 430–530 mm. The chair shall have a minimum load-bearing capacity of 90 kg	No	45		-
	Office chair; Supply, delivery, assembly and installation of ergonomic office chair, complete with adjustable ergonomic features, upholstered cushioned seat, breathable mesh backrest, adjustable armrests, integrated headrest and lumbar support, manual tilt/recline mechanism, adjustable seat height, seat depth and angle adjustment, adjustable backrest height and lumbar support, front-to-back and side-to-side adjustment, tilt lock and adjustable tilt tension. The chair shall have a durable metal frame with black finish, black upholstered seat with nylon upholstery material, mesh and metal backrest, 360° swivel function and heavy-duty wheels/casters suitable for various floor finishes. The chair shall have a maximum overall dimension of approximately 699 mm wide x 699 mm deep, adjustable seat height from approximately 455 mm to 554 mm, seat dimensions of approximately 554 mm wide x 539 mm deep x 508 mm high, and seat cushion thickness of approximately 80 mm. The chair shall have a minimum weight capacity of 127 kg.	No	59		-



OFFICE FURNITURE SUPPLY AT HEAD OFFICE.

	4 Person office desk Water proof MDF workstation desk with top separators for staff and should be able to accommodate 4 seats. Size: 2200mm L x 1400mm W x 750mm H	No	13		-
	2 Person office desk Water proof MDF workstation desk with top separators for staff and should be able to accommodate 2 seats. Size: 2200mm L x 700mm W x 750mm H	No	7		-
	Carried forward to next page				-

	Brought forward from previous page				-
	Office table Water proof MDF office desk for staff Size: 1200mm L x 600mm W x 750mm H	No	15		-
	Reception desk Repair and renovation of existing reception desk and brand due to approved artwork	No	1		-
	Office detached drawer Water proof MDF drawer with artificial flower on top Size: 1200mm L x 400mm W x 1100mm H	No	20		-
	office flower for decor supply flower (artificial) for office décor in pot with stand (All single office and new boardroom)	No	10		-
	ELEMENT TOTAL TO FITOUTS SUMMARY				-



Anti-Corruption Declaration

Dear Sir/Madam,

AB Rwanda offers a variety of financial services for micro, small and medium businesses. The institution has no political connections and is interested in fostering long term cooperation with its business partners.

During the selection of its business partners the institution is led by principles of fair competition. Its code of conduct clearly defines directives which forbid the institution's staff from being involved in business relations tainted by conflict of interest (situations in which the employee's personal interest is contrary to the institution's official interest).

AB Rwanda employees are well aware of the Code of Conduct and are held accountable for all breaches of the business ethics.

AB Rwanda is against the adoption of any unfairly competitive practices. The institution treats each employee who abuses his/her position for personal gain, the same way it treats any potential business partners who offers the possibility of any gains to its employees against unfair advantage in the tendering process. The institution's potential business partners who adopt unfair business methods to gain advantage in the tendering process will be excluded from all future relations with the institution.

By signing hereunder, you attest to your understanding and vouch to adhere to the aforementioned AB Rwanda business practices and fully understand the consequences of failure to do so.

We appreciate your cooperation and hope to build a fruitful and mutually beneficial long-term relationship.

Tender participant: _____
(Name, Last Name, Signature)

Tax ID: _____

Supplier Complaint Letter

Tender Name: _____

Prot. No.: _____

Supplier Data:

Company	
Address	
Telephone	

Complaint description:

Date: _____

Location: _____

Name, Last Name: _____

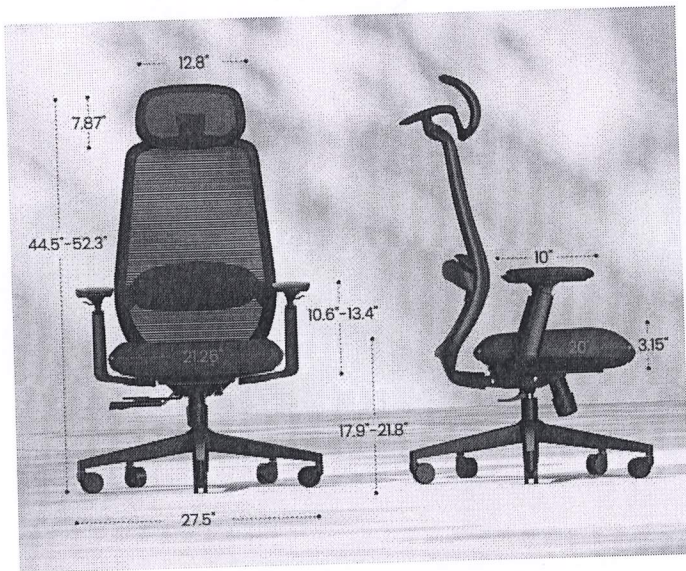
Signature: _____

To be sent via email to procurement@abbank.rw only after receiving Reply to Tender Offer, or in case no Reply to Tender offer has been received, 20 business days after submitting tender application. Please include the Tender reference number in the email subject.



**AB RWANDA-HEAD OFFICE
FURNITURE SUPPLY
LOCATION: NYARUGENGE
PICTURES FOR REFERENCE**

Office chair



Ergonomic office chair, Complete with headrest, adjustable arms, wheels/casters and all necessary fittings and accessories, including assembly and installation.

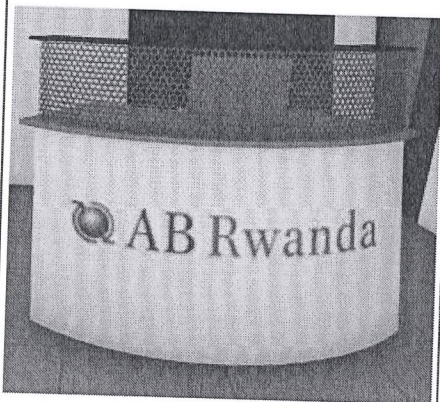
Boardroom chair



Ergonomic conference chair, Curved ergonomic armrests, a pneumatic gas-lift mechanism for adjustable seat height, 360° swivel function, and a stable five-star wheeled base fitted with smooth-running casters for easy movement.

Reception desk

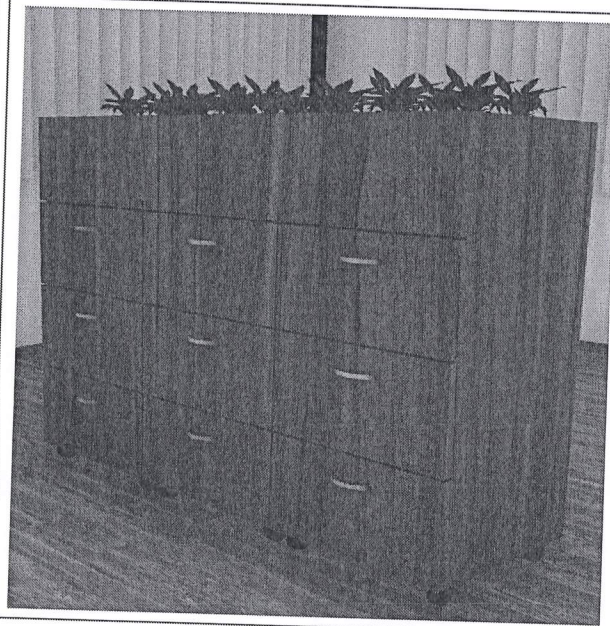
Repair and renovation of existing reception desk and brand due to approved artwork



Detached drawer

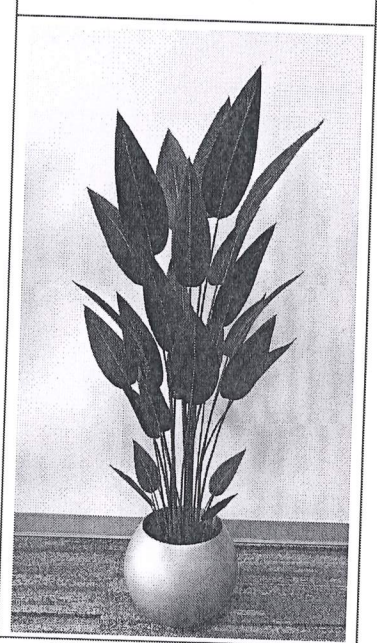
Water proof MDF drawer with artificial flower on top, 6 locked drawer and wheel on base

Size: 1400mm L x 400mm W x 1005mm H



Office flower for decor

Sample should be approved by client before supply

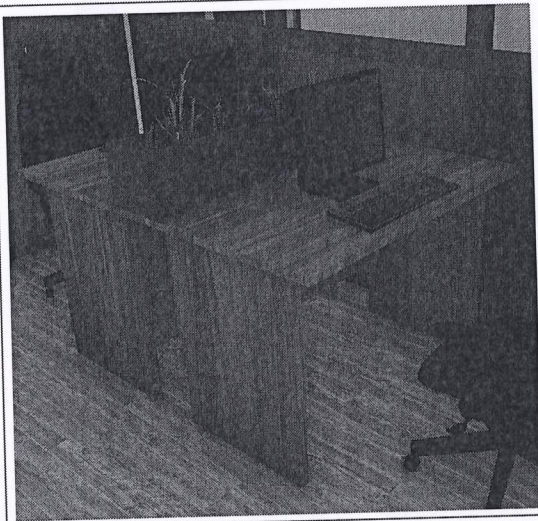


WORKSTATION

Water proof MDF workstation desk with top separators for staff and should be able to accommodate 2 seats. For 4 seats 2 tables will be put closer.

2 Seats table Size: 1100mm L x 1400mm W x 750mm H

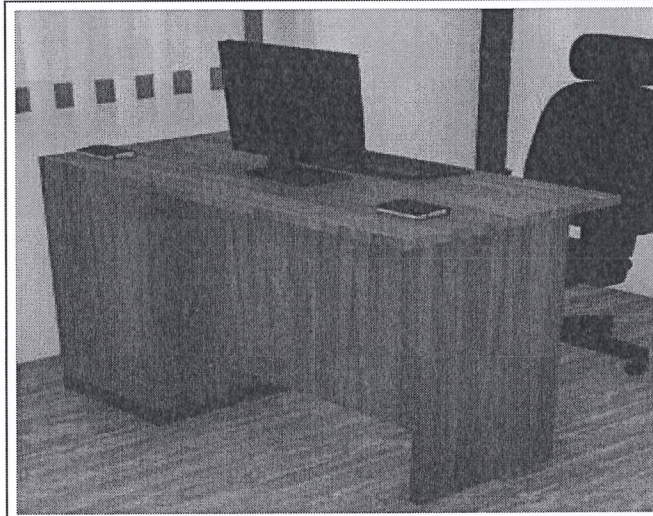
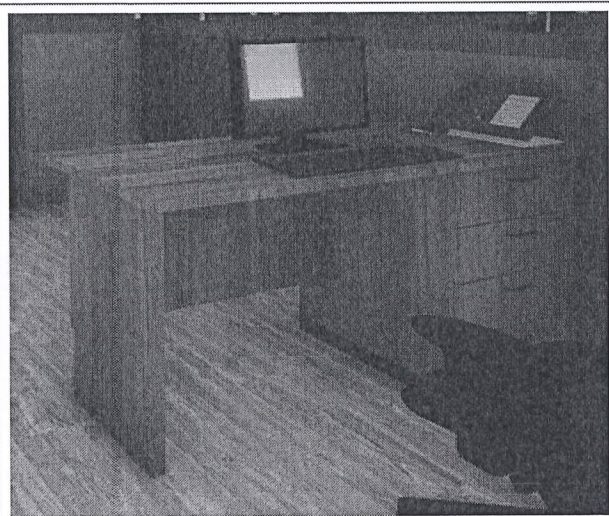
Flower pot Size: 1100mm L x 200mm W x 300mm H



Office table

Water proof MDF office desk for staff with one side drawer

Size: 1200mm L x 600mm W x 750mm H



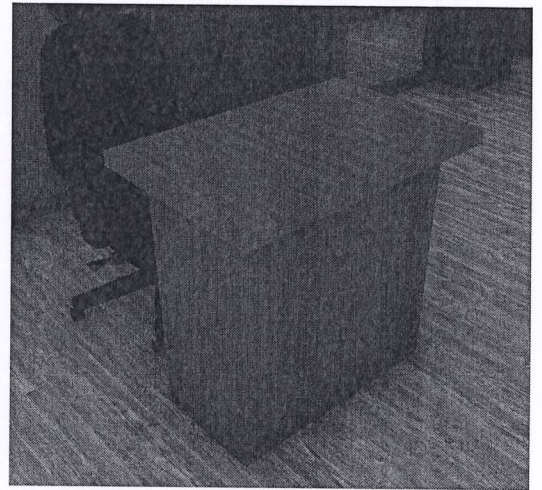
New boardroom table

Executive Conference table of with segment table of 750x600x750 with coner segments to form curved edges to accomodete 31 person complete as arch.
Details and approval



Segment size

Length 750x width 600x height750





OFFICE FURNITURE SUPPLY AT HEAD OFFICE.

Signed..... Date.....

Guarantor.

PERFORMANCE BOND (MODEL)

We.....

of P.O Box.....(surety)

are willing to act as surety and to be bound to AB RWANDA, the sum equal to 20% of the contract amount for the due performance by:

..... (contractor)

of P.O Box.....of a contract which they contemplate entering into with AB RWANDA for the:

OFFICE FURNITURE SUPPLY AT AB RWANDA – HEAD OFFICE according to the contract document, a copy of which has been inspected by us, without addition of any limitation.

We agree to enter into a bond under the above terms within seven days of being called upon to do so.

Signed:.....

Date:.....

Surety



OFFICE FURNITURE SUPPLY AT HEAD OFFICE.

FORM OF TENDER

M/s AB RWANDA

P.O BOX 671

KIGALI, RWANDA.

OFFICE FURNITURE SUPPLY AT AB RWANDA – HEAD OFFICE.

Having carefully examined the tender documents for the above-mentioned furniture supply, delivery and installation and having obtained all the pre-requisite information affecting this tender, I/we, the undersigned hereby offer to supply, deliver, assemble and install the furniture specified in the tender document in conformity with the said specifications and requirements for:

.....

.....Rwanda Francs

(Rwf.....) VAT Inclusive.

I/We undertake, if our tender is accepted, to complete the supply, delivery and installation of furniture comprised in this tender / contract within a period of Calendar weeks, from the date of notification to proceed or commencement date specified in the contract. In the event of delay beyond the agreed delivery period, the Supplier shall be liable for liquidated and ascertained damages at the rate of 1/1000 of the contract sum for each day of delay, subject to the terms and conditions of the contract.

We also undertake to rectify or replace, at our own cost, any defective or non-conforming furniture supplied under this contract during a warranty/defect's liability period of calendar months from the date of acceptance.

I/We understand that you are not bound to accept any tender received and you are not obliged to give reasons for such actions to the tenderers

I/We also understand that you have the rights to award this contract in parts or whole without any explanations to the tenderers.

I/we declare that we have complied with the instruction and accept the terms thereof without reservation.

Name.....Signature..... Date.....



OFFICE FURNITURE SUPPLY AT HEAD OFFICE.

Company name and Stamp:.....

BID SECURITY FORM (MODEL)

M/s AB RWANDA

P.O BOX 671

KIGALI, RWANDA.

OFFICE FURNITURE SUPPLY AT AB RWANDA – HEAD OFFICE.

Whereasof P. O Box
..... (herein after called the contractor) has undertaken to submit a tender
dated..... for the

OFFICE FURNITURE SUPPLY AT AB RWANDA – HEAD OFFICE:

And whereas it has been stipulated by you in the tender document that the contractor shall furnish you with a bid bond of 50% of the project amount equal to Rwf..... from a recognized financial institution.

And whereas we have agreed to give the contractor such a bond.

We hereby confirm that we are the guarantor and responsible to you on behalf of the contractor for the bid bond of 50% of the project amount equal to Rwf.....and we undertake to pay you upon your first demand without cavil and argument any sum within the limits of a foresaid without needing to prove or to show grounds for your demands for the sums specified herein.

We hereby waive the necessity of you demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or any other modification of terms of the tender are to be performed there under between you and the contractor shall release us from your liability under this guarantee.

We further acknowledge the guarantee to an extension of time or other modifications of terms as agreed between the contractor and the employer if we are notified of such agreements.

This agreement is valid up to 30 days (inclusive) from the date of expiry of bid validity period.