



UNIVERSITY OF KIBUNGO (UNIK)

Accredited by the Ministerial Order N° 004/2010/Mineduc of June 16th, 2010.

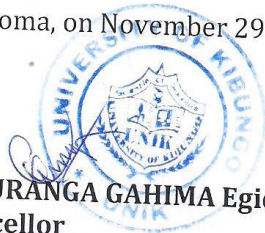
P.O. Box 6 Kibungo ; Ngoma District
Mobile: (+250)788314675
E-mail: info@unik.ac.rw
Website: <http://www.unik.ac.rw>

INVITATION TO TENDER BIDS N° 003/018-019/UNIK

TITLE OF TENDER: Supply of various items and services for the 10th graduation ceremony

1. The University of Kibungo (UNIK) hereby invites qualified bidders to submit bids for Lot 1: hiring sound system, Lot 2: camera & montage, Lot 3: hiring of tents, chairs and decoration services, Lot 4: printing graduation booklets and Lot 5: dry cleaning of gowns.
2. The competition is open on equal conditions to all companies operating in the field.
3. When preparing your quotations, please be guided by the attached form in Annex 1.
4. Bids properly bound and prepared in English or French shall be presented in four (4) copies (an original and three copies) and quotations addressed to the Vice-Chancellor should be submitted to the Office of Procurement not later than Wednesday December 12th, 2018 at 2:30pm. They will be opened in public on the same day at 2:45pm.

Done at Ngoma, on November 29th, 2018



Prof. KARURANGA GAHIMA Egide
Vice-Chancellor

ANNEX 1: TECHNICAL SPECIFICATIONS

LOT 1: SOUND SYSTEM

Description	Unit	Quantity	Unit price	Total Price (Rwf)
Hiring sound system for one day : 5 loud speakers (3,000w), Mixer, Cross over, 4 wireless and 2 wired microphones, amplifiers and equalizer + cables.	Quit	1		
TOTAL WITH TAXES				

LOT 2: CAMERA & MONTAGE

Description	Unit	Quantity	Unit price	Total Price (Rwf)
DVD (2 originals and 2 copies), hard copy photos (600), albums (2) and soft copy on CDs(2)	Quit	1		
TOTAL WITH TAXES				

LOT 3: HIRING OF TENTS, CHAIRS AND DECORATION SERVICES

Description	Unit	Quantity	Unit price	Total Price with taxes (Rwf)
Tents and chairs for one hundred fifty (150) persons	Pce	2		
Small tents (2) for the guest of honor and master of ceremony	Pce	2		
Decoration of tents	Pce	4		
Decoration of stadium	Pce	1		
Gapira (cover of chairs)	Pce	300		
TOTAL WITH TAXES				

LOT 4: PRINTING OF GRADUATION BOOKLETS

Description	Unit	Quantity	Unit price	Total Price (Rwf)
Printing graduation booklets (book, A5, paper: inside couche 150gr, cover: couche 250 gr, color: inside: 12 pages in color, 72 pages in 2 colors).	Booklet	600		
TOTAL WITH TAXES				

LOT 5: DRY CLEANING OF GOWNS

Description	Unit	Quantity	Unit price	Total Price (Rwf)
Dry cleaning of gowns (A gown is made of a dress, a pullover and a cap).	Gown	500		
TOTAL WITH TAXES				