

Our ref: REMCO/CORP/PROC/06/25


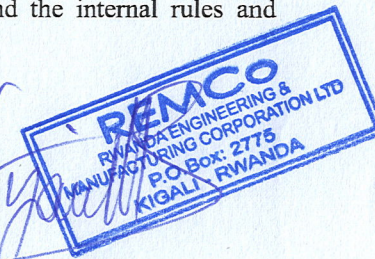
June 2025

Tender Notice (TN) / Invitation for Bids (IFB)

**TENDER FOR HIRING AN AUDIT FIRM TO CONDUCT ANNUAL END OF YEAR AUDIT
FOR THE END OF THE FINANCIAL YEAR 2024/2025 AT REMCO**

ADM/FN/REMCO/04/FY 2024-2025

1. Rwanda Engineering and Manufacturing Corporation (REMCO) (hereinafter called "Client") would like to procure audit services.
2. REMCO invites eligible bidders to submit bids for audit services as indicated in details in the attached document.
3. The tender document in English may be found attached on to this advert, or contact procurement@remco.rw. The documents are for free and can be accessed by any willing bidder.
4. Tender Documents may be obtained on any working day from **24th June 2024 to 3rd July 2024, 5:00 Pm.**
5. Bids shall not be accompanied by any bid security. Enquiries regarding this tender may be addressed to the CEO of REMCO on the address P.O. Box 2775, Kigali Rwanda, 252505577, info@remco.rw, www.remco.rw
6. Well prepared bids in response to the details included in the attachment must reach the email procurement@remco.rw, not later than **3rd July 2025, 5:00 Pm.** Late bids will be rejected.
7. The tender committee of REMCO shall open the bids in the absence of bidders or their representatives.
8. The soft bids must indicate the tender name and title
9. Bidding will be conducted in accordance to the laws of Rwanda and the internal rules and regulations of REMCO.
10. Sincerely.



Eric NYAMUHENDA
Acting Chief Executive Officer
REMCO Ltd



TITLE: TENDER FOR HIRING AN AUDIT FIRM TO CONDUCT ANNUAL END OF YEAR AUDIT FOR THE END OF THE FINANCIAL YEAR 2024/2025 AT REMCO

TENDER REFERENCE NUMBER: ADM/FN/REMCO/04/FY 2024-2025

PROCURING ENTITY: RWANDA ENGINEERING AND MANUFACTURING CORPORATION (REMCO)

PROCUREMENT METHOD: OPEN COMPETITIVE BIDDING

DATE OF ISSUE: 24th JUNE 2025

DEADLINE OF SUBMISSION: 3rd JULY 2025



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SECTION 1. INTRODUCTION AND BACK GROUND

Rwanda Engineering and Manufacturing Corporation (REMCO) is a company that started in 2018 and is owned by the government of Rwanda. REMCO was established to manufacture machines, equipment and spare parts that were previously imported to serve in the sectors of Agriculture mechanization, Construction, Mining, Automotive, Energy, Defense and Health care. REMCO also provides technical support services to other local as well as regional companies through training, repair and maintenance services.

REMCO therefore would like to procure external audit services for the end of the financial year 2024/2025. This is required because there is need to ensure compliance with statutory and regulatory requirement to maintain transparency and uphold the integrity of REMCO's financial reporting but also to have internal control reviews of the company and provide the overview to the main shareholder.

SECTION 2. SCOPE OF WORK

The auditor shall conduct an independent audit of REMCO's financial statements for the end of the financial year 2024/2025. In addition to the standard audit procedures, the selected firm shall also be required to participate in and oversee the physical inventory counts, their involvement is crucial to be able to validate inventory records and ensure accurate valuation of REMCO's year-end stock which is also a significant component of REMCO's financial statements.

The auditor shall apply the highest applicable both local and international audit standards and shall be expected to provide an audit report at the end of the exercise.

The location of the audit shall be at REMCO, Kigali Special Economic Zone, Plot A12, A13, Kigali, Rwanda. Phone number: +250788684839, Email: info@remco.rw and procurement@remco.rw.

SECTION 3. TENDER PRESENTATION AND REQUIREMENTS

All tenders must include and present the following phases and they will be evaluated in the same fashion.

3.1. ADMISTRATIVE ELIGIBILITY

All bidders shall provide the following documents as the first criteria to be followed for the first stage of evaluation.

- a. VAT/EBM Ownership certificate.
- b. RDB Certificate.
- c. Valid practicing registration certificate.
- d. RSSB Clearance.
- e. References from other commercial enterprises.
- f. Proof of operation of at least 3 years and above.

3.2. TECHNICAL QUALIFICATION AND INSTRUCTIONS

All bidders shall present the following documents as the second criteria to be followed in the second stage of evaluation.

- a. Every bidder shall provide their audit methodology and work plan
- b. Every bidder shall present proof of professional accreditation of being an audit firm.
- c. Every bidder shall provide evidence of professional experience and specialization in auditing with business entities or companies, private firms, governmental bodies and other non-governmental organizations.

3.3. FINANCIAL PROPOSAL

All bidders shall present their financial offers and these shall be competitive and must spell value for money. This shall be third criteria to be followed in the third stage of evaluation.

- a. Every bidder shall provide a well signed and stamped financial offer.
- b. Every offer shall be presented in the Local currency which is Rwanda francs (RWF).
- c. The financial offer shall show the fee breakdown, any applicable taxes and any other costs either or not reimbursable.

SECTION 4. SUBMISSION OF OFFERS

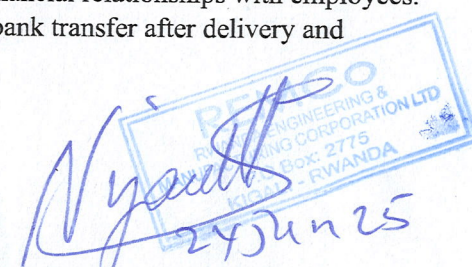
- a. Offers must be submitted not later than 3rd July 2025 at 5:00 Pm Local time, late offers will be rejected and will not be opened or considered.
- b. Offers must be submitted by email through procurement@remco.rw. Any queries must be addressed to the CEO of REMCO and sent to the same email with info@remco.rw in copy.
- c. The language to be used as the medium of communication in all the offers shall be in English.
- d. This tender shall only be valid for seven (7) days.

SECTION 5. OTHER TERMS AND CONDITIONS

- a. REMCO reserves the right to visit any bidder's location/premises during tender evaluation.
- b. All bids shall be opened and evaluated in the absentia of all bidders.
- c. REMCO reserves the right to reject any offer where, in its opinion, a conflict of interest exists or may arise such as influence of any kind, professional or financial relationships with employees.
- d. The payment terms shall be 100% payment by cheque or bank transfer after delivery and provision of the final and approved report.

We are looking forward to receiving your great offers.

Sincerely



Eric NYAMUHENDA
Acting Chief Executive Officer
REMCO Ltd