

Our ref: .... REMCO/CORP/PROC/07/25

18 July 2025

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

**TENDER FOR SUPPLY OF PLASTIC LETTERS AND NUMBERS TO REMCO**

**TENDER REFERENCE NUMBER: REMCO/FO/82/2025-2026**

1. Rwanda Engineering and Manufacturing Corporation (REMCO) (hereinafter called "Client") would like to procure audit services.
2. REMCO invites eligible bidders to submit offers/bids for the tender for supply of plastic letters and numbers 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](mailto: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 18<sup>th</sup> July 2025 to 6<sup>th</sup> August 2025, at 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](mailto:info@remco.rw), [www.remco.rw](http://www.remco.rw)
6. Well prepared bids in response to the details included in the attachment must reach the email [procurement@remco.rw](mailto:procurement@remco.rw), not later than 15<sup>th</sup> August 2025, 5:00 Pm. Late bids will be rejected.
7. The tender committee of REMCO shall open the bids in the absentia of bidders or their representatives.
8. The soft bids must indicate the tender name/title and reference number.
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 SUPPLY OF PLASTIC LETTERS AND NUMBERS  
TO REMCO**

**TENDER REFERENCE NUMBER: REMCO/FO/82/2025-2026**

**PROCURING ENTITY: RWANDA ENGINEERING AND  
MANUFACTURING CORPORATION (REMCO)**

**PROCUREMENT METHOD: OPEN INTERNATIONAL COMPETITIVE  
BIDDING**

**DATE OF ISSUE: 18<sup>th</sup> JULY 2025**

**DEADLINE OF SUBMISSION: 15<sup>th</sup> AUGUST 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 has got a foundry that specializes in producing metal castings. Before casting patterns are made which are used for making molds where the molten metal is poured and for the final product to be well labeled pattern letters are used to create impressions in the molds to mark castings with part numbers, dates or even company logos. It is in that regard therefore that Remco would like to invite qualified bidders to submit their bids/offers for the tender for supply of plastic letters and numbers.

## SECTION 2. SCOPE OF WORK

The successful bidder shall supply the required plastic letters and numbers as per the required specifications and requirements mentioned in this document below in the right quantities and best quality and they must be able to serve the purpose for which they are intended to.

## 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. ADMINISTRATIVE ELIGIBILITY

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

- a. A valid business/company registration certificate.
- b. A valid company profile.
- c. Evidence of supply of these items or part to any other customer.

### 3.2. TECHNICAL SPECIFICATIONS

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

- a. A list of specifications that must correspond to the following specifications and part numbers. Any lower specifications will not be tolerated or accepted.



| Nº | ITEM NAME       | SIZE  | RANGE | QUANTITY |
|----|-----------------|-------|-------|----------|
| 1. | PLASTIC NUMBERS | 6mm   | 0 - 9 | 500 PCS  |
|    |                 | 12mm  | 0 - 9 | 500 PCS  |
|    |                 | 20mm  | 0 - 9 | 500 PCS  |
|    |                 | 25mm  | 0 - 9 | 500 PCS  |
|    |                 | 37mm  | 0 - 9 | 500 PCS  |
| 2. | PLASTIC LETTERS | 6 mm  | A - Z | 500 PCS  |
|    |                 | 12 mm | A - Z | 500 PCS  |
|    |                 | 20 mm | A - Z | 500 PCS  |
|    |                 | 25 mm | A - Z | 500 PCS  |
|    |                 | 37 mm | A - Z | 500 PCS  |

### 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 the third criteria to be followed in the third stage of evaluation.

The financial evaluation will be conducted according to prices offered for every item as they are presented on the table above.

- Every bidder shall provide a well signed and stamped financial offer.
- Every offer shall be presented in the Local currency which is Rwanda francs (RWF) and in United States Dollars (USD) for foreign/international suppliers.

### SECTION 4. SUBMISSION OF OFFERS

- Offers must be submitted not later than 15<sup>th</sup> August 2025 at 5:00 Pm Local time, late offers will be rejected and will not be opened or considered.
- Offers must be submitted by email through [procurement@remco.rw](mailto:procurement@remco.rw). Any queries must be addressed to the CEO of REMCO and sent to the same email with [info@remco.rw](mailto:info@remco.rw) in copy.
- The language to be used as the medium of communication in all the offers shall be in English.
- This tender shall only be valid for twenty-one (21) days.

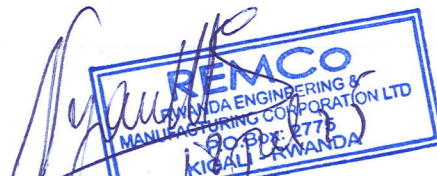


## SECTION 5. OTHER TERMS AND CONDITIONS

- 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 absence 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 upon agreed terms.

We are looking forward to receiving your great offers.

Sincerely



**Eric NYAMUHENDA**  
Acting Chief Executive Officer  
REMCO Ltd