

**REBRANDING
& SITE
UPGRADES**

**REQUEST FOR
QUOTATION (RFQ):
REBRANDING,
NAME CHANGE
PROJECT & SITE
UPGRADE**



Request for Quotation

REQUEST FOR QUOTATION (RFQ): REBRANDING, NAME CHANGE PROJECT & SITE UPGRADE

Dear Sir/Madam,

Lancet Laboratories Rwanda invites you to submit your quotation for the supply of goods and services required for the **Rebranding & Name Change Project** and **Site Upgrade** as per the specifications provided in this tender document.

Please take note of the requirements and conditions pertaining to the bid and supply of the listed products/services.

1. GENERAL INSTRUCTIONS

- Ensure that your submission is in **MS EXCEL** and free from viruses or corrupted files upon requesting a full detailed BOQ.
- Any bid submitted will be regarded as an offer by the bidder and does not constitute or imply acceptance by Lancet Laboratories Rwanda.
- Lancet Laboratories Rwanda is under no obligation to award a contract to any bidder as a result of this RFQ.
- The quantities or scope provided are indicative and do not imply that the full quantity or scope will be purchased.
- Submission deadline: End of day 19 November 2025.
- Delivery of bids: Email to: contract.rwanda@lancet.co.rw

2. RFQ REQUIREMENTS

- RDB Company Registration
- RRA Tax
- Price Schedule (as per detailed BOQ attached)
- Letter of Commitment confirming delivery timelines
- A dully filled vendor form
- Bank Account confirmation letter

3. REQUIRED DOCUMENTS

- RDB Company Registration
- VAT Certificate
- A dully filled vendor form
- Price Schedule (as per BOQ attached)
- Letter of Commitment confirming delivery timelines
- Bank Account confirmation letter

4. BILL OF QUANTITY (BOQ)

Note: The detailed BOQ is attached; however, we encourage all interested parties to schedule a site visit before confirming their commitment to the next steps.

I. PAINTS

This scope of work includes the supply and application of first-grade, high-quality, cleanable silk vinyl emulsion paint across various areas. All work to meet approved standards and specifications as per detailed BOQ.

II. FROSTED WINDOWS AND DOORS

This scope of work includes the removing existing blue films and supply and installation of grey frosted strips/bands on doors and windows as specified. All installations to comply with approved standards and specifications as per detailed BOQ.

III. OUTSIDE BOARDS & SIGNALITICS

This scope of work includes the supply and installation of outside boards and signages at specified locations. Works include Street Light Board, removing old logos; Front Street Light Board; Wall-Mounted Light Board, removing old logos. All installations to comply with approved standards and specifications as per detailed BOQ.

IV. INSIDE LOGOS

This scope of work includes the supply and installation of inside logos and signage. Works include a direction board, and an opening hour sign at entrance doors. All installations to be executed to approved standards and specifications as per detailed BOQ.

V. DOORS & WINDOWS MONOGRAM

This scope of work includes the supply and installation of monograms on doors and windows at specified locations. All installations shall be executed in accordance with approved standards and specifications as per detailed BOQ.

VI. KITCHEN WORK

This scope of work includes supply, installation, and repair works in the kitchen and adjacent areas. Works include repair of a metal cable box; supply and installation of a granite countertop; repair of kitchen cabinets using MDF; repair of the kitchen sink with necessary accessories; and demolition and replastering of humidity-affected areas in the kitchen and corridor. All works to be executed in accordance with approved standards and specifications as per detailed BOQ

VII. OTHER WORKS

This scope of work includes various additional installations and repairs. Works include covering the arc on reception with gypsum board; producing and installing 3D logo of Cerba Lancet Rwanda in clear acrylic; supplying and installing a branded office table with three separated seats; repairing cracks on walls; removing old paint, fixing, and repainting wooden plinths in white. All works shall be carried out to approved standards and specifications as per detailed BOQ

5. SUPPLIER DECLARATION

Name of Authorized Person: _____

Designation: _____

Signature & Stamp: _____

Date: _____