

# UNIVERSITY OF TECHNOLOGY AND ARTS OF BYUMBA



OFFICE OF THE VICE CHANCELLOR

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## CALL FOR APPLICATION

### ACQUISITION OF MATERIAL, EQUIPMENT AND SERVICE FOR THE GRADUATION CEREMONY

#### 1. Introduction

The University of Technology and Arts of Byumba (UTAB) invites qualified and reputable suppliers and service providers to submit their applications for the acquisition of materials, equipment and service. UTAB is committed to enhancing its reputation and image through marketing and good service delivery to its stakeholders.

#### 2. Background

University of Technology and Arts of Byumba (TAB) is a fully accredited community-based university. It started as Institut Polytechnique de Byumba (IPB) and began teaching on 26<sup>th</sup> January 2006 in Byumba Sector, Gicumbi District, Northern Province, Rwanda. On 20<sup>th</sup> December 2015, IPB upgraded from the status of institute to that of university under the name of University of Technology and Arts of Byumba (UTAB). Currently, UTAB runs three faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (SSMDS), the Faculty of **Education**, and the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE). In addition, UTAB has Distance and Open Learning facility (DOLF) located in Gatsibo District, Kiramuruzi Sector. UTAB journey of more than 15 years has been long but very fulfilling. As a university, UTAB is engaged in different activities such as academic, research and community outreach. All of those activities aim



at raising the quality of education and social transformation. In this bid, UTAB has joined hands with national, regional and international partners to educate and empower our Graduands with knowledge and practical skills. UTAB has planned to upgrade its DOLF Kiramuruzi to fully campus. The UTAB Kiramuruzi is located in a critical area in terms of economic, social, and environmental significance. As such, it is essential to ensure effective and efficient internet connectivity, security and digital-e-learning system at the campus. This will contribute to provide good service delivery to UTAB students, departments, faculties, and staff.

### 2.1.Vision of UTAB

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

### 2.2.Mission of UTAB

The mission of UTAB is:

- To provide quality higher education and community oriented research;
- To shape a skilled workforce in the domains of technology and arts;
- To promote a culture of excellence and innovation for quality service delivery.

## 2. Scope of Work

The scope of work for this call for application includes the following Lots:

### 3.1.Lot1: Acquisition of Gowns and accessories

UTAB would like to acquire gowns and accessories of good quality (Hoods and caps) as described below:

No	ITEM	NUMBER
1	Gowns for Senior Mangers(Governing Body, VC, etc.)	15 (with hoods and caps)
2	Gowns for Academic staff:	-Professors
		-Senior Lecturers
		-Lecturers
		4 (with hoods and caps)
		4 (with hoods



	-Assistant Lecturers -Tutorial Assistant	and caps) 23 (with hoods and caps) 88 (with hoods and caps) 11 (with hoods and caps)
	<b>Total numbers of gowns</b>	<b>144(with hoods and caps)</b>
3	Caps for assistant Lecturers	10
	<b>Total number of caps</b>	<b>10</b>

### 3.2.Lot2: Dry Cleaner Service (Gown washing)

UTAB Would like to hire a dry cleaner service firm to wash one thousand forty-six (1,046) gowns.

### 3.3.Lot 3: Acquisition of Big tents, small tents, chairs and decoration service

UTAB would like to acquire big tents, small tents, chairs and decoration service. The number and specification are presented in the table below:

S/N	Items	Quantity
1	Big tents of 500 seats capacity	4
2	Tents of 100 seats capacity	5
3	Small Tent of 50 seats capacity	1
4	Plastic Chairs	2,500
5	Small tables for VIP tents	4
6	Natural Flowers for VIP tents	N/A
7	Decoration	All tents(10) and seats (2,500)



### 3.4.Lot4: Drinks (Water and Juice)

UTAB need the supplier of water and juice to be used during the graduation ceremony. The specifications for the needed products are as follows:

S/N	Items	Quantity
1	Water (Inyange)	2,800 small bottles
2	Juice (Inyange)	2,800 small bottles

### 3.5.Lot5: ACQUISITION OF CAMERA NIKON D850 and ACCESSORIES

Nikon D850 45.7mp Digital Slr Camera offers a 45.7MP CMOS Sensor, 4K movie recording, 7fps as standard shooting rate, 3.2 inches TFT touch-sensitive Display, Rechargeable Li-ion Battery, Bluetooth, Wi-fi 802, and NFC for Connectivity. It comes with a Manufacturer's Warranty.

Brand	Nikon
Model	D850 45.7mp Digital Slr Camera
Status	Available
Release Date	November 2022
<b>Specification</b>	
Camera Type	Digital
Sensor	45.7Mp
Sensor Type	Full-frame (35.9 x 23.9mm) backside-illuminated CMOS
ISO Sensitivity	ISO 100-32000
Self-timer	-
Viewfinder	Optical pentaprism type
Autofocus system	Multi-CAM 20K autofocus sensor 153 focus points (including 99 cross-type sensors and 15 sensors that support f/8), of which 55 (35 cross-type sensors and 9 f/8 sensors) are available for selection, Live view: Contrast detection
Image Processor	-
Video Recording	4K (3,840x2,160 / 30 fps) Slow-motion: Full HD 1,920x1,080 30p (x4)
Video Formate	-



Maximum continuous shooting rate	7fps as standard, 9fps with the optional MB-D18 Multi-Power Battery Pack for up to 51 14-bit lossless compressed raw files or 170 12-bit lossless compressed raw files
Screen	Tilting, touch-sensitive 3.2-inch TFT LCD with 2,359,000 dots
Shutter type	-
Shutter Speed	-
Built-In Flash	-
Storage	1 XQD card and 1 Secure Digital (SD) card SD SDHC (UHS-II compliant) SDXC (UHS-II compliant) XQD Type Memory
Battery	EN-EL15a Rechargeable Li-ion Battery
Inputs	3.5 mm diameter; plug-in power supported) HDMI output: Type C mini-pin HDMI connector
Wireless Connectivity	Built-in; 802.11b/g + NFC + Bluetooth 4.1 LE
Lens Mount	-
<b>Body</b>	
Color	Black
Material	Plastic and aluminium
Weight	1,005g
Dimension	146×124×78.5mm / 5.8×4.9×3.1inches
Warranty	Manufacturer
<b>Accessories</b>	
Umbrella lighting Tripod	Glow Grand Box 8 Pro 60" Octagon Softbox (150cm) Color Black, white Brand Glow Style Portable Item Dimensions LxWxH 40.5 x 7 x 7 inches Material Aluminum Ring, Reinforced Fabric, Aluminum Rods



Tripod	

**3.6. Lot 6: Reception of the guests**

S/N	Items	Number
1	Cooffee and Tea	100
2	Lunch with soft drinks	400
3	Cocktail for guests	400

**3.7.Lot7: Advertising and Coverage of the graduation ceremony**

UTAB would like to hire media (online, radio and TV) to advertise and make coverage of its 12<sup>th</sup> graduation ceremony. The needed media are described below:

S/N	Type of the media	Number
1	Radio	3
2	Television	1



3	Online news papers	3
	<b>Total</b>	<b>7</b>

**N.B.:** It is noted that one supplier may apply for one lot or more than one lot.

### 3. Budget

Interested applicants are required to provide a detailed budget estimate for the lots they are applying for, including materials, equipment, labor and other associated costs.

### 4. Eligibility Criteria

To be eligible for consideration, suppliers must meet the following criteria:

- a. Certificate of Domestic Company Registration;
- b. To Demonstrate experience in supplying and providing similar equipment, materials and service in educational institutions.
- c. Tax Clearance Certificate
- d. RSSB Certificate
- e. Certificate of VAT
- f. Cost effectiveness

### 5. Submission of Applications

Completed applications must be sealed in envelopes marked "Application for Supply of material, equipment and service for the graduation ceremony" and submitted to UTAB main Campus Receptionist Office.



The deadline for submission of applications is Friday 17<sup>th</sup> November 2023 at 12:00 which is the same date for the opening at 12:30. Late applications will not be accepted.

#### 6. Contact Information

For inquiries or clarifications related to this call for applications, please contact:

**Mr. BIZIMUNGU Jean Baptister, Procurement Officer, Phone number: 0788593256**

#### 7. Disclaimer

UTAB reserves the right to accept or reject any or all applications and to cancel the application process without incurring any liability.

Done at Byumba, 10<sup>th</sup> November 2023



**Fr.Dr. MUNANA Gilbert, O.P**

**Vice Chancellor**

