

Date: 22nd November 2017

Our ref: ~~317~~/EACO/ES/017

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P.O Box Kigali
KIGALI-RWANDA

Dear Sir,

RE: Request for Quotation

The East African Communication Organization (EACO) wishes to invite you to submit your quotation for the maintenance of EACO's Air conditioners and general electrical installation for a period of one year renewable.

Among other things, your technical offer should include your references for similar works. Find here attached the technical specifications.

The financial and technical offers in plain sealed envelope shall be submitted to EACO Offices at KIYOVU ex – Fair House 1st floor no later than 28th November 2017 at 10.00 am.

The opening of the bids will take place at the same place on the same date at 11.00 am.

The envelope should be addressed to EACO as follows:

The Liaison Manager/ Human Resource & Administration

P.O. Box : 6309 Kigali

Quotation Title: Maintenance of Air conditioners and general electrical installation


Hermenegilde NTAHOMVUKIYE
For Executive Secretary



Terms of Reference for Maintenance of EACO's Air Conditioners and general Electrical Installation

1. Quantity of A/C: 7

2. Main Activities

1. Quarterly Preventive and maintenance for A/C at EACO Office
2. Corrective maintenance for A/C at EACO Office
3. Immediate support and intervention for A/C at EACO Office
4. Provide spare parts on agreed prices

In addition to the main activities above, the contractor will be required to:

- Check and maintain air Filter units for clogging with dust
- Check and maintain refrigerant Colling efficiency
- Check and maintain fan blower belt for excessive slack, damage or breakage
- Check, maintain and adjusting thermostat settings
- Washing of condenser coils
- Clean of changer the filter regularly
- Check and maintain, Fill the new gas refrigerant
- Check and maintain the compressor's capacitor and wires
- Check and maintain for adequate refrigerant change as possible
- Check and maintain evaporator super heat
- Check and maintain operating pressure
- Check and maintain Cleaner condense coil
- Check and maintain compressor coils
- Check and maintain compressor oil
- Gas and oil refiling as part of maintenance

3. Provision of Spare parts

Once there is a needed spare part, the contractor will quote the required parts separately. EACO will approve it by issuing a Local Purchase Order (LPO) prior delivery and this should be within a maximum of one week (calendar days).

EACO has right to decide to purchase the spares and also to seek alternative quotation for comparison purposes and to avoid over quoting by the approved contractor. The lowest bidder will be approved to supply the part.

The bidder is requested to provide their price list for spare parts that may be required during the course of maintenance period including but not limited to the following.

Spares prices

Spare	Unit Price
Filter units	
fan blower	

AVS	
Compressor	
Condenser	
Condenser Cooling Fan	
Expansion Valve	
Image Courtesy	
Evaporator	

4. To be submitted

1. Business registration certificates
2. 3 references in the same field
3. Maintenance schedules
4. Filled table of Spares prices (above)