

Quotation For

Customer Name:
 Company Name: TRINITY
 Tin Number
 Street Address:
 Email:
 Phone:

Date 25/11/25
Quotation # FD20/11/2025
Arrival Date 25/11/25
Depart Date 25/11/25
Prepared by: Rachel Uwamahoro

Comments or Special Instructions

100% Payment is required upfront or purchase order for contracted companies.

S/N	DESCRIPTION	Start Date	End Date	DAYS	PAX/QTY	UNIT P	TOTAL AMOUNT
1	Half Day Conference (INCLUDES: WI-FI, one Bottle of Mineral Water per Delegate, One tea break, Lunch with soft Drinks, Projector & Screen, Sound System, Notepads & Pens, Flipcharts & Markers)	25/11/25	25/11/25	1	5	43,500	217,500
2	3 Extra water bottles	25/11/25	25/11/25	1	1	2,000	6,000
3	Room Hire	25/11/25	25/11/25	1	3	435,000	435,000
TOTAL INCLUSIVE VAT							RWF 658,500
TOTAL AMOUNT IN WORDS: Six hundred fifty eight thousand five hundred Rwandan Francs							

BANK ACCOUNT DETAILS:

EQUITY BANK RWANDA PLC			BANK OF KIGALI PLC		
Account Name	Account Number	Currency	Account Name	Account Number	Currency
UMUBANO INDUSTRIES LTD	4002200572926	Rwanda Francs	UMUBANO INDUSTRIES LTD	00261-06971728-42	Rwanda Francs
UMUBANO INDUSTRIES LTD	4002200572927	US Dollars	UMUBANO INDUSTRIES LTD	00261-06978313-31	US Dollars
Beneficiary Bank:	Equity Bank Rwanda PLC		Beneficiary Bank:	Bank of Kigali PLC	
Swift Code:	EQBLRWRW		Swift Code:	BKIGRWRWXXX	

- Extra Participants, Food and Beverage will be charged on consumption at our regular prices. Please confirm that this is all for one account or if we should charge individual clients.

- Nothing should be affixed to the walls, ceiling, floors, or pillars by the use of nails, screws, drawing pins, tape or by any other means.

All display should be free standing and away from the walls and light fittings. Please note that we will be obliged to charge for any damage caused.

- A/V Equipment: The above mentioned equipment will be provided by the hotel. Please note that any additional equipment will have to be coordinated with the hotel's Engineering team to ensure secure and safe connections.

- Printing Services: RWF 300/Copy (Black & White); RWF 600/Copy (Colored)

Video Conference Facilities PTZ Camera available on request at \$500

THE HOTEL CANCELLATION POLICY:

- 30 days and below prior the date of the function - No refund.

- In case of Force Majeure 100% of the payment will be refunded.

THIS AGREEMENT MAY BE CANCELLED BY THE HOTEL WITHOUT PENALTY IF;

1. Formal confirmation does not reach the hotel.

2. You do not fulfil the payment policy above.

3. In the sole discretion of the hotel, the presence of your party would pose a risk to the safety of the guests, of the Hotel or to the public at large.

Please return a signed copy at your earliest convenience to serve as confirmation of your reservation.

UMUBANO INDUSTRIES LIMITED
(UBUMWE GRANDE HOTEL)

For

TRINITY

Rachel Uwamahoro
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Signature & Date & Stamp: _____
Names:
Email:
Phone :