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**TITLE OF TENDER:** INVITATION OF BIDS FOR PROVISION OF VENUE, REFRESHMENTS, INDOOR CATERING, OUTDOOR CATERING AND ACCOMMODATION DURING VARIOUS CONFERENCES, WORKSHOPS, TRAININGS, MEETINGS, RECEPTIONS, WORKING DINNERS AND COCKTAILS FOR RWANDA ENERGY GROUP LIMITED (REG) (FRAMEWORK CONTRACTS)

**TENDER REFERENCE N<sup>o</sup>:** 11.07.023/763 / NCS/22-23/NCB/PROC/REG/CEO/RW

**PROCUREMENT METHOD:** NATIONAL COMPETITIVE BIDDING (NCB)

**LOCATION:** KIGALI CITY, NOTHERN PROVINCE, SOUTHERN PROVINCE, EASTERN PROVINCE, AND WESTERN PROVINCE

1.Rwanda Energy Group (REG) in charge of increasing generation, improve transmission and distribution, diversify the energy sources, to reduce costs and elaborate a conducive legal and regulatory framework.

2.Rwanda Energy Group (REG) invites qualified Hotels to submit bids for the provision of venue, refreshments outside catering, indoor catering and accommodation during various conferences, workshops, trainings, meetings, receptions, working dinners, and cocktails. The tender is divided into five (5) lots as follows:

**Lot 1:** Services from Five Star hotels all over the country

**Lot 2:** Services from four Star hotels all over the country

**Lot 3:** Services from three Star hotels all over the country

**Lot 4:** Services from below three-star hotels in other provinces other than Kigali city.

**Lot 5:** Provision of Outside catering services within Kigali city

**1. Administrative requirements:**

For the hotels/Restaurant to qualify administratively they must submit the following documents:

- A letter of intention duly signed by the authorised person to legally engage the Hotel in the business transactions. The bids must be valid for 120 days.
- Valid tax clearance certificate
- Original or a certified copy of the Social Security certificate
- Trading License issued by RDB
- Bid security of One Hundred Thousand Rwandan Francs (Frw. 100,000) from a reputable bank or insurance company in Rwanda
- A Certificate indicating the star grading of the hotel (Star Categorisation certificate) where applicable

**2. Technical and Financial requirements**

The price quotations are required for the following items:

Services to be provided	Services or menus		Unit Price/ person in Rwf (all Taxes inclusive)
Conference hall	One day	Up to 20 people	
		Between 20 and 50 people	
		Between 50 and 100 People	
		Between 100 and 200 people	
		Above 200 People	
Conference hall	Half day	Up to 20 people	
		Between 20 and 50 people	
		Between 50 and 100 People	
		Between 100 and 200 people	
		Above 200 People	
Tea/coffee break with snacks	One person		
Lunch with soft drink (List of all available menus)	One person		
Dinner (List of all available menus)	One person		
Cocktails per head in the mentioned ranges of people	Up to 20 people		
	Between 20 and 50 People		
	Between 50 and 100 People		
	Between 100 and 200 people		
	Between 200 and 300 people		
Conference packages ( <b>Flips chart, markers, writing pads and pens, sound system, and projector required for workshops to be included</b> )	Full day package per person with 2 coffee/tea breaks, 2 bottles of Mineral water, and 1 Lunch		
	Half day package per person with coffee/tea break, 1 bottle of mineral water, with lunch		
	Half day package per person with coffee/tea break, 1 bottle of mineral water (without lunch)		

Sound system, projector	All public address systems, podium, 3 microphones (2 wireless and 1 for top table/lecturing) and projector	
Lodging (Bed and breakfast)	(Provide unit prices for all available categories)	
Beverages (Drinks)	Mineral water 500ml Soda 300ml Inyange Juice 500ml Fresh Juice 1 glass Also provide unit prices for all other drinks available, hot or cold.	
For Lot 5: Outside Catering services within Kigali city	Prices for Soft drink, mineral water, tea/coffee break and snacks, lunch with a soft drink or mineral water must be attached inclusive of the transport charges for outside catering services	

### 3. Other necessary information

For the hotels or restaurants to qualify technically they must fulfil the following requirements

- Description of the services offered by the hotel or restaurant.
- The contract will be awarded to all the bidders that qualify administratively and technically on each lot.
- Award will be done to more than one hotel or more than one restaurant on each lot from all the locations mentioned above.
- Tender award may be subject to site visit by the client.
- All awarded hotels, motels, restaurants, etc... will sign a framework contract of 2 years to be renewable depending on the performance of the Service Provider. Unit prices in Frw to be used during that contract period will remain unchanged
- We will always provide the purchase order two (2) days before for the hotel or resto services requested and we secure the payment of invoices within thirty (30) calendar days from the date of receiving invoice at REG/EUCL offices
- **For lot 1, lot 2, lot 3 and lot 4**, the menu, for each item must be attached.
- **For lots 5 and 6**, the unit prices for soft drink, mineral water, tea/coffee break and snacks, lunch with a soft drink or mineral water must be attached inclusive of the transport charges for outside catering services

4. Bids must be delivered to the address below **at or before 10:00 am. local time** on day ...07/12/2022. Electronic bidding **will not** be permitted. Late bids will be rejected.

5. Bids will be opened in the presence of the bidders' representatives who choose to attend in person in the conference room at EUCL Headquarter Offices in public session at **10:30 hours local time** on the same day ..07./12/2022.
6. Bids well typed duly signed, appropriately bound, and presented in two copies (one of which is the original) accompanied by a bid security issued by a recognized bank or insurance companies agreed in Rwanda of One Hundred Thousand Rwandan Francs (**100,000Frw**) sealed in an envelope, must reach the Secretariat to the Procurement Unit at EUCL, Room G114 on or before the date and time mentioned in the paragraph 7. The Outer envelope should clearly indicate the tender number and title.

7. The address referred to above is:

**REG Head Office**

**KN 2 ST 3, Nyarugenge District**

**P.O. Box 537 Kigali City – Rwanda**

**Email: [reg@reg.rw](mailto:reg@reg.rw)**

**Website: [www.reg.rw](http://www.reg.rw)**

Done at Kigali on .04../11/ 2022

Sincerely,



Digitally  
signed by  
EUCL(Head of  
Procurement)

**Ronald MUTUNGI**  
Head of Procurement Management Unit

**Ron WEISS**  
Chief Executive Officer