



## REQUEST FOR PROPOSALS (RFP)

|                                |                                                                     |
|--------------------------------|---------------------------------------------------------------------|
| Service Required               | Provision of sport to all staff of Copedu PLC                       |
| Type of Contract:              | Provision of sport to all staff of COPEDU PLC                       |
| Duration of contract           | One year                                                            |
| Date of issue of RFP           | 1 <sup>st</sup> March 2023                                          |
| Date of submission of proposal | 9 <sup>th</sup> March 2023 at 10:00 AM at Head office of COPEDU PLC |

COPEDU PLC is looking for a specialized company for providing different types of sport to its staff for healthy lifestyles, increasing productivity, reducing lifestyle diseases, etc. You are encouraged to submit your proposal with a competitive package and below are some details:

1. Proposed package will be based on 170 staff with most of them living in Kigali and few at Rwamagana Branch;
2. Gym, Aerobic and swimming must be among the type of sport to be proposed;
3. Different venue or location accessible for every type of sport must be specified in the proposal;
4. Financial proposal should be on the quarterly basis.

### Administrative Documents required

- RDB Certificate;
- Valid Tax clearance Certificate from RRA;
- Valid tax clearance certificate from RSSB;

### Technical Documents required

- Company Profile;
- Staff qualifications and their certificates;
- 3 references of served clients;
- Any other additional values.

Done on 27<sup>th</sup> February 2023

**NYANGEZI Joseph**  
Head of Operations



**MUYANGO Raissa**  
Managing Director