

INVITATION FOR BIDS

The Swiss Tropical and Public Health Institute (Swiss TPH) is a world-leading institute in global health with a particular focus on low- and middle-income countries operating in Rwanda for more than 20 years. Swiss TPH Kigali office is soliciting bids in a sealed envelope from the eligible and competent authorized dealers/suppliers to supply hospitality/hotel services as described in the table below:

1. The Accommodation Room:

The accommodation package includes:

Standard single room

Superior single room

- Bed and breakfast.
- Free wireless internet.

2. The Conference Room:

The Conference package should include:

- Conference hall
- Sound system
- Projector
- Wireless connection.
- Flipchart stand & paper with markers.
- Pens and writing pads.
- Bottle of water
- Tea break
- Lunch with 1 soft drink per person

1. Objective

The aim is to identify a reliable company for supplying hospitality/hotel services to Swiss TPH at a reasonable cost. The contract period shall be one year (1) with an option to review subject to satisfactory service.

2. Scope

To supply hospitality/hotel services per demand to support Swiss TPH projects within Kigali City and provinces.

The priorities for choosing the bidding companies/ suppliers shall be based on the companies that are and be able to host Swiss TPH staff and/or events in either Kigali or Western Province in Rubavu, Karongi, Nyamasheke and Rusizi. However, other suppliers that are not located in the mentioned locations are welcome to apply but shall be contacted occasional based on the needs.



3. Output

Supply hospitality/hotel services any time on demand by the Swiss TPH.

4. Invoicing

An invoice will be submitted with the purchase order and the delivery form (with date and quantity of hospitality/hotel services supplied). Prices quoted should be net inclusive of all taxes and must be expressed in Rwandan Francs and shall remain valid for at least one (1) year from the closing date of the tender.

6. Instruction of Bidders

A. Eligible Bidders

This invitation for tenders is open to all tenderers eligible as described in the invitation to Tender.

B. Terms of Reference

- ✓ Bidder must provide a license authorizing them to supply printing services in Rwanda
- ✓ Bidders must submit a valid/updated Tax clearance from RRA
- ✓ Bids must be stated in Rwanda Francs;
- ✓ Bids must be in the unit price (per room and other items).
- ✓ Bids must be specified if VAT is included or not;
- ✓ Bidder must have EBM to facilitate payment as per RRA regulations;
- ✓ Bids must demonstrate the supplier's capacity to deliver the stated scope of items;

C. Participation in the competition is open on equal conditions to all companies that supply hospitality/hotel services.

The successful bidder will sign a one-year contract renewable (upon satisfaction with the quality of service);

Successful Bidder is expected to keep the same price for one year (period of contract);

D. Documents Comprising the Bid:

The Bids shall comprise the following:

- ✓ Brief company profile
- ✓ Technical proposal
- ✓ Financial proposal
- ✓ Full address of bidding company indication Country, Province, District, Sector, Cell, Village, Street number, E-mail, telephone number, Post office box and Bank account details.
- ✓ Copy of RDB certificate;
- ✓ Original or a certified copy of a valid RAA tax clearance certificate
- ✓ Valid VAT certificate offered by RRA;

Swiss Tropical and Public Health Institute

Well-written bids, written in English, properly arranged should be submitted in a sealed envelope to The Swiss Tropical and Public Health Institute, Kigali office, Gasabo District, Kimihurura Sector, Kamukina Cell, Nyenyeli village, house no 09 / KG501 street or sent to the Swiss TPH email address on stph.recruitment@gmail.com no later than Wednesday, **September 24, 2022, at 10: 00 Am.**

On the envelope should be marked in capital letters: BID FOR SUPPLYING HOSPITALITY/HOTEL SERVICES. The internal tender committee will evaluate the bids, and the Successful Bidder will be contacted by email.

DocuSigned by:



Clementine Tumukunde

Swiss TPH Kigali Office
Administrative Manager