Request for Quotation (RFQ) "Provision of Accommodation and Associated Hotel Services (Kigali)"

1. Introduction

HANDICAP INTERNATIONAL FEDERATION (HI), operating name Humanity & Inclusion a not-for-profit association governed by the French Act of July, 1st 1901, domiciled at "138, avenue des Frères Lumière – 69371 Lyon cedex 08, France" *and registered in Rwanda under RGB with the registration number TIN No 100600244*, Rebero Village, Rugando Cell, Kimihurura Sector, Gasabo District, City of Kigali, 14 KG 624 St.

Preamble

- HI is an independent international aid organization working in situations of poverty and exclusion, conflict and disaster,
- HI works alongside persons with disabilities and vulnerable persons; its action and testimony are focused on responding to their essential needs, their living conditions,
- HI is committed to promoting the respect of their dignity and their fundamental rights
- To that end, HI retains service providers who are reputed for their skills in their field of activity,
- HI and the Service provider have agreed to work together in a working relationship devoid of any form of hierarchical subordination.

Our Vision

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

Our Mission

Humanity & Inclusion is an independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside people with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

2. TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

HANDICAP INTERNATIONAL FEDERATION, invites your hotels located in KIGALI to submit their competitive proposals/bids for the **"Provision of Accommodation and Associated Hotel Services (Kigali)"** for a framework agreement.

Well-signed offers, written in English or French, must be submitted to the below email address by, **18th November 2026 at 5:00 pm**; Late proposals will be rejected.

HANDICAP INTERNATIONAL FEDERATION requires you to send your proposals by email to: dao@rwanda.hi.org

Specifications / Pricing

Please submit your quotation for the provision of hotel accommodation, and meeting facilities package as follows:

No	Descriptions of services and products	Unity	Price (Rwf)
1	Conference hall including internet, sound system and projector (>100 pers)	1 day	
2	Conference hall including internet and projector (50 – 100 pers)	1 day	
3	Conference hall including internet and projector <50 pers	1 day	
4	Lunch including soft drink (1 – 50 participants)	1 pers	
5	Lunch including soft drink (51 – 100 participants)	1 pers	
6	Lunch including soft drink (+100 participants)	1 pers	
7	Bottle of water	0.5L	
8	Bottle of Soda	33 CL	
9	Fresh juice	1 Glass	
10	Tea break/ coffee (Tea, coffee, milk, juice, fruits, snacks)	1 pers	
11	Dinner including soft drinks (1-50 participants)	1 pers	
12	Dinner including soft drinks (51-100 participants)	1 pers	
13	Dinner including soft drinks (+100 participants)	1 pers	
14	Single standard room including breakfast	1 pers	
15	Double standard room including breakfast	1 pers	
16	Sound system leasing	1 day	
17	Full day Pack gage (Conference Hall, Sound system, WIFI, Note book, pen, 2 bottles of water, 2 coffee/tea break, Lunch, flipchart)	1 pers	
18	Full day Pack gage (Conference Hall, Sound system, WIFI, note book, pen, 1 bottle of water, 1 coffee/tea break, Lunch, flipchart)	1pers	

3. Submission Instructions

The following information to be included by the hotel in the quotation:

a) Quoted price is for each item specified in Rwandan francs. (This price should be inclusive of all taxes).
b) Validity period of offer (Offer should be valid for **at least 90 days**)
c) Payment modality: HI is preferable payment after delivery of services by Bank transfer
d) The Quotation must be on official letterhead with an authorized signature and stamp
e) The Hotels must be located **in Kigali.**

4. Administrative Requirements

Hotel to provide the following as part of his submission:

1. Hotel grading certificate from RDB
2. Business Registration Certificate
3. VAT registration
4. Valid and notified RRA tax clearance
5. Valid and notified RSSB contribution clearance certificate
6. 3 certificates from reputable organizations (Government and NGOs) for reference
7. Evidence that the Hotel uses EBM
8. Signed Declaration of acknowledgement of policies, ethics, and adhesion to the HI code of conduct (Attached)
9. Completing the SPCD data base (Attached)

Electronic submissions must be received at the address specified below by **18th November 2026 at 5:00 pm**, Kigali Time. Make sure that the submission has the titles of this tender. Submissions must be forwarded in electronic format only in PDF to dao@rwanda.hi.org.

Melanie GEISER

Country manager