



RIGHT TO PLAY

PROTECT. EDUCATE. EMPOWER.

Tender Reference Number: RTP-PROC-0003-02-2025

Service: PROVISION OF CONFERENCE FACILITIES IN KAYONZA,BUGESERA, RUBAVU AND MUHANGA DISTRICT UNDER FRAMEWORK AGREEMENT FOR THE YEAR 2025

Procurement Method: Brown Tender

Date of Issue: 10th March 2025

Submission Deadline: 18th March 2025

Background

Right To Play is a global organization that uses the transformative power of play to educate and empower children to rise above adversity. We pioneer a unique approach to learning, both inside and outside of the classroom, and harness play, one of the most fundamental forces in child's life, to help children dismantle barriers and embrace opportunities to learning and development.

Right To Play is seeking proposals from qualified vendors to provide hotel accommodation and conference services. The successful bidder will supply the specified accommodation and conference packages for various group sizes, along with necessary services to ensure smooth operation during events. The following outlines the terms and conditions of this tender:

| Service | Specification | Unit Price (VAT Inclusive)/person |
|------------------------------------|--|-----------------------------------|
| Hotel Accommodation | Basic room facilities (bed, A/C, telephone, breakfast, etc.) | |
| Conference Hall (Full-Day Package) | 10-25 participants (including all amenities) | |
| | 26-50 participants (including all amenities) | |
| | 50+ participants (including all amenities) | |
| Conference Hall (Half-Day Package) | 10-25 participants (including all amenities) | |
| | 26-50 participants (including all amenities) | |
| | 50+ participants (including all amenities) | |

Additional Services for Conference Packages

- **Catering:** Include coffee breaks, lunch, and two 500ml bottles of mineral water per participant.
- **Technical Support:** The service provider must assign technical staff to manage lighting, cooling/heating systems, sound, and IT support during the conference/meeting/training. The technical team must always be available during the event and upon the request of the event organizers.





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- **Secured parking:** Provide secured parking facilities for participants, ensuring safety and convenience during the event.

Technical Specifications

Proposals must meet the following technical requirements:

Accommodation Quality: Clean rooms with essential amenities (Wi-Fi, A/C, safety).

Conference Facilities: Equipped rooms with AV gear and reliable internet.

Catering Services: Varied meal options with strict hygiene standards.

Bid Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. **Compliance with Technical Specifications:** Adherence to the outlined requirements and standards.
2. **Experience and Qualifications of the Service Provider:** Proven expertise and qualifications in providing similar services.
3. **Cost-Effectiveness and Value for Money:** Competitive pricing while ensuring quality and service standards are met.

Pricing:

- All prices must be quoted in Rwandan Francs (RWF).
- Prices should remain fixed for the duration of the contract, unless otherwise mutually agreed upon.
- The price quotation must include all applicable taxes, fees, and delivery costs, reflecting the full scope of services provided.

Proposal Submission:

Proposals must be submitted in a single PDF document and should include all necessary documentation, including but not limited to:

- Company registration certificate
- Valid clearance certificate from RSSB
- Valid tax clearance certificate and proof of providing VAT invoices
- At least 5 years of experience in the field
- Company profile (including email, phone number, and physical address of the office)
- Three references from four former or current clients over the past 2 years.





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Expression of interest must be submitted send their well-presented bids to Right To Play Rwanda through rwandaprocmement@righttoplay.com . The subject of your e-mail must entitled **"TENDER FOR PREFERRED SUPPLIER FOR HOTEL ACCOMODATION AND CONFERENCE PACKAGE TO RIGHT TO PLAY RWANDA FOR THE YEAR 2025"** not later than 18th March 2025 at 5.00pm local time. Late bid will be automatically rejected.

The opening of the bids will take place in a separate session. Communication of the opening result will be shared through e-mail to the bidders.

Right to Play reserves the right to reject any bid deemed inappropriate and is not obliged to consider the lowest offer.

Done in Kigali on 10th March 2025



Amadou Cissé

Country Director



Address: KN 16 Ave, 17 Kiyovu, Kigali/PO Box:5239



Website: righttoplay.com