

TERMS OF REFERENCE FOR ACQUISITION OF SPORTS SERVICES

1. Introduction

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the districts of Rwanda to enable them to fulfill the responsibilities entrusted to them under the decentralization policy adopted in 2000. It was legally registered in 2003 as a non-government organization. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization. The objective of RALGA is to assist local Government entities in achieving their mission, complying with principles of good governance and decentralization.

RALGA would like to invite interested bidders to submit their price quotations for sports related services. The bidder must have good facilities and equipment for at least the following sports activities :

- Aerobics and Gym Tonic
- Swimming
- Body building maculation
- Sauna and Massage

2. Administrative requirements

Interested bidders shall submit the following administrative documents :

- Submission letter
- Copy of RDB Certificate
- A valid certificate of Rwanda Social Security Board (RSSB)
- Valid tax clearance certificate from Rwanda Revenue Authority (RRA)
- Certificates of good completion from 3 previous clients.

3. Selection method

The method to be used is least-cost selection and availability of adequate sports facilities and equipment. A due diligence visit will be conducted to assess the general physical condition of hotels premises.

4. Evaluation criteria

- Administrative requirements
- Availability of sports facilities and equipment
- Cost of services mentioned in the tender document
- General physical condition of the facilities and equipment

5. Validity of bids


The validity of bids shall be 3 months starting with the deadline for submission of bids. RALGA may cancel the tender at any time before the signing of the contract.

6. Submission and opening of bids

Interested bidders are invited to submit their bids well-sealed and addressed to the Secretary General of RALGA not later than Friday 21 August 2024 at 3:00 p.m. at RALGA Office in Masaka, Kicukiro District. The opening of the bids shall take place the same day at 3:30 p.m., and the bidders or their representatives are allowed to attend this opening.

For any additional information, send an email to info@ralga.rw

Done at Kigali, on 9 August 2024


Dominique HABIMANA
Secretary General

