

**TERMS OF REFERENCE FOR ACQUISITION OF EVENT MANAGEMENT ET  
HOTEL SERVICES**

**1. Introduction**

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the Districts and City of Kigali to enable them fulfill the responsibilities entrusted to them under the decentralization policy adopted in 2000. 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.

RALGA would like to invite hotels across ALL districts to submit their bids for hotel and event management services for one year, renewable upon RALGA's satisfaction about the quality of the services rendered.

**2. Technical specifications**

No	Particulars	Days	Unit Price (tax included)
1	Full-day conference package	1	
2	Half a day conference package with lunch and a soft drink	1	
3	Half a day conference package without lunch	1	
4	Hiring projector with screen for one day	1	
5	Hiring projector with screen for half a day	1	
6	Hiring of sound system (sonorisation) for one day	1	
7	Hiring of sound system (sonorisation) for half a day	1	
8	Accommodation in a single bedroom and breakfast (give a price for each category of bedroom available in your hotel)	1	
9	Accommodation in a double bedroom and breakfast (give a price for each category available in your hotel)	1	
10	Diner + a soft drink	1	
11	Lunch+ a soft drink	1	
12	Coffee break	1	
13	Bottle of mineral water (0.5 litre)	1	
14	Catering services	1	

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15	Notepad & Pens	1	
16	Soft drinks, beers and liquors (give a detailed list on a separate on a separate sheet)	1	
17	Meeting room between 10 – 30 persons		
18	Meeting room between 30 – 50 persons		
19	Meeting room between 50 – 100 persons		
20	Meeting room between 100 – 300 persons		
21	Meeting room between above 300 persons		

**Notes:**

Interested bidders shall submit their bids with price schedules, signed and stamped. They shall fill the table above for services and items they can provide for ease of comparison of bids.

**3. Administrative requirements:**

- 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.

**4. Submission and opening of bids**

Interested bidders are invited to submit their bids well-sealed addressed to the Secretary General of Rwanda Association of Local Government Authorities (RALGA) not later than Monday, 14 March 2022 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.

**5. Selection method**

The method to be used is the least-cost selection and compliance with the specifications. A due diligence visit will be conducted to assess the general physical condition of the hotels premises.

**6. Evaluation criteria**

- Administrative requirements
- Availability of at least 95% of the services and items mentioned in the tender document
- Cost of services and items mentioned in the tender document
- General physical condition of the premises.

## 7. 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.

For any additional information, send an email to [info@ralga.rw](mailto:info@ralga.rw)

Done at Kigali on 28 February 2022

  
**Ladislas NGENDAHIMANA**  
Secretary General

