



TENDER FOR PROVISION OF SPORTS FACILITIES/SERVICES FOR SONARWA LIFE STAFF.

a) Background

SONARWA Life Assurance Company Limited (SONARWA LIFE Ltd) is a public Limited Liability company registered under the laws of Rwanda and licensed by the National Bank of Rwanda to transact the business of Life Assurance & Pension management. The company started in 2000 as a division under SONARWA S.A and became a fully-fledged registered entity in January 2011.

Our main mission is to provide innovative life insurance, retirement and saving plans that are of value to our clients and to serve their needs, by dedicated staff while meeting the aspirations of all stakeholders.

To achieve this, SONARWA Life Assurance Company Limited helps its staff to have a sound life as its prime customers. It is in this context that it seeks to hire different sports services/facilities to its staff. The service provider should present the list and details about different sports services/facilities in their premises or hired from other providers, to be used by Sonarwa Life staff.

The Company's staff will conduct a site visit and make assessment of the sports services/facilities in your premises, before awarding the tender. The entity reserves the right to reject the proposal of a bidder, in case the requirements are not fulfilled.

b) Objective of the assignment

The objective of this assignment is to ensure that SONARWA Life staff are provided with sports services/facilities whenever needed from the service provider on working days, weekends, and public holidays.

c) Scope of work

The service provider will be committed to provide a comprehensive sports schedule with their respective quotations, including playgrounds. The Company **will be paying upon services consumed by its staff.** The quotations must **be inclusive of taxes.**

SONARWA Life Staff will do sports activities according to their choice, quotations shall be based on one session per person, staff will show their National IDs, and payments will be based on staff attendance bearing their signatures.

Specifically, the successful service provider is tasked to:

- Deliver high level sports, leisure and recreation facilities as detailed in the table below.
- Provide contemporary facilities that are convenient to SONARWA Life staff.
- Provide enhanced safety facilities for staff on sports sites.

Since SONARWA Life staff are in different locations of the City of Kigali, SONARWA Life intends to ensure that its staff benefit from sports services/facilities that should be in proximity to the respective areas of residence for our staff, for convenience purpose.



d) Administrative requirement.

The successful company/any interested bidder should:

- Be registered as a company/business in Rwanda, have a company registration certificate, valid tax clearance certificate from RRA, and RSSB certificate if applicable.
- Have, at least a quantifiable experience in providing sports facilities/services to organisations/institutions. This must be proven by at least two (2) contracts signed by both parties and two (2) certificates of good completion.

e) Duration of the assignment.

The duration of the assignment is one-year contract, which may be renewable upon satisfaction of both parties.

f) Technical Requirements (details about needed services).

- The service provider shall be able not to limit the staff on the equipment to be used.
- Have a minimum of three (3) different types of sports facilities with proof of ownership of the sports facilities provided in the bid document.
- Be equipped with at least four (4) of the following: (Swimming pool, aerobics room, room for gym, Sauna, Steam and Massage).
- Be able to avail one playground for football/soccer game field, volleyball, and basketball.

S/N	Description	Requirements
	Swimming pool	<p>The swimming pool should:</p> <ul style="list-style-type: none"> • Be clear, odourless (except acceptable chlorine smell), and colourless and shall be always sufficiently clear. • Standard measurements. • Be well maintained and equipped. • Have filtration/ recirculation and disinfection equipment. • Be constructed with materials which are non-toxic. • Have showers and footbath equipped with soaps. • Have signposts asking bathers (swimmers) to shower before using the pool. • Have toilets and changing facilities for both women and men. • Have adequate number of safety equipment e.g. life Jackets for persons using swimming pool should be provided. • Have first Aid box with medicines and equipment shall be provided at swimming pool, that person must be on duty when people are swimming. • Ensuring privacy of swimming pool users should be taken into consideration.



		<ul style="list-style-type: none"> • Have qualified instructor with solid experience (qualified lifesaver/maître nageur) with employment contract, a certificate and her/his CV must be provided within the bid.
	Gym/Fitness (Muscultation)	<ul style="list-style-type: none"> • Be well equipped with all the latest, variety and adequate gym equipment. • Be in good conditions. • Have machines that cover every part of the body that is exercise bicycles, shoulder press machine, weight machine and benches, chest press, biceps curl, leg extension, just to name few. • Have qualified Coach with employment contract, a certificate and her/his CV must be provided within the bid. • Have showers to be used after exercise.
	Aerobics (Gym tonic)	<ul style="list-style-type: none"> • Have enough and big rooms, in good condition and have all the necessary equipment. • Have qualified Coach with employment contract, a certificate and her/his CV must be provided within the bid. • Have showers to be used after exercise.
	Sauna and steam bath facilities	<ul style="list-style-type: none"> • Be visibly hygienic. • Be well equipped, fresh breeze with mint and eucalyptus and other aromatic fragrances with sublime citrus aromas. • Have wooden based heating system and the sitting places of the sauna shall be surfaced with wooden products.
	Massage	<ul style="list-style-type: none"> • Have clean facility with good quality accessories. • Have qualified therapists with employment contracts, a certificate and their CVs must be provided within the bid. • Have showers to be used after exercise.
	Playground for Football games Playground for basketball game Playground for valley ball game (All Playgrounds must be of standard size).	<ul style="list-style-type: none"> • Be able to provide his/her sports premises or hiring) one playground for football matches, basketball game, valley ball game. The playground must meet the following qualifications: • Be in good conditions with basic accessories in place (goals with net, benches among others, Basket panel and Volleyball nets). • Preferably have a synthetic playing area (tapis synthétique) or high quality and well-maintained grass. • Be located in the City of Kigali. • Be located in an accessible area by driving.

Note:

1. The service provider may have all the above requested sports facilities within his/her premises or hire or joint venture the required sports facilities from other service providers. In this later case, there should be a signed agreement.
2. The Client may contract more than one bidder in order to cover the different areas where SONARWA Life staff are located.



- The bidder should have a recognized office place in Kigali. If necessary, the procuring entity may carry out a site visit for verification. Each bidder is required to clearly describe the location of his/her office premise.

g) Price quotations.

SN	Description	Unit price (RWFs).	Total price (RWFs) (Tax inclusive).
1	Swimming pool (Per person/session).		
2	Gym/Fitness (Muscultation) (Per person/session).		
3	Aerobics (Gym tonic) (Per person/session).		
4	Sauna and steam bath facilities (Per person/session).		
5	Massage (Per person/session).		
6	Playground for Football games (Per team session).		
7	Playground for basketball game. (Per team session).		
8	Playground for valley ball game. (Per team session).		

Bids comprising technical and financial offers properly presented will be received at SONARWA LIFE HQ located in RSSB Building at Kiyovu, Road N: KN73, Plot KN 3 Av 23, P.O. Box 1035 Kigali-Rwanda not later than **13th November 2023 at 5:00 pm** indicating **“Offer To Provide Sports Services/Facilities to SONARWA Life Assurance Company Ltd”**.

SONARWA Life reserves the right to not consider any bid if it does not meet the expectations.

Enquiries related to this tender may be addressed to the info@sonarwalife.co.rw in writing by email not later than **8th November 2023**.

Done at Kigali, on 3rd November 2023.



Dianah MUKUNDWA
Chief Executive Officer