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TENDER NOTICE FOR PROVISION OF HOTEL SERVICES

The INGABO is the Rwandan Farmers syndicate which has been legally recognized by the Government of Rwanda through the Ministry of Labor and Public Services in April 1st, 2005. Currently the INGABO Syndicate has 16,051 active members among them 8,685 (54.1%) are women and 7,366 (45.8 %) are men, with 20% being young farmers. The INGABO Syndicate is a founding member of EAFF (East Africa Farmers Federation), and is also a member of the World Farmers Organization (WFO).

Since October 2023, INGABO Farmer's Syndicate received **European Union** funding to implement a 3-year project, named "Enhancing cassava productivity and utilization for food and incomes of smallholder farmers in Rwanda (Gwiza-muhinzi)" aiming to enhance cassava production and diversified utilization for food security and incomes with specific objectives of (1) increase the productivity for smallholder farmers through improved cassava production practices with emphasis on empowerment and participation of women; (2) pilot (and scale where ready) proven quality-enhancing and value-adding innovations to diversify utilization of cassava roots and peels; and (3) Advocate for an enabling environment for the coordination and development of the cassava sub-sector.

It is in this regard that INGABO SYNDICATE invites eligible bidders to express their interest to provide Hotel services which will be needed for project activities for 12 months.

1. Objectives of this tender

The objective of this tender is to provide Hotel services to Ingabo Syndicate during the implementation of European Union funded project "Enhancing cassava productivity and utilization for food and incomes of smallholder farmers in Rwanda (Gwiza-muhinzi)" in different Districts of operations.

2. Duration of the service:

The service will be provided during 12 months from the date of signing the contract by both parties.

3. Area of activities

The service provider will provide Hotel services for INGABO syndicate in different districts of Rwanda when required through service order. The districts of operation the service provider will be engaged in, are Kamonyi, Muhanga, Ruhango, Nyanza and Gisagara in Southern province, Bugesera, Kayonza and Gatsibo in Eastern province, Rusizi and Nyamasheke in Western province.

4. Requirements:

- The hotel should have conference halls with different capacities of accommodating less than or equal to 200 people, with internet connection, sound system, projector and other related services. In addition, it should have rooms for accommodation.
- The hotel should be ready and able to provide the services in different districts of operation (Kamonyi, Muhanga, Ruhango, Nyanza and Gisagara in Southern province, Bugesera, Kayonza and Gatsibo in Eastern province, Rusizi and Nyamasheke in Western province) up on client request.
- The hotel must be registered in VAT
- The hotel must be able to provide EBM invoice
- The hotel must have Tax Clearance from RRA

4. How to apply

Interested service providers for the mentioned tender are required to submit their expression of interest to Ingabo Syndicate with the following documents:

1. Letter of interest addressed to the Chairperson of Ingabo Syndicate
2. Hotel profile showing the background with full legal address and location of the Hotel.
3. Registration certificate from RDB
4. Certificate of tax clearance from RRA still valid.
5. VAT certificate.
6. Proof of EBM use
7. At least 3 good completion certificates
8. The receipt of non-refundable 10,000 Frw paid on Ingabo Syndicate account 1093628101 located in BPR to buy tender document.

E. Financial proposal

Description	Unit Price (Frw) all tax inclusive
<p>1. Conference package:</p> <p>Full day conference package should cover:</p> <ul style="list-style-type: none">✓ Conference hall include tables, chairs, air-conditional facility. (mention the number of participants it can accommodate)✓ Sound system✓ Projector✓ Wireless connection.✓ Flip charts✓ Notebooks✓ Pens✓ Markers✓ Other related services	
<p>2. Breakfast (All categories)</p>	
<p>3. Lunch with soft drink</p>	
<p>4. Rooms for accommodation</p>	

The bidder must provide details on categories of conference halls in range stated above and the cost.

The technical and financial proposals prepared in one document must reach in sealed envelope to the above-mentioned address not later than **28/11/2023** at 17h00 local time. Late bids will be not be evaluated.

This call is open on equal terms to all Hotels within Rwanda.

Note: INGABO SYNDICATE reserves the right to reject any bid deemed inappropriate and it will not be responsible for any cost incurred by the bidder during preparation of bid documents.

Done at Muhanga on 24th November, 2023

KANTARAMA Cesarie

Chairperson of Ingabo Syndicate