



## REQUEST FOR PROPOSAL

Service Required: provision of sports Activities for COPEDU PLC Staff

Type of contract: Service provision

Contact duration; one year

RFP Issue Date: 18<sup>th</sup> September 2025

proposal submission Deadline: 30<sup>th</sup> September 2025 at 10:00AM

Opening date: 30th September 2025 at 10:30AM

Submission Location: COPEDU PLC Head office

COPEDU PLC is seeking proposals from qualified and experienced service providers to offer variety of sports activities to its staff. The objective of this initiative is to promote healthy lifestyle, enhance productivity, and reduce the risk of lifestyle- related illness among staff.

Interested service providers are encouraged to submit comprehensive proposals, including a competitive service package. Below are the key requirements:

### Service scope& Requirements

1. The proposed package should cater to approximately 130 staff based in Kigali
2. The following sports activities must be included in the proposal:
  - Gym
  - Aerobics
  - Swimming
3. Proposals must specify venues or locations where each activity will take place. These venues should be easily accessible to staff.
4. The financial proposal:
  - The Successful bidder will be paid monthly and strictly based on the verified attendance of employees who participate in sports during that month.

## 5. Required Administrative Documents

- Copy of Valid RDB Registration Certificate
- Valid TAX Clearance Certificate from RRA
- Valid Tax Clearance Certificate from RSSB

## 6. Required Technical Documents

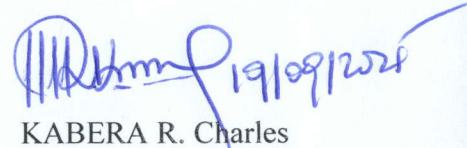
- Company profile.
- Staff qualifications and relevant certificates.
- At least three (3) client references.
- Any additional services or value-added offerings

Done on 18<sup>th</sup>, September, 2025



NYANGEZI Joseph

Head of Banking Operations



KABERA R. Charles

Executive Director