

INVITATION FOR TENDER

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| PROCURING ENTITY: RADISSON HOTEL & KIGALI CONVENTION CENTER LTD |
| INVITATION DATE: 1st October 2025 |
| TENDER NO: RHKCC/RFP/001/2025 |
| TENDER NAME: PROVISION OF FESTIVE SEASON DECORATION SERVICES TO RADISSON BLU & KIGALI CONVENTION CENTER LTD (KCC) |
| DEADLINE FOR SUBMISSION: 08th October 2025 |
| PERIOD OF SERVICES: N/A |

Radisson Blu & Kigali Convention Center Ltd (KCC) wishes to invite all interested and qualified bidders to submit their best proposals for **PROVISION OF FESTIVE SEASON DECORATION SERVICES TO RADISSON BLU & KIGALI CONVENTION CENTER LTD (KCC)** according to the Scope of Work (SoW) detailed below.

The aim is to create an elegant, festive, and memorable atmosphere for our guests, staff, and visitors during the Christmas and New Year season.

This RFP is divided into two lots, and bidders may choose to apply for one or both.

BACKGROUND

The Radisson Blu Hotel & Convention Center in Kigali is just 5 kilometers from the bustling city center and Kigali International Airport (KGL). Our contemporary hotel is situated in an office park with Kigali Convention Center. Our Kigali hotel's 291 rooms and suites offer private balconies and free high-speed Wi-Fi. 2 on-site restaurants, including one with all-day dining, serve up continental and Rwandan favorites as well as the Super Breakfast Buffet. For a light bite or a relaxing nightcap, visit the Lounge Bar. The hotel also offers fitness center and outdoor swimming pool and 650 parking bays.

The Kigali Convention Centre (KCC) is adjacent to the Radisson Blu Hotel & Convention Centre. KCC has a net floor area of 32,200 square meters, and the building contains facilities for business, leisure and events. Our meeting rooms are fully equipped with the latest technology and AV equipment for a successful event. There is a total of 18 versatile meeting spaces, including a state-of-the-art auditorium that can hold up to 2,600 guests for weddings or professional business meetings.

SCOPE OF WORK

The selected service provider shall be responsible for delivering comprehensive festive season decoration services, ensuring a safe, elegant, and memorable holiday atmosphere across designated hotel and public areas. Decorations must be professionally designed, installed, maintained, and dismantled in line with festive themes and safety standards.

Lot 1: Provision and Decoration of Christmas Tree, Photobooth, Pool and Restaurant/Outlet Decorations

- 1) Supply and installation of one (1) grand Christmas tree (**Min-Max height 10-15M**) with premium decorations (lights, ornaments, ribbons, toppers, etc.).
- 2) Decoration of restaurants and outlets with festive themes (garlands, table centerpieces, lighting, wall/ceiling décor, etc.) **including Rwandan-inspired touches in the decor.**
- 3) Decoration touch up on Christmas eve, as well as FILINI and Larder themed linen/table cloth
- 4) Design, supply, and setup of a themed festive photobooth to enhance guest engagement and holiday experiences.

- 5) Provision of safe electrical connections and regular maintenance of lights throughout the festive season.
- 6) Dismantling and removal of all decorations at the end of the season.

Lot 2: Decoration of Outdoor Fence, KCC Foyer, Stairs ramps, Refurbishment of Santa Chariot, and Public Areas

- 1) Outdoor festive lighting and decorations for perimeter fencing and façade.
- 2) Decoration of the KCC foyer with high-quality festive arrangements, including lights, garlands, and seasonal displays.
- 3) Refurbishment, decoration, and presentation of the Santa Chariot as a centerpiece attraction.
- 4) Santa Claus uniform, kids gifting and Santa Chair
- 5) Decoration of public/common areas (lobbies, corridors, entrances, waiting areas, etc.) to ensure a warm festive ambiance **including Rwandan-inspired touches in the decor.**
- 6) Regular checks and maintenance to ensure decorations remain in good condition throughout the festive period.
- 7) Dismantling and removal of all decorations at the end of the season.

Deliverables & Requirements

- 1) Professional design proposal including decoration themes, color schemes, and materials.
- 2) Safe, durable, and weather-resistant materials (especially for outdoor installations).
- 3) Eco-friendly and energy-efficient lighting solutions are preferred.

Display

- 1) Provision, installation and removal of holiday lights and decorations.
- 2) Service provider is to ensure all cords used are the appropriate length without excess and all cords are to be covered with non-hazardous and non-distracting cord covers.

Display Period

- 1) Lights must be in place by: **November 30th 2025 with 30% completed by 15 November 2025.**
- 2) Lights must be removed by the **17TH January 2026**
- 3) Lit decorations should be on timers to remain on from dusk to dawn seven days per week.
- 4) Large Christmas Tree by the Hotel Roundabout/Fountain is to be turned on at an official tree lighting ceremony on **December 13th 2025**

Lights

- 1) The service provider shall provide high quality brand of lights.
- 2) All trees, trunks, branches and bushes shall be wrapped with the lines of lights in symmetry and positioned close to each other to provide greater illumination impact.
- 3) The service provider shall ensure that all safety measures are taken for all lights to avoid short outs and gaps in lighting because of faulty strands.
- 4) The service provider is expected to provide excellent quality materials to meet safe electrical standards.

5) The service provider is expected to provide timers for all lights and be on a consistent schedule.

Equipment

1) Service provider shall supply all lifts and other materials necessary to safely and successfully install, maintain and remove lights and decorations unless other options are mutually agreed upon between the client (KCC) and the service provider.

Maintenance

1) Contractor must maintain the lights and decorations throughout the display period to ensure all lights are on and functioning.
 2) All malfunctioning lights that occur during the period must be repaired within a reasonable time, not to exceed one (1) hour from the time of notice of malfunctions.
 3) Please provide your maintenance staff contact information to facilitate contact regarding any display problem as required.

Removal

1) Service provider is responsible for removal of all decorations and lighting within seven (7) days of the end of display period.

Disposal of Waste

1) Service provider shall make arrangements to dispose of any and all waste from the work being performed.
 2) All areas of display must be kept clean and free from any debris, e.g., zip ties, tape, etc. after removal of decorations.

Safety Precautions

1) Contractor shall be careful when working in the various areas. Damage to public and private property shall be the responsibility of the service provider and shall be repaired or replaced at no additional cost to the Client.

Bid' Requirements:

All bids must comply with the below requirements:

- Must meet the required Terms and Conditions for the tender/bid.
- Payment terms: **7 days from invoices reception, verification & approval**

Bidding Instructions:

- **Contact details:** Requests for clarification and bids must be submitted in writing only to: tenders.kigali@radissonblu.com
- **Language:** only bids submitted in English will be accepted
- **Currency:** All bids must be in RWF
- **Bid Validity:** 120 days
- **Bid Submission:** **ONLY ACCEPT** Electronic bid documents and supporting documents shall be submit on this e-mail: tenders.kigali@radissonblu.com
- **Deadlines** (submissions received after these dates will not be considered):
 - **Site Visit/Clarifications: 3rd October 2025 at 10:30 AM**

- Final bids must be submitted before **4:00 PM on 08th October 2025**

- **Awarding of contract:** The most competitive bids will be shortlisted, and the respective suppliers will be invited to defend their proposals. Unsuccessful bidders will be informed of the outcome independently.

Bid document:

Your bid must include the following documents:

1. Company Certificate of Incorporation or Chamber of Commerce registration proof.
2. Valid tax certificate from relevant local authority (not older than 6 months from the submission of this tender) demonstrating you comply with your tax obligations
3. Corporate Income tax (CIT) assessments year 2022-23-24,
4. Valid Social Security certificate (RSSB)
5. Valid Certificate of non-bankruptcy delivered by RDB (**MANDATORY**)
6. Company Profile
7. Provide valid copy of insurance cover; (Personal Liability Insurance Cover (PLIC), (**MANDATORY**)).
8. Provide MOCKUP designs proposals
9. Site Visit Certificate (signed and stamped by client).
10. The financial offer which indicates the detailed price structure is required.
11. Provide references of at least 3 reputable clients you have provided services of similar nature in the last five (5) years. This should be proven by good performance certificates.

MANDATORY: Please note the bid documents must be in PDF format, signed & stamped and should not exceed 15 mb in size to avoid rejection by our email server. Failure to abide to this requirement, your offer will not be accepted and be returned sealed to you.

Price Schedule

| SN | Description | Quantity | Unit price/Month |
|---|--|-----------------|-------------------------|
| 1 | LOT 1: Provision and Decoration of Christmas Tree, Photobooth, Pool and Restaurant/Outlet Decorations | 1 | |
| 2 | LOT 2: Decoration of Outdoor Fence, KCC Foyer, Stairs ramps, Refurbishment of Santa Chariot, and Public Areas | 1 | |
| TOTAL COST (RWF) – VAT Inclusive | | | |

Bid Evaluation Criteria

Bids will be evaluated as follows:

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| Technical Specifications | The bidder demonstrates the ability to meet the requirements | Pass/Fail |
| Price | The price offered by the bidder is competitive versus the other offers | Competitive/Non-competitive |
| Payment terms | The bidder offers payment terms of at least 30 days or more. Offers with payment terms of 45 days or more will be favored. | Competitive/Non-competitive |
| Supporting documents | The bidder has provided the correct supporting documents | Pass/Fail |

DETAILED EVALUATION AND QUALIFICATION CRITERIA

- 1.1. This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested.
- 1.2. The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (a) meets the qualification criteria, (b) has been determined to be substantially responsive to the Tender Documents, and (c) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.
- 1.3. The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the bid document, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

STAGE ONE: PRELIMINARY EVALUATION CRITERIA (MANDATORY REQUIREMENTS)

| No. | PRELIMINARY EVALUATION - MANDATORY REQUIREMENT | Responsiveness (Yes/No) |
|-----|---|----------------------------|
| 1 | Company Certificate of Incorporation or Chamber of Commerce registration proof. | |
| 2 | Valid tax certificate from relevant local authority (not older than 6 months from the submission of this tender) demonstrating you comply with your tax obligations | |
| 3 | Corporate Income tax (CIT) assessments year 2022-23-24 | |
| 4 | Valid Social Security certificate (RSSB) | |
| 5 | Valid Certificate of non-bankruptcy delivered by RDB (MANDATORY) | |
| 6 | Company Profile | |
| 7 | Provide certificate of Site visit (signed and stamped by the client) - MANDATORY | |
| 8 | Provide MOCKUP designs | |
| 9 | Provide valid copy of insurance cover; (Personal Liability Insurance Cover | |

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| | (PLIC), (MANDATORY). | |
| 10 | Provide references of at least 3 reputable clients you have provided services of similar nature in the last five (5) years. This should be proven by good performance certificates. | |

NOTE: AT THIS STAGE, THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NONRESPONSIVE. THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.

STAGE TWO - TECHNICAL EVALUATION

| No. | Description of Criteria | Weighting Scores | Max Scores |
|-----|--|---|------------|
| 1 | Proven experience similar Decoration Services & Company Profile | 5 years and above (15 marks) Others prorated at: <u>Number of year x 15 =</u> 5 Company profile: 5 marks | 20 |
| 2 | Proof of evidence of having undertaken similar contract in the last 5 years (<i>large scale</i>) | Attach at least three (3) recent letters of recommendation. 3 references & above (20 marks) Others prorated at: <u>Number of reference x 20 =</u> 3 Provide photographs of at least three (3) similar outdoor, large-scale lighting and decoration projects which your company has previously created, illustrating experience with planning and producing large scale illumination and your production style. | 20 |
| 3 | Innovative, creative approach to rendering the required services | 1. Mock-up designs – (<i>Storytelling & thematic concepts and Value-adding features</i>) 2. Provide any additional information and suggestions for designs and features which will enhance the decorative plan for the RADISSON BLU & KIGALI CONVENTION CENTER LTD (KCC) & able to narrate a story through the lighting/decoration display | 40 |
| 4 | Provide valid copy of insurance covers | Personal Liability Insurance Cover (PLIC) | 10 |
| 5 | Financial Compliance | Corporate Income tax (CIT) assessments year 2022-23-24 | 10 |

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| TOTAL SCORES | 100 |
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NOTE: Pass mark for technical evaluation is 70%. The bidder who attains 70% and above in the Technical Evaluation shall proceed to financial evaluation and post qualification checks.

Financial Evaluation

The financial evaluation shall be undertaken for bidders meeting the preliminary and technical requirements. Price schedule **Must be fully filled, signed and stamped.**

Terms and Conditions

- Bids should be valid for at least 120 days from the final submission deadline.
- All bids will be treated strictly confidentially.
- All suppliers are expected to adhere to the Radisson Blu & KCC Ltd Supplier Code of Conduct
- The tender award is non-exclusive. Radisson Blu & KCC Ltd reserves the right to award service agreement to multiple suppliers.
- Radisson Blu & KCC Ltd reserves the right to cancel the tender.
- Radisson Blu & KCC Ltd is not liable to disclose an explanation related to the outcome of the tender.
- Radisson Blu & KCC Ltd reserves the right to ask suppliers of proof of financial capabilities.
- Radisson Blu & KCC Ltd reserves the right to disqualify a service provider or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.

Done, On 1st October 2025
At Radisson Blu & Kigali Convention Ltd,

Approved by:

