

INVITATION FOR EXPRESSION OF INTEREST FOR PROVIDING ACCOMMODATION AND CONFERENCES SERVICES

INTRODUCTION TO SAVE THE CHILDREN

SCI is the world's leading independent organization for children. We save children's lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Our Vision – a world in which every child attains the right to survival, protection, development, and participation.

Our Mission – is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Save the Children International (SCI) invites you to show us your expressions of interest for Accommodation and conference facilities. This expression of interest has been specifically created to provide you with all the information required to understand SCI's requirements, and complete a response to the tender, should you wish.

If your company is interested in working with Save the Children International Rwanda to provide the service for accommodation and conference facilities to support our mission in the following location,

District	Location	District	Location
Kigali City	Kicukiro, Gasabo and Nyarugenge	Rubavu District	Rubavu city
Muhanga District	Muhanga city	Musanze District,	Musanze city
Ruhango District	Ruhango city	Gicumbi District,	Gicumbi city
Nyanza District	Nyanza city	Kayonza District,	Kayonza city
Huye District	Huye city	Rwamagana District,	Rwamagana city
Nyamagabe District	Nyamagabe city	Nyagatare District,	Nyagatare city
Rusizi District	Rusizi city	Kirehe District,	Kirehe city
Nyamasheke District	Nyamasheke city	Bugesera District,	Bugesera city
Karongi District	Karongi city	Gatsibo District,	Gatsibo city
Rutsiro District	Rutsiro city	Ngoma District,	Ngoma city

We kindly request you to submit an expression of interest outlining the following documents:

I. Essential criterial

- 1) Business registration certificate issue by RDB
- 2) Operating license provided by RDB.
- 3) A valid Rwanda Revenue Tax Clearance
- 4) A valid RSSB clearance certificate

- 5) VAT certificate
- 6) Star license provided by RDB.

2. Capability criteria

- 1) Three service goods completions for similar services completed.
- 2) Company profile

3. Business contact address

- 1) Office address
- 2) Contact Personal
- 3) Email Address
- 4) Phone contact.
- 5) Bank account details (Bank Name, Bank account, Account Number and Swift code)

The documents should be submitted no later than 5:00 pm on 21/05/2024 to this email Clarisse.Umugwaneza@savethechildren.org Any queries should be directed to jeanclaude.maombi@savethechildren.org

We look forward to receiving your response.