

INVITATION FOR TENDER

PROCURING ENTITY: RADISSON HOTEL & KIGALI CONVENTION CENTER LTD
INVITATION DATE: 12th May 2025
TENDER NO: RHKCC/009/2025
TENDER NAME: PROVISION OF LANDSCAPING AND GARDEING MAINTENANCE SERVICES TO KCC PREMISES (Re-Advertisement)
DEADLINE FOR SUBMISSION: 19th May 2025
PERIOD OF SERVICES: FRAMEWORK CONTRACT

Radisson Blu & Kigali Convention Center Ltd (KCC) wishes to invite all interested and qualified bidders to submit their best proposals for **PROVISION OF LANDSCAPING AND GARDENING MAINTENANCE SERVICES TO KCC PREMISES** according to the Scope of Work (SoW) detailed below.

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

General

This landscaping and gardening maintenance service specification below will provide a guide as to what may be expected as a minimum service requirement for the services to be provided. The specification of services required, among other things, are general maintenance of lawn, trees and hedges. These include weeding, trimming and pruning of grass by mowing with grass cutting machines top dressing, using of manure, spraying of pesticides and insecticides and planting of dod grass where dead. For more detailed information on the specifications, it is recommended that bidders refer to the detail specifications below.

Scope of Work

The area involved consists of approximately **60,000 square meters or 6 hectares** of combined paved and grassed areas within and around the KCC premises.

The successful Contractor must at all times provide the following garden tools:

- I. Hedge and lawn edge trimmers;
- II. Wheel barrows and shears,
- III. Spades & hoes and other work tools





- IV. Water hoses and garden sprinklers
- V. Sprayers for pesticides and insecticides
- VI. Gloves and uniforms for workers
- VII. Spray cans -5litres
- VIII. Brooms and other cleaning equipment

No.	Activity	Frequency
1.	The Contractor must constantly monitor for pests throughout the grounds and apply spray insecticides/pesticides to bar pests and diseases within the premises.	Daily, weekly and monthly
2.	Watering Flowers, garden watering and creation of a beautiful garden.	Daily, weekly and monthly
3.	Mowing established lawn and trimming hedges and grass regularly	Daily
4.	Maintaining gardens of Kigali Convention Centre Ltd complex (Maintenance of manicured garden, trimming and slashing of grass, planting of trees, flowers and providing composed manure for flowers. Always use a grass cutting machine and other appropriate machines.	Daily
5.	Protecting existing trees, plants and flowers by pruning (trimming and carting away of unwanted and dead parts of the plants).	Daily
6.	Excavating and/or levelling the soil where necessary and planting grass as required.	Quarterly
7.	The Contractor shall be responsible for the removal of the day-to-day rubbish accumulated during the maintenance process to the designated areas. No stockpiles of leaves and waste are to be left overnight.	Daily
8.	Weeding and maintenance of flower beds to ensure that they are clean and beautiful.	Daily
9.	All paved walkway areas and slabs are to be kept clean and free of weeds. The Contractor should report any broken and dislodged slabs.	Daily
13	All the equipment needed to execute the works are given to the contractor who has to keep them in good condition.	Daily
14	The contractor has to ensure grooming of his staff as required by Radisson Blu Hotel.	Daily
Report	The Contractor is expected to provide KCC with a comprehensive report from time to time on status of the services.	

Bid' Requirements:

All bids must comply with the below requirements:

- Must meet the required Terms and Conditions for the tender/bid.
- Payment terms: **30 -45 days from invoices reception**

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
- Deadlines (submissions received after these dates will not be considered):

Final bids must be submitted before 15:00 PM on 19th May 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 documents

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 2020-21, 2022-23-24,
4. Valid Social Security certificate (RSSB)
5. Valid Certificate of non-bankruptcy delivered by RDB (**MANDATORY**)
6. Valid RURA License
7. List of all major clients
8. Staffing capability and number of staff to be deployed (min. 26 including 2 supervisors)
9. List of owned equipment/Machines,
10. The financial offer which indicates the detailed price structure is required.
11. At least three (3) references of similar service provision (**Provision of Landscaping and Gardening Maintenance Services**) in the past 5 years. This should be proven by good performance certificates.

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. If the size of the documents exceeds 15 mb can be submitted physically to Radisson Hotel & KCC reception.

Price Schedule -

SN	Description	Quantity	Unit price/Month
1	PROVISION OF LANDSCAPING AND GARDENING MAINTENANCE SERVICES	1	
2	VAT 18%		
	TOTAL Price VAT Incl. (Rwf)		

Bid Evaluation Criteria

Bids will be evaluated as follows:

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 2020-21, 2022-23	
4	Valid Social Security certificate (RSSB)	
5	Valid Certificate of non-bankruptcy delivered by RDB (MANDATORY)	
6	List of current clients	
7	Staffing capability and number of staff to be deployed (min. 26 including 2 supervisors)	
8	List of owned equipment/Machines	
9	At least three (3) references of similar service provision (<i>Provision of Landscaping and Gardening Maintenance Services</i>) in the past 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	Experience in provision of landscaping and gardening services	Attached certificate Proof. 5 years and above (15 marks) Below 5 years (10 marks)	15
2	Proof of evidence of having undertaken similar contract in the last 5 years	Attach at least three (3) letters of recommendation confirming landscaping and gardening services. 3 references & above (15 marks) Below 3 references (10 marks)	15
3	Methodology of the Firm	<ol style="list-style-type: none"> 1. Adequacy of methodology to assignment (10 marks), 2. Work plan/schedule (5 marks), 3. Plans of disposing of unwanted/unusable materials out of the premises (5 marks), 4. Staffing capability and proposed number of staff to be deployed at each site (10 marks), 	35

		5. Provide detailed proposed maintenance operation/management schedule including type of manure and spraying of insecticides/pesticides to be applied (5 marks).	
4	Qualifications and competencies of key technical staff (CVs) minimum required are Manager and at least three Supervisors	1. Manager (5 marks) 2. Minimum three supervisors (10 marks)	15
5	List the type of insecticides/pesticides, materials and equipment to be used		10
6	Financial Compliance	Corporate Income tax (CIT) assessments year 2020-21,2022-23-24	10
	TOTAL SCORES		100

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 multiplesuppliers.
- 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 12th May 2025

At Radisson Blu & Kigali Convention Ltd,

Approved by:


Complex General Manager

ROB KUCERA

