

## **Managed Service Provision – Tender Requirements and Terms**

### **Provision of Managed Service (Temporary Employees)**

Service delivery at **Kigali Marriott Hotel and Four Points by Sheraton** shall include:

1. Public Liability Insurance – Updated/Renewed Copy
2. Any other license, insurance, or requirement mandated by local law
3. Fleet insurance

### **Terms & Conditions**

4. Bid prices must remain firm for the duration of the contract from the date of acceptance and issuance of an order/contract. No price increases will be allowed regardless of changes in requirements or market rates.
5. The management reserves the right to accept or reject any or all bids without assigning any reason. The lowest quotation is not necessarily accepted.
6. The management may award portions of the tender to one or more bidders as deemed appropriate.
7. Rates quoted shall be exclusive of all taxes. All applicable taxes, duties, and freight charges must be stated separately.
8. The management reserves the right to cancel the contract with a 30-day notice period without assigning any reason.
9. Quantities stated are approximate and subject to change. The bidder must supply increased or decreased quantities at the quoted rate.
10. The bidder must supply items as required and per specifications. Failure may result in procurement from the open market at the bidder's risk and cost.
11. The bidder shall not offer, promise, or authorize any payment or item of value to any person acting in an official capacity.
12. Payment terms: 60 days from the date of receipt of invoice.
13. Successful bidders may be required to execute separate agreements with each hotel as necessary.

### **Anti-Corruption Clause**

#### **1. Anti-Bribery and Anti-Corruption**

14. The Supplier shall comply with all applicable anti-bribery and anti-corruption laws and regulations.
15. The Supplier shall not engage in any form of bribery or corruption (e.g. Making facilitation, payments) when dealing with private parties, political entities, or public officials.
16. The Supplier shall not offer, provide, request, or receive any advantage intended to improperly influence decision-making.



17. Any suspicious, illegal, or corrupt activity must be reported immediately to the Operator, and the Supplier shall follow instructions as directed.
18. The Operator reserves the right to request documentation for audit purposes and may request compliance certificates at any time.
19. The Supplier indemnifies and holds harmless the Operator and its affiliates from any claims arising as a result of breach of these obligations.