



RWANDA

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR PROVISION OF STAFF ACCOMMODATION AND CONFERENCING SERVICES (PREQUALIFICATION STAGE)

1. Introduction

Living Water International Rwanda (LWIR), an affiliate of Living Water International (LWI), is a Christian non-governmental organization that has been operating in Rwanda since 2007 to provide Water, Sanitation, and Hygiene (WASH) services. LWIR hereby invites **qualified hotels** to submit Expressions of Interest (EOIs) to provide accommodation and conference facilities for LWI staff and partners in Kigali City.

2. Scope of Services

The selected service provider will be expected to provide:

- Accommodation for LWI staff, including standard and executive rooms.
- Meals and catering services.
- Conference facilities, including meeting rooms with seating, audio-visual equipment, and related amenities.
- Any accommodation and conference related services that enhance the comfort and convenience of LWI staff.
- Indication of the hotel/star category.

3. Eligibility Requirements

Interested service providers must meet the following minimum requirements:

1. Valid registration to operate accommodation and conferencing services in Rwanda.
2. Proven experience of at least five (5) years in hospitality and conference services.
3. Ability to provide flexible accommodation and conferencing solutions depending on LWI requirements.
4. Submission of relevant licenses, certifications, and references from previous clients
5. Cost and value for money
6. Compliance with all tax policies in Rwanda.

4. Submission Instructions

- All submissions must include:
 - **Technical proposal:** Provide information not covered in the financial proposal, including facilities, amenities, service standards, capacity, and any additional information that adds value to LWI staff experience.
 - **Financial proposal:** Detailed prices for each category of rooms, meals, and conference packages per day.
 - Supporting documents: Licenses, certifications, company profile, references.
- All documents must be compiled into ONE PDF file.
- Submissions should be sent via email to: LWIRProcurement@water.cc
- Email subject line must read: "Expression of Interest for Accommodation and Conferencing Services for LWI Staff_City of Kigali "
- **Deadline for submission:** October 18th, 2025, at 17:00 (Rwanda time). Late submissions will **not** be accepted.

5. Important Notes

- Only **pre-qualified service providers** will be contacted for further evaluation.
- All inquiries or clarifications should be made **exclusively via email** to LWIRProcurement@water.cc

Hastings Banda
Country Director
Living Water International Rwanda

