

REQUEST FOR EXPRESSION OF INTEREST (EOI) PROVISION OF OFFICE FACILITY FOR LWIR HEAD OFFICE – KIGALI

Background

Living Water International Rwanda (LWIR), an affiliate of Living Water International (LWI), is a Christian non-governmental organization providing Water, Sanitation, and Hygiene (WASH) services in Rwanda since 2007. As LWIR continues its operations in Rwanda, it is seeking a suitable office facility for its Head Office to support its administrative, operational, and programmatic needs. LWIR invites **expressions of interest** from reputable property owners, developers, or agents to provide a secure, well-located office facility in Kigali that meets the requirements set out below.

2. Requirements for the Office Facility

The facility should meet at least the following specifications:

Feature	Minimum Requirement
Location	Kigali City, accessible by main roads, safe and secure neighborhood, close to amenities and public transport.
Size & Layout	– At least 7 lockable private offices (i.e. rooms with doors and locks), suitable for managers or executive staff – Additional shared working space / open plan area as needed. – Reception / waiting area. – Meeting / board room. – Storage or filing room. – Sufficient sanitary facilities (toilets), separated by gender
Security & Safety	Secure perimeter (fence, gate), secure doors and window parking area, fire safety measures (extinguishers, alarms, emergency exits), backup power supply (generator preferred).
Utilities & Infrastructure	Reliable supply of electricity, water; adequate lighting and ventilation; sufficient electrical outlets;
Parking	On-site parking for staff and visitors
Condition & Finish	Well-maintained, clean, functional; ready for occupancy
Lease / Ownership Terms	Available for lease with clearly defined terms, flexibility for LWIR as tenant, transparency in rent, service charges, maintenance responsibilities.

3. Eligibility & Minimum Requirements

Interested parties should meet the following minimum criteria:

- Ownership or valid lease rights to offer/supply the facility (legal proof).
- Demonstrated experience providing office premises to organizations (NGO / corporate, etc.)
- Ability to ensure, upkeep, maintenance, and management of the facility over the lease period.
- Compliant with relevant Rwanda building, safety, and tenancy regulations and licensing.
- Clear title / no legal encumbrances on the property.

4. Submission Instructions

All submissions must include:

- **Technical Proposal:**
 - Description of the facility: number of rooms/offices, total area (m²), layout plan or map, condition of building, amenities, utilities, parking, security features.
 - Address / location; accessibility details.
 - Photographs of interior and exterior.
- **Financial Proposal:**
 - Proposed rent per month including any service charges, maintenance, utilities if applicable.
 - Terms of lease: duration, notice period, responsibilities for maintenance, modifications.
- **Supporting Documents:**
 - Title deed or proof of ownership / valid lease rights.
 - Building compliance certificates (if any).
 - References from previous tenants or clients.
 - Company / individual profile of landlord / agent.
- **Contact Information:**
 - Name, title, postal address, email, phone of proposer.
- **Submission and deadlines:** Submissions should be sent via email to: LWIRProcurement@water.cc by October 18th, 2025, at 17:00 (Rwanda time), late submissions will not be accepted.
- Email subject line must read: *"Expression of Interest for provision of office facility for LWIR Head office – Kigali"*
- All inquiries or clarifications should be made exclusively via email to LWIRProcurement@water.cc

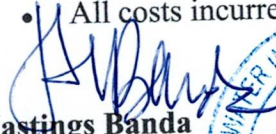
5. Evaluation Criteria

Submissions will be evaluated based on:

- Conformity to technical requirements (number of lockable offices, condition, layout).
- Location and accessibility and neighborhood
- Value for money (rent, terms, total cost).
- Flexibility of lease/terms.
- Capacity to ensure maintenance, and readiness of occupancy.

6. Important Notes

- LWIR reserves the right **not** to select any facility, or to terminate the expression of interest process at any time, without being liable to any proposer.
- Only shortlisted proposals will be contacted for further negotiation and site visit.
- All costs incurred by proposers in preparing their EOI shall be borne by them.


Hastings Banda

Country Director

Living Water International Rwanda

