



REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR PROVISION OF RESTAURANT SERVICES IN KIGALI (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 reputable and experienced restaurants to submit Expressions of Interest (EOIs) to provide meals and catering services to LWIR staff and partners in Kigali City.

2. Scope of Services

The selected restaurant will be expected to provide:

- Meals for LWIR staff/partners (breakfast, lunch, dinner) with options for special dietary requirements.
- Catering services for staff events and meetings, as requested.
- Adequate seating and service capacity to accommodate LWI staff/partners
- High standards of hygiene, customer service, and timely service delivery.
- Indication of the capacity of the restaurant (number of seats)
- Type of cuisine

3. Eligibility Requirements

Interested service providers must meet the following minimum requirements:

1. Valid registration and licensing to operate a restaurant/catering business in Rwanda.
2. Proven experience of at least five (5) years in providing meals and catering services.
3. Demonstrated capacity to serve groups of LWI staff/Partners reliably and efficiently.
4. Submission of relevant licenses, certifications, and references from previous clients
5. Enough space /seats and conducive location with car parking facility
6. Compliance with all applicable tax policies in Rwanda.

4. Submission Instructions

- All submissions must include:
 - **Technical proposal:** Description of restaurant facilities, seating capacity, service quality, catering options, type of cuisine and any additional information not covered in the financial proposal.
 - **Financial proposal:** Detailed prices for meals (breakfast, lunch, dinner) and catering services **per person or per package**.
 - 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 Restaurant Services for LWIR Staff and partners _Kigali"**
- **Deadline for submission:** October 18th, 2025, at 17:00 (Rwanda time). Late submissions will **not** be accepted.

5. Important Notes

- Only **pre-qualified restaurants** 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

