



INVITATION TO BID (ITB)

Title of the Tender: Tender for the provision of Event Management services on behalf of Ultimate Developers Ltd (UDL) under the Annual Framework Contract

TENDER REFERENCE: 02/S/NOCB/UDL/2025

PROCUREMENT METHOD: National Open Competitive Bidding (NOCB)

SOURCE OF FUND: ULTIMATE DEVELOPERS LTD (UDL)

CLIENT: ULTIMATE DEVELOPERS LTD (UDL)

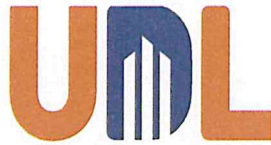
DATE OF PUBLICATION: 19th February 2025

Attention to potential bidders:

1. Ultimate Developers Ltd (UDL) is a private real estate company that is leading the way in transforming the property business in Rwanda. UDL's growing portfolio of Residential and Commercial projects is changing Rwanda's real estate landscape. Furthermore, UDL manages all the properties of the Rwanda Social Security Board (RSSB) within Kigali and upcountry.
2. This invitation to Bid (ITB) aims to solicit a competitive offer from potential bidders with extensive experience in the event management business in Rwanda to provide UDL with Event Management services described in this tender document.
3. Bidding will be conducted through **National Open Competitive Bidding** and in full compliance with the UDL procurement manual. All potential companies locally registered in Rwanda, with competence IDs delivering event management services, shall state their bid price in local currency (FRW).
4. Interested bidders shall purchase the Tender Document at a nonrefundable fee of **Twenty Thousand Rwandan francs (20,000 RWF)** via Ultimate Developers Ltd Account Number opened in Bank of Kigali, Account Number **100004408289** in the names of **Ultimate Developers Limited** and may obtain further information at UDL Head Office (Address below) during office hours 09:00 a.m. to 05:00 p.m. Local Time or via email.

Address:

Ultimate Developers Ltd (UDL)
Procurement & Logistics Office
RSSB Building, Tower II
9th Floor



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P.O Box 5516 Kigali
Kigali City, Rwanda
E-mail: procurement@udl.rw

5. The Tender Document will be available for pickup from **20/02/2025** from 09:00 am and can also be requested via the above e-mail with the proof of payment of the Tender Document attached.
6. Well-typed bids written in English and marked with the Tender Title and tender reference number shall be deposited in sealed envelopes to the Procurement Office of UDL no later than **17/03/2025 at 11:00 p.m. local time**. A soft copy of the same bid shall be mailed to procurement@udl.rw right after the completion of the bid opening.
7. Bids will be opened with bidders' representatives who choose to attend on **17/03/2025 at 11:15 p.m. local time** in the Board Room of UDL's head office, located at RSSB Twin Towers – Tower II. Bids shall remain valid for **120 days** after the deadline for Bid Submission.
8. UDL shall award the framework contract to the Bidder whose offer will have been determined to be the lowest evaluated bid and substantially responsive to the Tender Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.
9. UDL reserves the right to cancel the tender at any stage of the procurement proceedings at its sole discretion.
10. The procurement process shall comply with the UDL Procurement Manual.

Sincerely,


Damien MURWANASHYAKA
Chief Executive Officer
Ultimate Developers Ltd

