Tender Package — Request for Proposal (RFP)

1. Invitation to Tender

Tender Name: PROVISION OF LEGAL SERVICES UNDER RETAINER
Tender No: **001/03/2026/LEGAL**
Location: Kigali/Rwanda
Correspondence Language(s): English

Summary of the Program and Purpose of the Tender:

Spark Microgrants is an international non-governmental organization operating in Rwanda since 2010, collaborating with the central and selected districts to implement a community driven development approach, where villages are supported to identify their needs, plan and implement projects through a combination of an unconditional grant and facilitation.
Spark Microgrants currently has a presence in the Northern and Southern districts, and a head office based in Kigali.

The purpose of this tender is to secure competitive proposals from qualified bidders for the provision of legal advisory services under retainer agreement.

Interested, qualified, technically competent, and eligible legal firms are hereby invited to apply for provision of legal advisory services for a period of one year renewable.

Scope:
The legal advisory services will include all legal compliance matters related to the effective operation of the organization in Rwanda, these include but are not limited to, legal requirements on labor, taxation, contracts, organizational policy reviews.

Submission of offers.

Bidders shall submit technical and financial proposals separately, duly named as "**Technical Proposal for Legal services**" and "**Financial Proposal for legal services**". The bidders whose technical proposals meet the minimum scores during the evaluation as provided in the descriptions shall proceed to financial evaluation where their financial proposal will be opened. Offers must be submitted with the tender number **001/03/2026/LEGAL:**

Provision of Legal Services on the email subject.

NO PHYSICAL OFFERS WILL BE ACCEPTED.

Deadline for Offer Submission: 25th **March 2026 Rwanda Time**
Submit Offers to Email: procurementrwanda@sparkmicrogrants.org

Questions and Answers (Q&A)
If any, Submit Questions in writing to: procuremenrwandat@sparkmicrogrants.org
Last Day for Questions: 24th March 2026; 1700hrs Rwanda Time
Questions will be answered by 24th March 2026; 1700hrs Rwanda Time
Questions will be answered through: procurementrwanda@sparkmicrogrants.org

2. General Conditions for Tender.

Spark Microgrants invites proposals for services described and summarized in these documents, and in accordance with procedures, conditions, and contract terms.

2.1 Confidentiality

Spark Microgrants prohibits its employees from sharing, and any bidders from obtaining confidential information related to this solicitation, including information regarding Spark Microgrants price estimates, competing bidders or competing offers, etc.

Any information provided to one bidder must be provided to all other bidders. This document contains confidential and proprietary information that is provided for the sole purpose of providing Bidders with a comprehensive understanding of Spark Microgrants' requirements regarding the selection of vendors capable of providing services.

Reproduction of this document by photographic, electronic, or other means is permitted only for the purpose of preparing a corresponding proposal response and in any other subsequent activities that may be related to the provision of tendered services.

Bidders are required not to disclose to any other party, other than their employees and officers directly connected to responding to this document and tendered services, any information concerning this document. No news release, public announcement, or any other reference to this document or any program thereunder shall be made without expressed written consent from Spark Microgrants.

2.2 Conflict of Interest

If a company is owned by, whether directly or indirectly, in whole or in part, by any Spark Microgrant's employee or any person who is related to Spark Microgrants employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

Conflict of interest on the part of a bidder will result in disqualification of the bidder from this RFP process. A Bidder will be deemed to have a conflict of interest with one or more parties in this bidding process, if they:

a) Have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the proposal of another bidder or influence the decisions of the organization regarding this bidding process.

b) Spark Microgrants employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.

2.3. No Commitment to Contract and Cost of Bidding

This RFP should not be considered as an order or contract. This document shall neither be viewed as a request or authorization to perform work at Spark Microgrants' expense. Any work performed by a bidder in connection to responding to the RFP will be at the bidder's own discretion and expense.

This RFP does not commit Spark Microgrants to award a contract or to pay any costs incurred in the preparation or submission of offers, or costs incurred in making necessary studies for the preparation thereof.
Bidders are hereby advised that Spark Microgrants Service is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of responses from bidders.

2.4 General Clauses
-Should your offer be accepted, you will be required to sign and return a formal agreement confirming your acceptance. Spark Microgrants reserves the right to make regular market comparisons with other vendors to ensure that we are receiving the best and most competitive price.

-The service provider/s shall maintain true & correct records in connection with the service provided to Spark Microgrants.

2.5 Pertinent Information
Spark Microgrants is not bound to select any of the firms' submitting bids and does not bind itself in any way to select the firm offering the lowest price. The contract will be awarded to the bid considered most responsive to the needs, as well as conforming to organization's general principles, including efficiency and best value for money.

2.6 Code of Conduct clause:
Principles of Conduct Clause: Vendors seeking to work with Spark Microgrants shall respect the following principles:

-Business Ethics: Vendor is expected to maintain the highest degree of business ethics when working with Spark Microgrants.

-Transparency of information provision: Vendor shall not be involved in any fraudulent activities, misrepresent information or facts for the purpose of influencing the selection and contract awarding process in its favor. No form of canvassing is allowed.

-Fair competition: Vendor shall not be involved in any corrupt, collusive, or coercive practices.

- Officials not to benefit: The Vendor represents and warrants that no official of the organization has been, or shall be, admitted by the Vendor to any direct or indirect benefit arising from this Request for proposal, Purchase Order / Contract or the award thereof. The Vendor agrees that breach of this provision is a breach of an essential term of Purchase Order/Contract.

If at any time during the procurement process Spark Microgrants determines that the vendor is in violation of the above-mentioned principles, that vendor's bid will be rejected as ineligible. All costs in relation to the cancellation of contracts shall be borne by the vendor.

2.7 Pricing

Your offer should clearly state the following.

- Net price exclusive of VAT
- VAT amount
- Gross amount inclusive of VAT
- Full details of services offered
- Payment terms and discounts for early payment, if you do not concur with Spark Microgrants standard payment terms indicated under section 2.9.

2.8 Price Validity

Your offer prices must remain valid until the end of the contracted year and Purchase Orders/Contract if issued must be accepted by you.

2.9 Payment Terms

- Bank transfer within 15 days from invoice submission date; subject to the satisfactory completion of service and after work has been reviewed and accepted by the **Organization's Representative**. Acceptance means all required documents, including supporting documents, have been received and approved.

3. Documents supporting the Eligibility Criteria for bidders:

1 Attach Certificate of Legal Business Registration/Certificate of Incorporation
2 Proof of registration with Rwanda Bar Association
3 Attach VAT Registration Certificate
4 Attach Valid Tax Clearance Certificate from Rwanda Revenue Authority
5 Attach Valid RSSB Clearance certificate

4. Documents to conduct the Technical Evaluation and additional Due Diligence:

1. Provide a company profile showing company location, history, and organizational structure.
2. Demonstrate experience of not less than 3 years in operating a legal firm.
3. Attach the annual certificate of approval by the Rwanda Bar Association for at least 3 years.
4. Methodology and approach of the law firm in providing legal advisory services.
5. Submit three (3) references/recommendation letters including those from an International Non-Governmental Organization, Embassies or UN Agencies.
6. Submit detailed CVs of lead counsel/partner and legal experts.
7. Provide a draft Service Level Agreement (SLA) acceptable within the requirements/guidelines of the Rwanda Bar Association.
8. Price offers for retainer fees (monthly) indicating estimated hours and hourly rate clearly reflecting all applicable taxes.

Successful bidder will be notified via our Procurement email (procurementrwanda@sparkmicrograntsorg)

We are looking forward to receiving your proposal.

Sincerely,

Country Director,

Spark Microgrants, Rwanda