
Letter of invitation (LOI)

PROVISION OF INSURANCE BROKERAGE SERVICES ON BEHALF OF RWANDAIR CATERING LTD

1. RwandAir Catering Ltd is a fast growing Inflight Catering Company in Rwanda that started its operations from August 2014 and has been providing catering services to airlines, private jets and charters since its inception. RwandAir Catering Ltd aims to be one of the biggest aviation catering company in Africa. In line with these developments and expansion plans RwandAir Catering Ltd decided to hire an insurance brokerage service company.
2. The Client now solicits proposals to provide the following services; more details on the services are provided in the Terms of Reference.
3. The Request for Proposal may be obtained by lodging a request to “evode.nduwayezu@rwandaircatering.rw or dan.mugabo@rwandaircatering.rw” with attachment of a prepaid bank slip of a non-refundable fee of *Ten Thousand Rwanda francs (10,000 Frw)* deposited to the N° Bank accounts: **00097-06956367-12 (Currency: FRW)** of RWANDAIR CATERING LTD opened at **BANK OF KIGALI LTD** (*only soft copy of tender document will be shared*).
4. The bids must be accompanied by a commitment letter. The commitment letter shall be valid until thirty days after the bid validity period.
5. Enquiries regarding this tender may be addressed to the RwandAir catering Ltd to the following email: evode.nduwayezu@rwandaircatering.rw or dan.mugabo@rwandaircatering.rw or Phone:0727220582/0734366054.
6. A Consultant firm will be selected under a Quality based selection and procedures described in this RFP.
7. Well-presented bids, properly bound in sealed two envelopes and presented in 2 copies, one which is original and another one copy for only technical proposal, with the title reference and reference number of the tender you are bidding for, must reach the RwandAir Catering Ltd Head Office/ Reception at the above mentioned address not later than **23rd January 2025, at 10:00 am** local time. Late bids will be rejected.
8. Technical offer will be opened in the presence of bidders or their representatives who choose to attend at the RwandAir Catering Ltd Boardroom on the same day at **10h30 am** local time.

Done at Kigali 19th December 2024

for


Sam NKURANGA
Ag.General Manager

RWANDAIR CATERING LTD
KNS RD, KIGALI
INTERNATIONAL AIRPORT
KIGALI RWANDA