

INVITATION FOR TENDER

PROCURING ENTITY: RADISSON HOTEL & KIGALI CONVENTION CENTER LTD
INVITATION DATE: 09th August 2026
TENDER NO: RHKCC/RFP/003/2026
TENDER NAME: PROVISION OF FESTIVE SEASON DECORATION SERVICES TO RADISSON BLU & KIGALI CONVENTION CENTER LTD (KCC)
DEADLINE FOR SUBMISSION: 25th September 2026
PERIOD OF SERVICES: N/A

Radisson Blu & Kigali Convention Center Ltd (KCC) wishes to invite all interested and qualified bidders to submit their best proposals for **PROVISION OF FESTIVE SEASON DECORATION SERVICES TO RADISSON BLU & KIGALI CONVENTION CENTER LTD (KCC)** according to the Scope of Work (SoW) detailed below.

The aim is to create an elegant, festive, and memorable atmosphere for our guests, staff, and visitors during the Christmas and New Year season.

BACKGROUND

The Radisson Blu Hotel & Convention Center in Kigali is just 5 kilometers from the bustling city center and Kigali International Airport (KGL). Our contemporary hotel is situated in an office park with Kigali Convention Center. Our Kigali hotel's 291 rooms and suites offer private balconies and free high-speed Wi-Fi. 2 on-site restaurants, including one with all-day dining, serve up continental and Rwandan favorites as well as the Super Breakfast Buffet. For a light bite or a relaxing nightcap, visit the Lounge Bar. The hotel also offers fitness center and outdoor swimming pool and 650 parking bays.

The Kigali Convention Centre (KCC) is adjacent to the Radisson Blu Hotel & Convention Centre. KCC has a net floor area of 32,200 square meters, and the building contains facilities for business, leisure and events. Our meeting rooms are fully equipped with the latest technology and AV equipment for a successful event. There is a total of 18 versatile meeting spaces, including a state-of-the-art auditorium that can hold up to 2,600 guests for weddings or professional business meetings.

SCOPE OF WORK

The selected service provider shall be responsible for delivering comprehensive festive season decoration services, ensuring a safe, elegant, and memorable holiday atmosphere across designated hotel and public areas. Decorations must be professionally designed, installed, maintained, and dismantled in line with festive themes and safety standards.

Part 1: Provision and Decoration of Christmas Tree, Photobooth, Pool, Spa Reception, Hotel Reception and Restaurant/Outlet Decorations

- 1) Supply and installation of one (1) grand Christmas tree (**Min-Max height 10-15M**) with premium decorations (lights, ornaments, ribbons, toppers, etc.).
- 2) Decoration of designed areas not limited to **Pool Side, Spa Reception, Hotel Reception and Restaurant/Outlets** with festive themes (garlands, table centerpieces, lighting, wall/ceiling décor, medium sized Christmas tree etc.) **including Rwandan-inspired touches in the decor.**





3) Reception & Welcome Area Decoration:

- ✦ Decorate reception desks with elegant festive garlands and warm white LED lighting.
 - ✦ Enhance the reception feature wall and wooden welcome corner with seasonal greenery, pinecones, white accents, and warm lighting, while preserving existing artwork as the focal point.
 - ✦ Maintain a sophisticated gold, white, and green color palette in line with the hotel's luxury standards.
 - ✦ Provide an elegant "Merry Christmas" festive photo corner for guests and families.
- 4) Decoration touches up on **both Christmas Eve & Day**, as well as FILINI and Larder themed high-quality linen/tablecloths,
- 5) Design, supply, and setup of a themed festive photobooth to enhance guest engagement and holiday experiences.
- 6) Provision of safe electrical connections and regular maintenance of lights throughout the festive season.
- 7) Dismantling and removal of all decorations at the end of the season.

Part 2: Decoration of Outdoor Fence, KCC Foyer, Stairs ramps, Refurbishment of Santa Chariot, and Public Areas

- 1) Outdoor festive lighting and decorations for perimeter fencing and façade.
- 2) Decoration of the KCC foyer with high-quality festive arrangements, including lights, garlands, and seasonal displays.
- 3) Refurbishment, decoration, and presentation of Santa Chariot as a centerpiece attraction.
- 4) Provide professional and well-dressed Santa Claus performers, for kids gifting and Santa Chair,
- 5) Decoration of public/common areas (lobbies, corridors, entrances, waiting areas, etc.) to ensure a warm festive ambiance **including Rwandan-inspired touches in the decor**.
- 6) Regular checks and maintenance to ensure decorations remain in good condition throughout the festive period.
- 7) Dismantling and removal of all decorations at the end of the season.

Deliverables & Requirements

- 1) Professional design proposal including decoration themes, color schemes, and materials.
- 2) Safe, durable, and weather-resistant materials (especially for outdoor installations).
- 3) Eco-friendly and energy-efficient lighting solutions are preferred.

Display

- 1) Provision, installation and removal of holiday lights and decorations.
- 2) Service provider is to ensure all cords used are the appropriate length without excess and all cords are to be covered with non-hazardous and non-distracting cord covers.

Display Period

- 1) Lights must be in place by: **November 20th, 2026, with 60% completed by November 13th, 2026.**
- 2) Lights must be removed by **January 17th, 2027**
- 3) Lit decorations should be on timers to remain on from dusk to dawn seven days per week.
- 4) Large Christmas Tree by the Hotel Roundabout/Fountain is to be turned on at an official tree lighting ceremony on **December 13th, 2026**

Lights

- 1) The service provider should provide high-quality brand of lights.
- 2) All trees, trunks, branches and bushes shall be wrapped with lines of lights in symmetry and positioned close to each other to provide greater illumination impact.
- 3) The service provider should ensure that all safety measures are taken for all lights to avoid short outs and gaps in lightning because of faulty strands.
- 4) The service provider is expected to provide excellent quality materials to meet safe electrical standards.
- 5) The service provider is expected to provide timers for all lights and be on a consistent schedule.

Equipment

- 1) The service provider shall supply all lifts and other materials necessary to safely and successfully install, maintain and remove lights and decorations unless other options are mutually agreed upon between the client (KCC) and the service provider.

Maintenance

- 1) The service provider must maintain the lights and decorations throughout the display period to ensure all lights are on and functioning.
- 2) All malfunctioning lights that occur during the period must be repaired within a reasonable time, **not to exceed one (1) hour from the time of notice of malfunctions.**
- 3) Please provide your maintenance staff with contact information to facilitate contact regarding any display problem as required.

Removal

- 1) The service provider is responsible for removal of all decorations and lighting within seven (7) days of the end of display period.
- 2) **IF Foyer areas need to be dismantled for a function, the service provide will need to dismantle and install the original setup (NO ADDITIONAL CHARGE).**







Disposal of Waste

- 1) Service provider shall make arrangements to dispose of any and all waste from the work being performed.
- 2) All areas of display must be kept clean and free from any debris, E.g., zip ties, tape, etc. after removal of decorations.

Safety Precautions

- 1) The service provider shall be careful when working in the various areas. Damage to public and private property shall be the responsibility of the service provider and shall be repaired or replaced at no additional cost to the Client.

Bid' Requirements:

All bids must comply with the following requirements:

- Must meet the required Terms and Conditions for the tender/bid.
- Payment terms: **7 days from invoices reception, verification & approval**

Bidding Instructions:

- **Contact details:** Requests for clarification and bids must be submitted in writing only to: tenders.kigali@radissonblu.com
- **Language:** only bids submitted in English will be accepted
- **Currency:** All bids must be in RWF
- **Bid Validity:** 120 days
- **Bid Submission: ONLY ACCEPT** Electronic bid documents and supporting documents shall be submit on this e-mail: tenders.kigali@radissonblu.com
- **Deadlines** (submissions received after these dates will not be considered):
 - **Site Visit/Clarifications: September 15th, 2026, at 10:30 AM**
 - **Final bids must be submitted before 03:00 PM on 25th September 2026**
- **Awarding of contract:** The most competitive bids will be shortlisted, and the respective suppliers will be invited to defend their proposals. Unsuccessful bidders will be informed of the outcome independently.

Bid documents:

Your bid must include the following documents:

1. Company Certificate of Incorporation or Chamber of Commerce registration proof.
2. Valid tax certificate from relevant local authority (not older than 6 months from the submission of this tender) demonstrating you comply with your tax obligations
3. Corporate Income tax (CIT) assessments year 2023-24-25,
4. Valid Social Security certificate (RSSB)

Radisson Blu Hotel & Convention Center, Kigali Kimihurura Roundabout, P.O. BOX 6629, Kigali, Rwanda Tel: +250 252 252 252 Email: info.kigali@radissonblu.com Website: Radissonblu.com/hotel-Kigali

5. Valid Certificate of non-bankruptcy delivered by RDB (**MANDATORY**)
6. Company Profile
7. Provide valid copy of insurance cover; (Personal Liability Insurance Cover (PLIC), (**MANDATORY**).
8. Provide MOCK-UP designs proposals
9. Site Visit Certificate (signed and stamped by client)
10. The financial offer which indicates the detailed price structure is required.
11. Provide references of at least 3 reputable clients you have provided services of similar nature in the past three (3) years. This should be proven by good performance certificates.

MANDATORY: Please note the bid documents must be in PDF format, signed & stamped and should not exceed 15 mb in size to avoid rejection by our email server. Failure to abide to this requirement, your offer will not be accepted and be returned sealed to you.

Price Schedule

SN	Description	Quantity	Unit price
1	Provision and Decoration of Christmas Tree, Photobooth, Pool, Spa Reception, Hotel Reception and Restaurant/Outlet Decorations	1	
2	Decoration of Outdoor Fence, KCC Foyer, Stairs ramps, Refurbishment of Santa Chariot, and Public Areas	1	
TOTAL COST (RWF) – VAT Inclusive			

Bid Evaluation Criteria

Bids will be evaluated as follows:

Technical Specifications	The bidder demonstrates the ability to meet the requirements	Pass/Fail
Price	The price offered by the bidder is competitive versus the other offers	Competitive/Non-competitive
Payment terms	The bidder offers payment terms of at least 30 days or more. Offers with payment terms of 45 days or more will be favored.	Competitive/Non-competitive
Supporting documents	The bidder has provided the correct supporting documents	Pass/Fail

DETAILED EVALUATION AND QUALIFICATION CRITERIA

- 1.1. This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested.
- 1.2. The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (a) meets the qualification criteria, (b) has been determined to be substantially responsive to the Tender Documents, and(c) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.







- 1.3. The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the bid document, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

STAGE ONE: PRELIMINARY EVALUATION CRITERIA (MANDATORY REQUIREMENTS)

No.	PRELIMINARY EVALUATION - MANDATORY REQUIREMENT	Responsiveness (Yes/No)
1	Company Certificate of Incorporation or Chamber of Commerce registration proof.	
2	Valid tax certificate from relevant local authority (not older than 6 months from the submission of this tender) demonstrating you comply with your tax obligations	
3	Corporate Income tax (CIT) assessments year 2023-24-25	
4	Valid Social Security certificate (RSSB)	
5	Valid Certificate of non-bankruptcy delivered by RDB (MANDATORY)	
6	Company Profile	
7	Provide certificate of Site visit (signed and stamped by the client) - MANDATORY	
8	Provide MOCKUP designs	
9	Provide valid copy of insurance cover; (Personal Liability Insurance Cover (PLIC), (MANDATORY).	
10	Provide references of at least 3 reputable clients you have provided services of similar nature in the past three (3) years. This should be proven by good performance certificates.	

NOTE: AT THIS STAGE, THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NONRESPONSIVE. THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.

STAGE TWO - TECHNICAL EVALUATION

No.	Description of Criteria	Weighting Scores	Max Scores
1	Proven experience similar Decoration Services & Company Profile	5 years and above (15 marks) Others prorated at: Number of year x 15 = 5 Company profile: 5 marks	20



2	Proof of evidence of having undertaken similar contract in the past three (3) years (<i>large scale</i>)	Attach at least three (3) recent letters of recommendation. 3 references & above (20 marks) Others prorated at: Number of reference x 20 = 3 Provide photographs of at least three (3) similar outdoor, large-scale lighting and decoration projects which your company has previously created, illustrating experience with planning and producing large-scale illumination and your production style.	20
3	Innovative, creative approach to rendering the required services	1. Mock-up designs – (<i>Storytelling & thematic concepts and Value-adding features</i>) 2. Provide any additional information and suggestions for designs and features which will enhance the decorative plan for the RADISSON BLU & KIGALI CONVENTION CENTER LTD (KCC) & able to narrate a story through the lighting/decoration display	40
4	Provide valid copy of insurance covers	Personal Liability Insurance Cover (PLIC)	10
5	Financial Compliance	Corporate Income tax (CIT) assessments year 2023-24-25	10
	TOTAL SCORES		100

NOTE: Pass mark for technical evaluation is 70%. The bidder who attains 70% and above in the Technical Evaluation shall proceed to financial evaluation and post qualification checks.

Financial Evaluation

The financial evaluation shall be undertaken for bidders meeting the preliminary and technical requirements. Price schedule **Must be fully filled, signed and stamped.**

Terms and Conditions

- Bids should be valid for at least 120 days from the final submission deadline.
- All bids will be treated strictly confidentially.
- All suppliers are expected to adhere to the Radisson Blu & KCC Ltd Supplier Code of Conduct
- The tender award is non-exclusive. Radisson Blu & KCC Ltd reserves the right to award service agreement to multiplesuppliers.
- Radisson Blu & KCC Ltd reserves the right to cancel the tender.
- Radisson Blu & KCC Ltd is not liable to disclose an explanation related to the outcome of the tender.
- Radisson Blu & KCC Ltd reserves the right to ask suppliers of proof of financial capabilities.

Radisson Blu Hotel & Convention Center, Kigali Kimihurura Roundabout, P.O. BOX 6629, Kigali, Rwanda Tel: +250 252 252 252 Email: info.kigali@radissonblu.com; Website: Radissonblu.com/hotel-Kigali







- Radisson Blu & KCC Ltd reserves the right to disqualify a service provider or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.

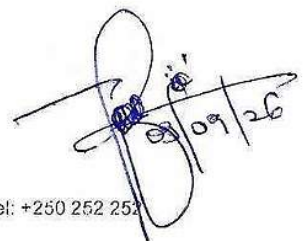
Done, On 09th September 2026
At Radisson Blu & Kigali Convention Ltd,

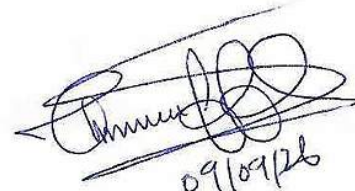
Approved by



Nice UWASE
Acting General Manager

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