

BID SPECIFICATION FOR THE MANAGED SERVICE (PROVIDING TEMPORARY EMPLOYEES)

OBLIGATIONS OF SERVICE PROVIDER

Ensure that all Employee managed services are follows:

- I. Fit for the services to be performed during their deployment with Kigali Marriott and Four points by Sheraton (in conformity with the requirements of Rwandan employment legislation),
- II. Available for the entire duration of the named assignment, unless the named assignment is terminated by Kigali Marriott and four points by Sheraton prior to the end date.
- III. Remunerate the Employees for the duration of the assignments.
- IV. Ensure the timely payment and remission of all taxes, social security, levies and deductions to the accounts of the appropriate bodies for any required deductions and/or employee contributions.
- V. Ensure that the Employees on assignment conform to the laws rules, policies, procedures and work practices applicable to Kigali Marriott Hotel and Four points by Sheraton including uniforms provided by The service Provider
- VI. Resolve any issues of misconduct, incapacity and/or operational requirements, dismissals and/or any other matter raised by Kigali Marriott and Four points by Sheraton regarding any of the Company Managed Services Employees.
- VII. Ensure that all of the company Managed Services Employees are aware that in the performance of their assignments they will work under the direct supervision of Kigali Marriott and four points by Sheraton, and shall be under an obligation to follow all the reasonable directions and advice of the line manager/immediate supervisor.
- VIII. Provide and manage the agreed benefits for The Company Managed Services Employees.
- IX. Provide Kigali Marriott and Four points by Sheraton pay slips as a proof of payment to the Service provider of Employees attracted to Kigali Marriott and Four Points by Sheraton.
- X. Provide to Kigali Marriott and Four points by Sheraton vetting copy for the employees.

Fill the Table 1

Description	Cost	%
Staff cost (RWF) per day of work:		
Net remuneration :		
Social security contribution:		
Payee:		
Sub-Total:		
Management fees:		
Total:		
VAT ON MAGEMENT FEES:		
Grand Total cost per staff:		