

Letter of invitation (LOI)

TITLE OF THE TENDER: Provision of Training Services in Inventory and Stock Management for Staff of RwandAir Catering Ltd

TENDER NO: 36/RCL/RFP/12/2025-2026

Client: 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. In line with these developments and expansion plans RwandAir Catering Ltd decided to hire a consultant to carry out a " Training services in Inventory and Stock Management for Staff of RwandAir Catering Ltd".
2. The RWANDAIR CATERING now solicits proposals to provide the following consulting services: Training services in Inventory and Stock Management for Staff of RwandAir Catering Ltd; more details on the services are provided in the Terms of Reference.
3. The bids/RFP must be accompanied by a bid security of Five hundred thousand Rwandan francs (500,000 Frw) from a reputable bank or a registered insurance company.
4. A non-refundable fees of ten Thousand thousand Rwandan francs (10,000 Rwf) to Account N° Bank accounts: **00097-06956367-12 (Currency: FRW)** of RWANDAIR CATERING LTD opened at **BANK OF KIGALI LTD**.
5. Bidding/RFP will be conducted through national competitive method and is open to all bidders as defined in the Bidding/RFP Document. All interested bidders may obtain some complementary information by writing on the email to marion.mukambuzi@rwandaircatering.rw or evode.nduwayezu@rwandaircatering.rw within three-sixths (3/6) of the deadline period for the submission of tenders as of the date of tender notice publication before the fixed deadline for the submission of bids.
6. Well printed bids, properly bound and presented in two copies, one of which is the original, must be couriered or hand-delivered in a sealed envelope marking the reference number of the tender must be submitted to the reception of the address below before **06th January 2026 at 10:00am local time**. Late bids will not be accepted. Bids opening will be the same day at **10:30am local time** at Rwandair catering office. Please note that, late bids shall be automatically rejected.

Address:

RwandAir Catering Ltd

KN5 Road, Kigali International Airport



7. This Request for Proposal (RFP) is open to all interested consultants fulfilling the requirements herein.
8. A Consultant will be selected under a quality and cost based selection and procedures described in this RFP, in accordance with the Law on Public Procurement as modified and completed to date.
9. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to Consultants (including Data Sheet)
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
 - Section 6 - Standard Forms of Contract

Sincerely,

Kigali, 19th December 2025

Sam Nkuranga
Ag. General Manager

