



**YOUNG WOMEN'S CHRISTIAN ASSOCIATION
OF RWANDA (YWCA)**

"Transforming community, empowering women"

Bidding Document

Title of the Tender:

**PROVISION OF TRAINING,
CONFERENCE, AND WORKSHOP
SERVICES**

Tender Reference Number:

YWCA/KIG/002/2025

Procurement method

NATIONAL OPEN TENDERING

CLIENT:

YWCA RWANDA

Date of Issue:

05th August 2025

Headquarters: Kicukiro District, Niboye Sector, KK 21 Avenue, Kigali Rwanda

B.P. 48 Kigali, Rwanda, Phone number: + (250) 798662550

Email: info@ywca.rw Web: www.ywca.rw

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1. Introduction and Background

The Young Women's Christian Association (YWCA) of Rwanda is a non-governmental, non-profit organization working at the grassroots level. Established in 1995 and legally recognized by the Government of Rwanda since September 2005, YWCA Rwanda is a membership organization for women and young girls. Its mission is to develop the leadership and collective power of women and girls in Rwanda to achieve high-quality education, health, and socio-economic conditions for themselves, their families, and their communities.

To support the successful implementation of its activities, YWCA Rwanda hereby invites bids from eligible and qualified service providers in Kigali to deliver professional workshop services under a one-year framework contract, including a comprehensive residential training package comprising conference facilities, accommodation, and meals

2. Scope of Services

The contracted supplier(s) will be required to provide high-quality services that meet YWCA's operational standards and donor compliance requirements. The scope of services includes:

- Accommodation: Provision of single-bed rooms (with and without washrooms).
- Catering: Provision of meals (breakfast, lunch, dinner), tea/coffee breaks, bottled mineral water (500 ml) and juice (500 ml)
- Conferencing Facilities: Provision of conference halls with varying capacities (1–10 people, 10–30 people, 30–50 people, and 50–100 people).
- Outside catering
- Conference Packages (**optional costing**): Full-day and half-day packages.
- Conference / Training supply: flip charts, stands, pens, writing pads, projectors, sound system, and screens.

3. Purpose of the Tender

The purpose of this tender is to establish a framework contract with reliable company to provide comprehensive conference packages—including accommodation, meals, and meeting facilities—for YWCA Rwanda's trainings, workshops, meetings, and related events over a one-year period, ensuring quality, timeliness, cost-effectiveness, and efficiency."

4. Eligibility and Selection Criteria

Eligible suppliers include guest houses, motels, training centers, and companies providing accommodation, catering, and conference facilities of a standard equivalent to, but not exceeding three-star hotel. All such suppliers must comply with the following requirements:

- Be a legally registered Rwandan company operating in Rwanda.
- Must not be blacklisted by the Rwanda Public Procurement Authority (RPPA).
- Must be registered under the VAT regime and provide proof of VAT compliance.
- Must use the Electronic Billing Machine (EBM) for all invoicing.
- Provide competitive and reasonable pricing.
- Demonstrate capacity to deliver the required services.
- Ensure that services meet the required quality standards.

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5. Required documents:

- Cover letter with full contact details of the focal person (name, position, phone, and email).
- RDB registration certificate.
- Certified RRA & RSSB tax clearances.
- VAT certificate.
- Valid good standing certificate.
- Quotation on official letterhead /format (by items and by package details).

6. Safeguarding Clause

YWCA Rwanda has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Safeguarding and protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility in contact with YWCA services delivery and operations and all staff, volunteers and contractors and contractors' staff are required to adhere to the separate Code of Conduct, that enshrines principles of PSEA, at all times. Any form of discrimination and human trafficking is strongly prohibited.

7. Important Note

- Before contracting, YWCA Rwanda will vet successful bidders against terrorism-related databases. Any bidder linked to terrorism will be automatically disqualified.
- Bidders blacklisted by RPPA are not eligible, and YWCA Rwanda reserves the right to reject such bids.
- YWCA Rwanda reserves the right to conduct due diligence on all references and documents submitted. Any fraudulent or inauthentic reference will result in disqualification.
- YWCA Rwanda reserves the right to conduct due diligence to verify that the services provider meets the required quality standards aligning with the organization's or donor's standards
- Women-owned companies and businesses are strongly encouraged to apply.
- Only shortlisted bidders will be contacted. If you do not receive any communication from YWCA Rwanda within two (2) weeks after the submission deadline, consider that your bid has not been selected

8. Submission Details

- Deadline for submission: **Monday, 26th August 2025 at 5:00 PM** (Kigali local time).
- Mode of submission: Via email to procurement@ywca.rw.
- Late submissions will not be accepted.

Done at Kigali on 5th August 2025

UZAMUKUNDA Pudentienne
Executive Director
YWCA Rwanda

