



Our Health
Our Future

RSSB 127/19/23

TENDER NOTICE (TN)

Title of the tender: Annual contract for providing sport services to RSSB staff in the C-Suite Category.

Tender reference number: 000002/NC/NCB/2022/2023/RSSB/OFF

Lot 1: (Re-advertise): Hiring Five and Four star Hotels that will provide sports services to RSSB Staff in the C-Suite Category.

Rwanda Social Security Board (RSSB) (hereinafter called "Client") funded by **RSSB** towards the cost of "Annual contract for providing sport services to RSSB staff in the C-Suite Category".

1. The Client intends to apply a portion of the funds to eligible payments under the contract for which this Bidding Document is issued.
2. RSSB invites **all interested bidders** to submit bids for "Annual contract for providing sport services to RSSB staff in the C-Suite Category" as indicated in detail in the statement of Requirements.
3. Tender Documents in English may be **freely** obtained at any time during working days from **17th April 2023** between **9:00 am to 5:00 pm** at RSSB Headquarters/Kigali in Procurement Office (7th Floor, left wing) or a copy of the scanned bidding document can be obtained from RSSB official website via this link <https://www.rssb.rw/publications>.
4. Enquiries regarding this tender may be addressed to Chief Executive Officer (CEO) of RSSB through procurement@rssb.rw not later than **5** days before the deadline for submission of bids.
5. Well printed bids, properly bound and presented in three (3) copies one of which is the original enclosed in envelopes, must be submitted to RSSB Procurement Office not later than **17th May 2023** at **10:00 am local time**. The outer envelope should clearly indicate the tender title and reference number.
6. The opening of the submitted bids shall take place in the presence of company representatives at ground floor, RSSB building in auditorium room on **17th May 2023** at **10:30 am local time**.
7. The bids shall remain valid for a period of 90 days starting from the submission deadline indicated in this tender notice.
8. Bidding will be conducted in accordance with the Specific rules regulating RSSB procurement.

Note: In case of any appeal to the evaluation results, bidders will lodge their appeal offline to the CEO of RSSB at first level and at the 2nd level, the bidders will lodge their appeal to RSSB Independent Review Panel.

Done at Kigali, 14 April/2023

By Authority Delegation

MUGABO Emmanuel
Corporate Services Division Manager



**TERMS OF REFERENCES FOR TENDER FOR 'ANNUAL CONTRACT FOR PROVIDING
SPORT SERVICES TO RSSB STAFF IN THE C-SUITE CATEGORY**

I. Objectives

By initiating this tender, the bidder is expected to avail sports services and comply with enlisted required deliverables under below;

- ✓ Avail sports services/Equipment for the above listed all days at any time depending on the availability of staff but also abide by the working hours of the bidder;
- ✓ Prepare attendance lists before service delivery;
- ✓ Supervise the entry of RSSB Staff after verification of employee cards and they sign on attendance list;
- ✓ Submission of attendance lists accompanied with invoices not later than 15th of the following month.
- ✓ Provision of at least one (1) sport facility mentioned below;
- ✓ Ensure cleanliness of the sports center;
- ✓ Avail Bathrooms where applicable;
- ✓ Provide bathing soaps where applicable;

II. DURATION OF THE ASSIGNMENT

The service will be provided for one year with possibility of renewal upon satisfactory performance of the service provider.

III. SITE VISIT DURING TENDER EVALUATION

RSSB will carry out a mandatory site visit of centers during evaluation to assess the following:

- ✓ Availability of sports services/Equipments for the mentioned sport services
- ✓ Ensure cleanliness of the sports center;
- ✓ Availability of Bathrooms where applicable;

This tender has 1 lot as stated below:

Lot1: Five and Four Star Hotels that will provide below sports services to RSSB Staff in **the C-suite category.**

Sports services needed are as follows;

S/N	Sport services	Unit Prices Per Session
1.	Gym	
2.	Aerobics	
3.	Tennis	
4.	Massage	
5.	Swimming	
6.	Sauna and Steam baths	
7.	Jacuzzi	



Note:

- Financial offer of required Sports Services (must be all taxes inclusive). Any offer above the normal sport center tariff will lead to disqualification of the center.
- We shall take more than one Bidder of sports services
- Period of time for the provision of sports services: **One year subject to renewal upon satisfactory performance of the service provider.**
- All interested bidders are required demonstrate their Full identifications including of Names of bidder, location, telephone number, Account number, email address, etc);

Evaluation Criteria

1. Declaration of commitment
2. Trade license/certificate for incorporation
3. Valid Social Security clearance certificate
4. Valid Tax clearance certificate
5. Service Provider must be classified under either Four or Five Star Hotel Category



[Handwritten signatures and initials in blue ink]