

**BROADBAND SYSTEMS CORPORATION
(BSC)**

**Remera, Airport Road
(KN5 Rd), Opposite Chez Lando
P O Box 7229, Kigali, Rwanda
Email : procurement-bsc@bsc.rw**

NATIONAL TENDER NOTICE :

TENDER N° : 007/S/NOT/BSC/2026

HIRING EVENT MANAGEMENT COMPANY FOR 1 YEAR FRAMEWORK CONTRACT

JUNE 2026

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General Information

1.1. Introduction

Broadband Systems Corporation, ("BSC") is a licensed Internet Service Provider (ISP) that is incorporated under the laws and regulations of the Republic of Rwanda. The company is engaged in the business of providing advanced Information and Communication Technology ("ICT") services based on broadband connectivity.

To carry out its mission, BSC would like to work with one of the competent companies specializing in provision of event management services. The purpose of this tender document is to solicit proposals from qualified suppliers who fulfill the requirements highlighted in the technical requirements. The information contained in this document is subject to change. Revisions will be issued to the legitimate copyholders only.

1.2. Mandate of this Document

This document is a request for proposal for the provision of Marketing Agency to BSC

1.3. Schedule

Deadline for submission	24th June 2026 at 10:30AM
Public Bid Opening	24th June 2026 at 11:00AM

1.4. Contact details and bid clarification.

1.4.1. Contact

Should any query be raised concerning the following specifications, they should be addressed in writing to the **Chairperson of the Tender Committee BSC** at the address below:

Broadband Systems Corporation (BSC),

Remera, Airport Road

(KN5 RD), Opposite Chez Lando

P O Box 7229, Kigali, Rwanda

Email: procurement-bsc@bsc.rw.

The preferred communications channel will be via e-mail (with reception confirmation). Bidders are allowed to contact BSC directly, however the issue(s) raised must be confirmed in writing and the questions and answers will be shared with all bidders who purchased the tender document.

1.4.2. Bids Presentation

Bidders may be invited to present and defend their proposals to the BSC Evaluation Committee or to the BSC Management for recommendation or decision. The dates and times of the presentations will be agreed in advance with Bidders within the

Time frame allocated for bid evaluation. Failing to show up for a presentation will immediately disqualify the invited Bidder.

1.4.3. Bids Evaluation

There will be four general principles that will govern the tender document review, evaluation and selection process:

- Clear, complete and truthful responses to requirements.
- Satisfactory responses to Bidder issues and performance requirements.
- Competitive cost quotation.
- BSC will be the final arbiter for determining Bidder compliance with these three general principles.

1.5. Format of tender document

This tender document comprises of the following:

- ✓ General information
- ✓ Instructions to Bidders
- ✓ Technical Requirements
- ✓ Technical and Financial Bid Contents

2. Instructions to Bidders

2.1. Language

All bid submissions shall be written in the English language, as shall all correspondence and other documents pertaining to this bid.

2.2. Eligible Bidders

- a. The company must be legally registered and operational in Rwanda.
- b. A Bidder that is under a declaration of ineligibility by the RPPA (blacklisted), at the date of contract award, shall be disqualified. The list of such debarred firms will be checked at RPPA website address, www.rppa.gov.rw.

2.3. Cost of bidding

The Bidders shall bear all costs associated with the preparation and submission of its bid, and BSC, hereinafter referred to as "the Purchaser," will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

2.4. The bidding documents

The Bidder is expected to examine carefully all instructions, terms and conditions, bid forms, technical and service requirement specifications in the bidding documents. Failure to furnish the information required, or submission of a bid not substantially responsive to the requirements of the bidding documents, will be at the Bidders' risk and shall result in the rejection of its bid. For the purposes of these clauses, a

substantially responsive bid is one that conforms to all terms and conditions set in all of the bidding documents without material deviations.

2.5. Clarification of bidding documents

A Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at the Purchaser's address indicated in the general information section. The Purchaser will respond in writing to any request for clarification, which it receives no later than **three (3) days** prior to the deadline for submission of bids prescribed by the Purchaser. Copies of the Purchaser's response (including a description of the query but without identifying its source) will be sent to all the Bidders.

2.6. Amendment of bidding documents

At any time prior to the deadline for the submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification request by a Bidder, modify the bidding documents by amendment. The amendment will be sent in writing to all the Bidders and will be binding on them. Bidders shall promptly acknowledge receipt of each amendment in writing. To provide the Bidders reasonable time in which to take the amendment into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids.

2.7. Bid submission documents

The bid submitted by the Bidders shall include the following:

- Price schedules completed in accordance with clause 2.8, 2.9;
- Documentary evidence established in accordance with clause 2.11 that the Bidder is eligible to bid and is qualified to perform the contract if the bid is accepted.

2.8. Price list

The Bidder shall provide the price list as described in the requirements or furnish an equivalent schedule, indicating the goods and services to be supplied, a brief description of the goods and services and their country of origin. For the purposes of this clause, "origin" of goods means the place where the goods are manufactured or produced or from which the ancillary services are supplied.

2.9. Bid prices

The Bidder shall indicate on the appropriate price schedule the unit price for each item. The Bidder shall indicate all pricing options if more than one is available. Prices indicated on the schedule shall include all custom duties and sales and other taxes payable in Rwanda.

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and shall not be subjected to variation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and will be rejected. The Purchaser may reasonably request for the bid validity extension when necessary and the price shall be fixed for the time extended.

2.10. Bid currency

Tenders shall be priced in FRW.

2.11. Documents establishing Bidder's qualifications.

For establishment of the Bidder's qualification to perform the following shall be required:

- i. Bid submission form and price schedules well printed and properly organized
- ii. Copy of Valid registration certificate
- iii. Original or certified copy of clearance certificate for Rwanda Social Security Board.
- iv. Copy of Valid Tax Clearance Certificate.
- v. Three references of similar tenders executed with reputable telecommunication or corporate companies.

2.12. Period of validity of bids

Bids shall remain valid for a minimum period of **one hundred twenty days (120) days** after the bid closing date.

A bid, which is valid for a shorter period, shall be rejected by the Purchaser as non-responsive.

2.13. Format, signing and submission of bid

The Bidder shall prepare one original and three copies of the documents, and they shall be clearly marked "**Original and Copy**". In the event of any discrepancy, between them the original shall govern. The original and the copy of the bid shall be typed or written in indelible ink and shall be signed by the Bidder (or his agent). The Bidder (or his agent) shall initial all pages of the bid including any amended printed literature. Failure to fulfill these requirements will result in the rejection of the bid as non-responsive.

The copies should be put in 'inner envelopes' having the name and address of the company. All copies should be put in other envelope called "outer envelope" marked with the reference number of tender notice with the following mentions:

Tender title: HIRING EVENT MANAGEMENT COMPANY FOR 1 YEAR FRAMEWORK CONTRACT,

Remera, Airport Road
(KN5 RD), Opposite Che zLando

P O Box 7229, Kigali, Rwanda
E-mail: procurement-bsc@bsc.rw

2.14. Deadline for submission of bids

Bids must be received by the Purchaser at the address specified above not later than **24th June 2026 at 10:30 a.m.** The Purchaser may at his discretion, extend the deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended, and the period of validity of bid date shall be adjusted accordingly.

2.15. Late bids

Any bid received by the Purchaser after the deadline for submission of bid prescribed by the Purchaser, pursuant to clause 2.14 above, shall be disregarded and/or returned unopened to the Bidder.

2.16. Modification and withdrawal of bids

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline for submission of bids. The Bidder's modification notice shall be prepared, sealed, marked and dispatched in accordance with provisions of clause 2.13. A withdrawal notice may also be sent in writing or by cable but must be followed by a signed confirmation copy, post-marked not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids.

2.17. Opening of bids by Purchaser

The Purchaser will open the bids after the submission deadline of the bids.

2.18. Clarification of bids

During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing. Any Bidder who is not willing to respond to the clarification requested within the stated time will be rejected from further evaluation and be disqualified depending on the significance of the information required.

2.19. Evaluations and comparison of bids

- 2.19.1 The evaluation committee shall evaluate and compare only the bids determined to be substantially responsive.
- 2.19.2 In evaluating the bids, the evaluation committee shall determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:
- (a) Making any corrections for errors.
 - (b) Making an appropriate adjustment for any other acceptable variations, deviations and
 - (d) Making appropriate adjustments to reflect discounts or other price modifications offered.
- 2.19.3 The BSC reserves the right to accept or reject any variation, or deviation. Variations, and deviations offers and other factors which are more than the requirements of the Bidding Documents or otherwise result in unsolicited benefits for BSC shall not be considered in Bid evaluation.
- 2.19.4 The estimated effect of any price adjustment conditions during the period of implementation of the Contract shall not be considered in Bid evaluation.

2.20. Contacting the Purchaser

After the opening of the bids, information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to

Bidders or any other person is not officially concerned with such a process until the award to the successful Bidder has been announced.

Any attempt by a Bidder to influence the Purchaser's bid evaluation, bid comparison or contract award shall result in the rejection of the Bidder's submission.

2.21. Bid Security

2.21.1 The Bidder shall provide a bid security: **Not Applicable**

2.21.2 The Bid Security shall:

- (a) Be in the form of either a bank guarantee from a banking institution, or surety issued by an financial institution, as the bidder would wish.
- (b) Be substantially in accordance with one of the forms of Bid Security or other form approved by the BSC prior to bid submission.
- (c) Be payable promptly upon written demand by the BSC in case the conditions listed in the tender document are invoked.
- (d) Be submitted in its original form; copies shall not be accepted.
- (e) Remain valid for a period of 30 days beyond the validity period of the bids.

2.21.3 If a Bid Security is required, any bid not accompanied by a substantially responsive Bid Security shall be rejected by the BSC as non-responsive.

2.21.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security.

2.21.5 The Bid Security may be forfeited:

- (a) if a Bidder withdraws its bid during the period of bid validity or
- (b) If the Bidder does not accept the correction of its Bid Price.
- (c) if the successful Bidder fails within the specified time to:
 - (i) Sign the Contract; or
 - (ii) furnish the required performance security.

2.22 Post qualification

The Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated, responsive bid is qualified to perform the contract satisfactorily, and shall verify the expected winner's:

- Professional, technical capability & experience required.
- Managerial ability (competence);
- Track record of Bidder.
- Continuity of the Bidder in that line of business.

2.23 Award criteria

Subject to clause 2.21 above, the Purchaser shall award the contract to more than one successful Bidders whose bids have been determined to be substantially responsive, have met all the essential specifications and have been determined as the highest marked bids, provided further that the Bidders are determined to be qualified to satisfactorily perform the contract.

2.24 Purchaser's right to accept any bid, reject any or all bids

The Purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the Purchaser's action.

2.25 Notification of award of contract

2.25.1 Before the expiry of the bid validity period, BSC shall simultaneously notify the successful and the unsuccessful bidders of the provisional outcome of the bid's evaluation. The notification shall specify that the major elements of the procurement process would be made available to the bidders upon request and that they have two (2) days in which to lodge a protest, if any, before final negotiations are done, and a contract is signed with the successful bidder. When there is no protest from other bidders, BSC shall notify the successful bidder with the final notification and after shall sign the procurement contract.

2.25.2 After the final negotiation, negotiation minutes shall be duly signed by both parties and integrated as part of the contract document where applicable.

2.25.3 The notification letter to the successful bidder shall state the sum that BSC shall pay the Contractor in consideration of the execution, completion, and maintenance of the goods by the Contractor as prescribed by the Contract (hereinafter and in the Contract, called the "Contract Price").

2.25.4 Only the signed contract will constitute an official commitment on the part of BSC, and activities may not begin until the contract has been signed by the contracting authority and the successful bidder.

2.26 Performance Security

2.26.1 Within 7 days after receipt of the notification Letter, the successful Bidder shall deliver to BSC a Performance Security of 10% for the total value of the contract of the tender.

2.26.2 If the Performance Security is provided by the successful Bidder in the form of a Bank Guarantee, it shall be issued at the Bidder's option, by a bank located in the Republic of Rwanda.

- 2.26.3 If the Performance Security is to be provided by the successful Bidder in the form of a Bond, it shall be issued by a surety who the Bidder has determined to be acceptable to BSC .
- 2.26.4 Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the tender award and forfeiture of the Bid Security. Upon the successful Bidder's signing of the contract and furnishing the Performance Security, BSC shall discharge the Bid Securities of the unsuccessful bidders.

2.27 Advance Payment and Security

BSC shall provide an Advance Payment on the Contract Price, subject to the maximum amount stated in the contract. The Advance Payment shall be guaranteed by a bank guarantee equivalent to the advance amount given to the bidder.

Technical requirements for Events & Media Management		Days
MC	Requirement	1
	- Proven experience of five years in the field of master	

3. Technical Requirements

Broadband Systems Corporation (BSC) intends to procure marketing agency services as details below:

Other mandatory requirements

Note 1: Bidders must quote based on unit prices for each requirement

Note 2: Bidders must quote both options within and outside Kigali

Note 3: Bidders must provide their financial status (audited financi

	of ceremony	
	- Possess Eloquent and able to mix comic messages to the audience.	
	- Proficiency in Kinyarwanda and English.	
SERVICE/PROTOCOL	Requirement	1
	- Must possess at least basic High school leavers certificate, certificate in hospitality an added advantage.	
	- Have expertise in the field of protocol and etiquette.	
	- Proven work experience in marketing campaigns, roadshows and experientials an added advantage.	
Foot soldiers	Requirement	1
	- Must possess at least basic High school leavers certificate.	
	- Proven work experience in field marketing activities like pitching and door-to-door product activations.	
	- Excellent communication and interpersonal skills.	
	- Ability to work independently and as part of a team.	
	- Strong organizational and multitasking abilities.	
	- Familiarity with basic marketing principles and a willingness to learn and adapt	
Rig/activation van hire	- Truck with fixed LED screen (5m*3m). - fixed stage of 12m*4M) and sound system (latest line-array sound system), operational truck without technical issues, Specifications: - 21 feet long chassis - Generator (Rate Output: 50kVA,100kVA, 200kVA, 250kVA, 300kVA 500kVA, 1000kVA Model NO: UC200E Output Type: AC Three Phase) - Checkered plate floor - Provision for speakers & PA system - Dj decks Under 2.55 metres. - Caravans are between 2.2 and 2.3 metres wide. - Caravan in meters: between 3 and 6.5 metres long inside - Body's Size: L360cm x D200cm x H210cm - Body's Material: - High Durability Fiber Glass with Anti-Rust Paint Weight: 800kg -LED Light Strip / 1 Rear Door / 1 or 2 Side Serving Window - Key Features: Mobile, Easy Navigation, Durable Case and Frame	1
Sound hire	- 4 Microphone (wired and/or wireless) - Yamaha TF3 Mixer - 10 Top speaker Loudspeaker - 4 double base speaker - 3 CA20 amplifiers.	1

	<p>Specifications:</p> <ul style="list-style-type: none"> - Line Array: Model: LA-2100K Type: frequency linear array full range speaker Rated power: 800W(AES) Peak power: 3200W Frequency range: 40Hz-400Hz - Base speaker: Speaker Material: Plywood Frequency Response(-3dB) : 35Hz300kHz Rated Power: 800W RMS, 3200W Peak Sensitivity: 100dB 1 Watt/1 Meter - Top speaker: Output Power Peak: 220W (180W LF, 42W HF) Frequency Response: 65Hz-20kHz Peak SPL: 113dB Operation Mode: Wire / Remote Control Speaker System: Optional Combination - - Wireless Microphone Style: Handheld Microphone Application: Music, Voice, Meeting Sound Channel: 2 Output Impedance: 50-1000Ω 	
Lighting hire	<p>LED moving lights & LED lights:</p> <p>Specifications:</p> <ul style="list-style-type: none"> - LED LIGHTS: Par Cans lights Input: AC100~240V, 50/60Hz Power Consumption: 220W LEDs - 54PCS 3IN1 RGB LEDs Average Life - Lamp Average Life Time: 50,000 hours - MOVING HEAD - Rotating Prism beam - Moving Head Light 30W DJ Lighting Stage Lights with 15 Colors by Sound Activated - Voltage:AC100V-240V 50/60Hz - Power Consumption:500W - Light source: R17 371W - Color Temperature:3200K-8000K Linear Adjustment - Color Wheel:13 fixed color+open, half-tone effect, linear color conversion, bi-directionally rotatable at variable speeds, and rainbow effect Focus: High-precision optical lens, electronic linear control - Tube Chip Color: Full Color 	1
LED Screen hire	<ul style="list-style-type: none"> - Display Function: Video Display, Image & Text Display, Market Display - Pixel Pitch: 3.91mm - Pixel Configuration: 1R,1G,1B - Pixel Density: 65536dots/M2 Scanning Mode: 1/16 Scan - 1 Set of Drums. 	1
Live band hire	<ul style="list-style-type: none"> - 1 Yamaha 910 piano. - 1 guitar solo. - 1 base guitar. - saxophone and their players. - 3 singers. 	1

	- 3 dancers.	
360 Degree slow Motion photo booth	- Capacity 4-6 Guests	1
	- Equipped with: IOS Device	
	- Platform Height: 11"	
	- Footprint Range: 8' – 16'	
	- Load Capacity: 850 lbs	
	- Automatic Rotation: 10-50 RPM	
	- Unit Weight: 156 lbs	
	- Power Source: US Standard, 120-240V	
	- Stabilization Tech: Decoupled Stabilization	
Decoration	Centerpieces	1
	Ribbons	1
	Balloons	1
	Decorated Tablecloths	1
	wreaths	1
	Flower Vases	1
	Decorated cocktail tables	1
Decorated tent	50 people	1
	100people	1
	200 people	1
	500 people	1
	1000 people	1
Stage 12/4		1
Branded plastic Chair		1
VIP chair		1
Event planning & coordination	<ul style="list-style-type: none"> - Provision of a dedicated event planner/coordinator and a supporting project team for the full event life cycle, from concept development to post-event close-out. - Develop a detailed event concept, work plan, run-of-show/program and master timeline for each event, including pre-event planning meetings with the client. - Conduct site visits, develop floor plans/layouts and coordinate all vendors, suppliers and sub-contractors on behalf of the client. - Provide a single point of contact reachable throughout the planning period and on the event day, with clearly assigned roles and contact details for the on-site team. - Prepare and maintain a contingency/back-up plan covering adverse weather, power, supplier failure and other foreseeable risks. - Manage event set-up, on-site running, breakdown and venue handover within the agreed schedule. 	As required/On demand basis
Team building &	- Design and facilitate team-building programs,	

staff engagement activities	icebreakers, group challenges and outdoor/indoor activities tailored to the client's objectives and group size. <ul style="list-style-type: none"> - Provide qualified, experienced facilitators and all required activity equipment and materials. - Propose a menu of engagement activities suitable for staff engagement events, away-days and Labour Day celebrations. - Ensure activities are inclusive, safe and appropriate for participants of varying physical abilities. 	As required/On demand basis
Entertainment services (extended)	<ul style="list-style-type: none"> - Provide additional entertainment options on request, including cultural dance troupes, comedians, traditional performers and interactive games/quiz hosts. - Provide an experienced games master/hype team to drive audience engagement at staff parties and recognition events. - Ensure all performers and content are suitable for a professional corporate setting. 	As required/On demand basis

al statement for the last 3 years; 2023, 2025,2025

Note 4: Bidders must provide copies of their business continuity plans. A comprehensive documentation outlining how you plan to maintain operations during various disruptions. Below are key points;

Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs)

Clearly defined recovery time objectives (RTOs) and recovery point objectives (RPOs) for your critical business functions.

Employee Training

Training plan for your workforce for your business continuity plan, to ensure that workforce is well-prepared to respond effectively to disruptions.

Insurance Coverage

Bidders must appropriate insurance coverage in place to mitigate the financial impact of disruptions.

Clear Reporting Mechanisms

A clear reporting mechanism. A transparent and collaborative reporting process will significantly enhance your ability to respond and collaborate during challenging times.

4.1. Bid Contents

Bids shall contain both technical and financial information and should be submitted in a **sealed envelope**. Non-compliance with this requirement will lead to summary rejection of the Proposal.

4.2. Financial information

Bidders must quote for unit price and total prices taxes inclusive based on the quantities above.

Detailed Bill of Materials and breakdown of components must be included as follows:

Terms and Conditions must be clearly brought out in the Financial Proposal.

Bidders shall quote itemized figures against each of the Items as per the specifications above.

Detailed price break-down of components against each item must be provided.

4.3. Parameters for the selection of the Bidder

Bidders are required to provide a solution based on the Technical Requirements of BSC as brought out in this document. Bidders are encouraged to provide more than one solution where possible. Selection will be made based on the following:

- Soundness of the Proposed technical requirements & services
- Track Record for similar services executed.
- Completeness of the Proposal
- Financial Status of the Bidder
- Price & Payment Terms
- Delivery Schedule

Technical requirements for Events & Media Management		Days
MC	Requirement	1
	- Proven experience of five years in the field of master of ceremony	
	- Possess Eloquent and able to mix comic messages to the audience.	
	- Proficiency in Kinyarwanda and English.	
SERVICE/PROTOCOL	Requirement	1
	- Must possess at least basic High school leavers certificate, certificate in hospitality an added advantage.	
	- Have expertise in the field of protocol and etiquette.	
	- Proven work experience in marketing campaigns, roadshows and experientials an added advantage.	
Foot soldiers	Requirement	1
	- Must possess at least basic High school leavers certificate.	
	- Proven work experience in field marketing activities like pitching and door-to-door product activations.	
	- Excellent communication and interpersonal skills.	
	- Ability to work independently and as part of a team.	
	- Strong organizational and multitasking abilities.	
	- Familiarity with basic marketing principles and a willingness to learn and adapt	
Rig/activation van hire	- Truck with fixed LED screen (5m*3m).	1
	- fixed stage of 12m*4M) and sound system (latest line-array sound system), operational truck without technical issues,	
	Specifications:	
	- 21 feet long chassis	
	- Generator (Rate Output: 50kVA,100kVA, 200kVA, 250kVA, 300kVA 500kVA, 1000kVA Model NO: UC200E Output Type: AC Three Phase)	
	- Checkered plate floor	
	- Provision for speakers & PA system	
	- Dj decks Under 2.55 metres.	
	- Caravans are between 2.2 and 2.3 metres wide.	
	- Caravan in meters: between 3 and 6.5 metres long inside - Body's Size: L360cm x D200cm x H210cm	
	- Body's Material: - High Durability Fiber Glass with Anti-Rust Paint Weight: 800kg	
	-LED Light Strip / 1 Rear Door / 1 or 2 Side Serving Window - Key Features: Mobile, Easy Navigation, Durable Case and Frame	
	-	
	-	
Sound hire	- 4 Microphone (wired and/or wireless)	1
	- Yamaha TF3 Mixer	
	- 10 Top speaker Loudspeaker	
	- 4 double base speaker	
	- 3 CA20 amplifiers.	
	Specifications:	

	<ul style="list-style-type: none"> - Load Capacity: 850 lbs - Automatic Rotation: 10-50 RPM - Unit Weight: 156 lbs - Power Source: US Standard, 120-240V - Stabilization Tech: Decoupled Stabilization 	
Decoration	Centerpieces	1
	Ribbons	1
	Balloons	1
	Decorated Tablecloths	1
	wreaths	1
	Flower Vases	1
	Decorated cocktail tables	1
Decorated tent	50 people	1
	100people	1
	200 people	1
	500 people	1
	1000 people	1
Stage 12/4		1
Branded plastic Chair		1
VIP chair		1
Event planning & coordination	<ul style="list-style-type: none"> - Provision of a dedicated event planner/coordinator and a supporting project team for the full event life cycle, from concept development to post-event close-out. - Develop a detailed event concept, work plan, run-of-show/program and master timeline for each event, including pre-event planning meetings with the client. - Conduct site visits, develop floor plans/layouts and coordinate all vendors, suppliers and sub-contractors on behalf of the client. - Provide a single point of contact reachable throughout the planning period and on the event day, with clearly assigned roles and contact details for the on-site team. - Prepare and maintain a contingency/back-up plan covering adverse weather, power, supplier failure and other foreseeable risks. - Manage event set-up, on-site running, breakdown and venue handover within the agreed schedule. 	As required/On demand basis
Team building & staff engagement activities	<ul style="list-style-type: none"> - Design and facilitate team-building programs, icebreakers, group challenges and outdoor/indoor activities tailored to the client's objectives and group size. - Provide qualified, experienced facilitators and all required activity equipment and materials. - Propose a menu of engagement activities suitable for staff engagement events, away-days and Labour Day celebrations. - Ensure activities are inclusive, safe and appropriate for participants of varying physical abilities. 	As required/On demand basis
Entertainment services (extended)	<ul style="list-style-type: none"> - Provide additional entertainment options on request, including cultural dance troupes, comedians, traditional performers and interactive games/quiz hosts. - Provide an experienced games master/hype team to drive audience engagement at staff parties and recognition events. - Ensure all performers and content are suitable for a professional corporate setting. 	As required/On demand basis

NATIONAL TENDER NOTICE N°: 007/S/NOT/BSC/2026

TITLE: HIRING EVENT MANAGEMENT COMPANY FOR 1 YEAR FRAMEWORK CONTRACT

1. Broadband Systems Corporation ("BSC") is a licensed Internet Service Provider (ISP) that is incorporated under the laws and regulations of the Republic of Rwanda. The company is engaged in the business of providing advanced Information and Communication Technology ("ICT") services based on broadband connectivity.

BSC invites qualified bidders to submit bids for the **HIRING EVENT MANAGEMENT COMPANY FOR 1 YEAR FRAMEWORK CONTRACT**. The tender is indivisible.

2. Participation to this tender is open on equal conditions to all companies specialised in the field and qualifying bidder must present the following documents and requirements in their bids.

- i. Bid submission form and price schedules well printed and properly organized.
- ii. Copy of Valid registration certificate.
- iii. Original or certified copy of clearance certificate for Rwanda Social Security Board.
- iv. Copy of Valid RRA Tax Clearance Certificate.
- v. Three references of similar tenders executed with reputable Telecommunication or corporate companies.

4. The tender documents can be downloaded from www.bsc.rw or obtained free of charge from **BSC procurement office** at Remera, Airport Road (KN5 RD), Opposite Chez Lando.

5. Well printed, properly bound bids presented in 4 copies one of which marked original, must reach BSC 's Procurement office at Remera, Airport Road (KN5 RD), Opposite Chez Lando not later than **24th June 2026 at 10:30 A.m.** late bids shall be rejected. The public opening will take place at **11:00 A.m.** on the same day at BSC conference room.

6. The copies should be put in 'inner envelopes' having the name and address of the company. All copies should be put in other envelope called "outer envelope" marked with the reference number of tender notice with the following mentions:

To: Chairperson of the Tender Committee BSC PLC

Tender title: HIRING EVENT MANAGEMENT COMPANY FOR 1 YEAR FRAMEWORK CONTRACT

Broadband Systems Corporation Plc (BSC),

Remera Airport Road

(KN5 RD), Opposite Chez Lando

P O Box 7229, Kigali, Rwanda

E-mail : procurement-bsc@bsc.rw.

7. The bids must have a validity period of **one hundred twenty days (120) days** from the bids opening date.

Done at Kigali, on 16/06/2026

Sincerely,

Gilbert KAYINAMURA
Chief Executive Officer