

INVITATION TO REGISTER SERVICE PROVIDERS (CONSULTANTS AND SUPPLIERS OF DIFFERENT EQUIPMENT, SPARE PARTS, GOODS AND ASSOCIATED SERVICES)

Kigali International Arbitration Centre (KIAC) invites interested service providers to register with Kigali International Arbitration Centre as (individual consultants, consulting firms, suppliers of different equipment, spare parts, goods and associated services) for fiscal year of 2021-2022.

This procurement notice refers to the fact that KIAC through its own budget or budget from different donors, needs to be assured that supplies of equipment, spare parts, goods and associated services and consultancy services will be available on request and within the required time to fulfill the mandate of the Centre.

The interested consultants or suppliers are requested to register under the following filed:

- (i) ***Provision of consultancy services to review and KIAC strategic and business plan***
- (ii) ***Provision of All Types of Office Stationery and consumables***
- (iii) ***Provision of vehicle insurance services - Annual***
- (iv) ***Provision of garage/vehicle repair and maintenance services - Annual***
- (v) ***Provision of Maintenance services for Air-conditioner and Generator***
- (vi) ***Provision of KIAC Office fire insurance - annual***
- (vii) ***Provision of hotel services - annual***
- (viii) ***Provision of Air-Travel Products & Services- annual***
- (ix) ***Provision of maintenance services for IT equipment - annual***
- (x) ***Provision of Design, printing, production and supply of promotional materials, branding and corporate identity services - Annual***
- (xi) ***Provision of maintenance services for the fire extinguishers - Annual***
- (xii) ***Provision of Construction materials - Annual***

Kigali International Arbitration Centre (KIAC) will, in a fair and transparent manner, whenever required, draw from the list of companies that would be registered and invite quotations/bids, on competitive basis, for the supply of specified goods & equipment and/or associated services and consultancy services

Kigali International Arbitration Centre (KIAC) by this notice invites established companies with good track record, which (i) supply of goods & equipment and, (ii) provide associated services (iii) consulting firms (iv) individual consultants to apply for registration, in any of the specified areas above, by submitting Expressions of Interest (EOI), based on the following documentation:

KIAC MODEL CLAUSES FOR CONTRACTS

Any dispute arising out of or in connection with this contract, including any question regarding its validity or termination shall be referred to and finally resolved by arbitration under the Rules of Kigali International Arbitration Centre (KIAC).

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- Company Name, Address, Phone Number, Email Address;
 - Company profile
 - Description of the goods & equipment the supplier offers and list of current corresponding Unit Prices, to facilitate procurement planning;
 - Description of services associated with goods & equipment or consultancy assignment that is provided or offered;
 - Copy of certificate of Registration;
 - Details similar assignments executed in the relevant areas above by the supplier/associated services provider/consultancies previously as relevant experience and track record, including the names of the Clients and the contracts confirmation details, i.e. addresses of Clients, telephone and fax numbers;
 - Copy of tax Clearance Certificate
 - List of the key staff for consulting firm
 - Certificate of VAT Registration if any.

Expression of Interest (EOI) documentation with the inscription, “**Register of consultants, Suppliers of Goods & Equipment, and Associated Services**” should be submitted in sealed envelopes by **May 7th, 2021 at 5: 00 pm** to

The Secretary General -KIAC
Attn: Procurement office
Kigali International arbitration centre
Nyarutarama, KG 9AV, No.66,
P.O Box 695 Kigali Rwanda
Email: info@kiac.org.rw

The Expression of Interest (EOI) can be also be submitted electronically on info@kiac.org.rw

Yours Sincerely,

MUGABE Victor

Secretary General