



Request for Quotations

Service: Provision of Security Services

Date: September 14, 2026

RFP Number: RSOG-RFQ-2026/09/001

Issue Date: September 21, 2026

Submission Deadline: September 30, 2026

Contracting Entity: Rwanda Society of Obstetricians and Gynecologists (RSOG)

TERMS OF REFERENCE

1. Background:

The Rwanda Society of Obstetricians and Gynaecologists (RSOG) invites qualified and experienced security service provider to submit Quotations for the provision of professional security services at its office premises in Kigali.

2. Objective:

The objective of this assignment is to ensure the continuous safety and security of RSOG staff, visitors, property, equipment and office premises on a 24-hour basis.

3. Scope and Requirements:

The selected service provider shall:

- Provide four (4) security officers to ensure continuous 24-hour coverage, seven (7) days per week, including public holidays, as follows:
 - Two (2) officers from 06:00 to 18:00
 - Two (2) officers from 18:00 to 06:00
- Provide and maintain the necessary security equipment, including at a minimum, a metal detector and vehicle search mirror.
- Ensure that all security personnel are properly trained, licensed, uniformed, and identifiable with appropriate badges, in compliance with applicable Rwandan laws and regulations governing private security services.
- Provide RSOG with the names and relevant identification details of assigned security officers in advance of deployment.
- Ensure that at least one (1) officer on the day shift can communicate effectively in English.
- Control access to the premises, including monitoring entries and exits, checking and verifying visitor identification, conducting appropriate security checks/searches of visitors and vehicles, maintaining visitor and security registers.
- Monitor and secure the office building, entrance, parking area, surrounding premises, and other areas within the RSOG property boundaries.
- Prevent unauthorized access, parking, suspicious activities, or placement of unauthorized/foreign objects within the premises.
- Record staff entries and exit outside normal working hours and report such movements to the designated RSOG representative.

- Promptly respond to and report any security incidents, emergencies, theft, fire, attempted intrusion, vandalism, or other security threats to the designated RSOG representative.
- Maintain appropriate incident records and preserve relevant evidence where an incident occurs.
- Report any observed malfunction of security or fire safety equipment to the designated RSOG representative.

4. Responsibilities of the Security Service Provider

The service provider shall:

- Be fully responsible for the performance and conduct of its personnel assigned to RSOG.
- Deploy qualified, competent, reliable, and professionally trained security officers.
- Ensure that its personnel maintain high standards of professional and ethical conduct while on duty.
- Ensure continuous staffing and promptly replace any absent or unsuitable officer to avoid disruption of security services.
- Provide insurance coverage for its personnel as required by applicable law, including appropriate occupational and security-related risks.
- Be responsible for any loss or damage arising from negligence or failure to perform the agreed security services, subject to the terms of the contract.
- Provide supervisory support and ensure that RSOG can contact the service provider promptly in case of an emergency.

RSOG reserves the right to request the replacement of any security officer whose conduct or performance is considered unsatisfactory. The service provider shall replace such personnel promptly at its own cost.

5. Service Period:

The expected service period is one (1) year, subject to satisfactory performance, availability of funds, and RSOG procurement requirements.

6. Requirement for Submission of Quotation:

Interested companies shall submit the following:

- A Signed and stamped quotation
- Monthly service fee in Rwandan Francs (RWF), inclusive of all applicable taxes

- Company registration certificate
- Valid operating license issued by the authorized institution
- Valid Tax Clearance Certificate and RSSB Clearance Certificate
- Reference from at least three (3) previous/current clients
- Company profile clearly indicates the date of establishment, number of security personnel employed and relevant experience.

7. Submission

Quotations must be submitted by End of Day, 30 September 2026.

All submissions must:

- Be in PDF Format
- Be sent via email procurement.rsog@rsog.org.rw
- Include the subject line: "Submission of Quotation – RSOG-RFQ-2026/09/001"

8. Clarifications:

All inquiries and requests for clarifications must be submitted in writing to the same email address indicated above.

Sincerely,

Procurement Office
RSOG