

The following criteria shall be met in order to be eligible for this contract:

- A. Bidders shall have at least ten (10) years of experience performing Fireworks Displays with similar sized projects,
- B. Bidders shall provide, at a minimum, three (3) comparable references of current work being performed. These references must be for entities similar in size to the Radisson Blu & Kigali Convention Center Ltd (KCC).

SCOPE OF SERVICES

All proposals must be made on the basis of, and either **meet or exceed**, the requirements contained herein. All offerors must be able to provide:

1. General requirements:

- The fireworks display at each selected location shall be programmed electronic fireworks,
- Minimum of **15-20** minutes in length with distinct opening and closing portions,
- The show shall be pre-loaded and computer operated in order to electronically fire all shells,
- The display will be fired in accordance with the rules and regulations established by the Ministry of Interior, Rwandan Security Authorities and local authorities (City Of Kigali),
- The starting firing time for all displays shall be approximately **PM (TBC)**, depending upon darkness and weather conditions,

2. Fireworks Display

- Shells used in the display at Radisson Blu & Kigali Convention Center Ltd (**KCC**) & Kigali Heights (**KH**) shall respect the requirements established by the Ministry of Interior, Rwandan Security Authorities and local authorities (**City Of Kigali**), as well as pertinent **ISO 21583:2020**. The show should feature a mix of high and low level fireworks. The emphasis of the show is open to lots of variety in terms of color and shape. A discussion on the recommendations from the service provider about the planned show should occur with county prior to final fabrication of show.
- Shells used in the display at Radisson Blu & Kigali Convention Center Ltd (**KCC**) & Kigali Heights (**KH**). The finale shall include a combination of shell sizes including the largest allowed. This show should feature only highly level shells due to landscaping.
- The Service provider shall package all special effects shells, lingering effects shells, and multi-break shells together. Each shell shall be specifically labeled for easy review and identification by the assigned authority representatives.
- The Service provider may not substitute shells for the shells listed in their proposal without prior written approval of assigned authority representatives.

3. Equipment & Storage

- The Service Provider shall provide necessary safety equipment, and all tools and materials, including but not limited to mortar racks, containers, sand, lumber, stakes, etc., which may be required for the firing of the display.
- Fire extinguishers of appropriate classification and approved as operational shall be accessible and in plain view from the time the fireworks arrive on site until all fireworks are completely removed from the site.

 

- Products and services not specifically mentioned in this RFP, but which are necessary to provide the functional capabilities described by the Service provider shall be deemed to be included in this requirement.

4. Firing Method

- Firework display to be fired electronically for safety purposes,
- All shells and firing racks must be inspected and stable before loading.
- Provide a detailed shell description and breakdown of shells.

5. Condition of Firing site

- The Service provider shall be responsible for removing all firing materials, debris, packing materials, etc., and for filling all holes utilized for firing of the displays.
- All holes left unattended as a result of a postponement of the display shall be marked with safety ribbon or cones.
- Removal of all materials shall be completed within **twenty (24) hours** after the firing of the display. The Service provider shall walk the fallout zone of the fireworks site at the end of the show and shall be responsible for the removal of any unexploded shells and to assist in the cleanup of debris.

6. Ground Protection

- The Service provider shall provide protection to minimize damage to the area caused by the firing shells,
- The Service provider shall ensure the firing locations are dry, controlled, flat, non-flammable surfaces, reinforced by sandbags or racks, to prevent tip-over and premature ignition,
- The Service provider shall work hands in hands with the inspection representatives to ensure sites are secured with restrict unauthorized access, with specific exclusion zones defined for the duration of the setup and firing,

7. Set up and Discharge

- The Service provider shall be responsible for completely supervising and directing the setup and discharge of the fireworks displays using its best skills, attention and safety.
- The Service provider shall ensure the security of the fireworks and firing materials at all times.
- All unfired fireworks shall be covered or protected during firing. Any shell not properly fired shall be disposed of in accordance with Rwandan Security Regulations.
- The Service provider will be responsible for cleaning up the fireworks site from all debris when the show is over.

8. Permits and Licensing

- The Service provider must submit a display plan which is issued **within 30 days** from the date of submission of application and obtain recommendations from the City of Kigali or the respective district.
- The Service provider shall also be responsible for any fees associated with obtaining the necessary licenses and permits.
- The Service Provider shall be responsible for obtaining all licenses and permits as required by the City of Kigali (CoK) and competent Government institutions.
- The Service provider shall be responsible for applying and obtaining a permit for the display from the competent Authority through the CoK not less than thirty (30) days prior to the scheduled events



9. Staffing

- Head operator/Pyrotechnician in charge must have minimum of five (5) years' experience with similar displays and have fired a minimum of six (6) displays in the past twenty-four (24) months. **This position is considered key personnel.**
- The Service provider may not change the Head operator/pyrotechnician after award of the Contract. If key personnel changes need to be made, Service provider must submit resume of proposed personnel for CoK authorities approval.
- A minimum staff of two (2) people shall be provided for each site/display,

10. Miscellaneous Requirements

- All bidders must make an on-site inspection of the locations where the work will be performed to become completely familiar with the existing conditions. Failure to comply with this requirement will not relieve the Service provider of his obligation to carry out the scope of the Contract.
- **Performance guarantees:** With the exception of weather related delays the Contractor shall be charged one percent (1%) of the Contract amount for every fifteen (15) minutes the display(s) is delayed from the scheduled firing time. This amount shall be subtracted from the invoice for payment. Materials offered, but not supplied, shall be subtracted from payment based on the unit cost of the material. Radisson Blu & Kigali Convention Center Ltd (**KCC**) reserves the right to deduct the cost of all shell(s) misfired, or those that failed to properly perform. Radisson Blu & Kigali Convention Center Ltd (**KCC**) reserves the right to withhold full payment if the fireworks display(s) does not happen as scheduled due to fault of the Service Provider.

11. Damage Provision

If in performance pursuant to an awarded contract, successful Bidder, or Bidder's employee, affiliate, representative, partner, subcontractor, or agent, damages KCC's real or personal property, Bidder shall compensate KCC for the cost of repair or replacement, whichever KCC determines is appropriate under the circumstances.

In such event, KCC will provide to successful Bidder an invoice stating the actual cost of repairing or replacing the damaged property. Successful Bidder shall provide payment of the invoiced amount within thirty (30) days of its receipt of said invoice. Should successful Bidder refuse to compensate KCC for the damage incurred, said invoiced amount shall be withheld from the amount payable to successful Bidder for services rendered pursuant to the awarded contract.

This provision does not waive or diminish KCC's right to pursue any and all legal remedies to collect for damages caused by Bidder, or Bidder's employee, affiliate, representative, partner, subcontractor, or agent.

12. Responsibility of Radisson Blu & Kigali Convention Center Ltd (KCC)

- Radisson Blu & Kigali Convention Center Ltd (**KCC**) will not accept responsibility, nor liability in connection with the storage, transportation, installations of fireworks and/or firing materials,
- Radisson Blu & Kigali Convention Center Ltd (**KCC**) will provide personnel at the fireworks site(s) for crowd control and site security,
- Radisson Blu & Kigali Convention Center Ltd (**KCC**) will provide personnel at the fireworks site for crowd control and security,



- Radisson Blu & Kigali Convention Center Ltd (**KCC**) will furnish and set up restraining lines for keeping all persons out of the danger area and behind the safety zone lines pursuant to the instructions supplied by the bidder and in compliance with all rules, orders, and regulations set by the **City of Kigali (CoK)** and Security organs.
- Representatives from CoK, Security organs and KCC will jointly conduct an inspection and inventory of the fireworks shells prior to the display. They will also check that the proper licensing and certifications have been obtained.

Bid' Requirements:

All bids must comply with the below requirements:

- Must meet the required Terms and Conditions for the tender/bid.
- Payment terms: **Payment schedules to be discussed and agreed**

Bidding Instructions

- Contact details: requests for clarification and bids must be submitted in writing only to tenders.kigali@radissonblu.com
- Language: only bids submitted in English will be accepted
- Currency: All bids must be in USD
- Bid Validity: 120 calendar days from the date of the proposal
- Deadlines (submissions received after these dates will not be considered):
 - Final bids must be submitted before **04:00PM (Kigali time) on 27th July 2026**
- Awarding of contract: The most competitive bids will be shortlisted, and the respective suppliers will be invited to defend their proposals. Unsuccessful bidders will be informed of the outcome independently.

Bid documents

Your bid must include the following documents:

1. Company Certificate of Incorporation or Chamber of Commerce registration proof.
2. Valid Explosives license from competent authorities (**MANDATORY**).
3. Valid Operator Certification/ Licensed pyrotechnic operator - (**MANDATORY**).
4. List of all major clients,
5. Work plan (**Must provide a detailed work plan in calendar days describing the individual tasks to be performed and the relative scheduling of those tasks including a detailed listing and bidder resources, according to skill level. All deliverable items should be identified and described.**) - (**MANDATORY**).
6. Staffing capability and number of staff(s) to be deployed at each location (**CV's and Certifications, and other qualifications.**), - (**MANDATORY**).
7. The financial offer which indicates the detailed price structure is required.
8. Provide valid copy of insurance cover; (Comprehensive General Liability Insurance Cover), (**MANDATORY**).
9. At least three (3) references of similar service performed in the past 5 years. This should be proven by good performance certificates. (**This list shall include company name, person to contact, address, telephone number, e-mail address, and the nature of the work performed. Failure to include references shall be cause for rejection of proposal as non-responsible.**) - (**MANDATORY**).

Please note the bid documents must be in PDF format, signed & stamped and should not exceed 15 mb in size to avoid rejection by our email server. If the size of the documents exceeds 15 mb can be submitted physically to Radisson Hotel & KCC reception.



Price Schedule A -

SN	Description - Location	Quantity	Unit price (USD)
1	Radisson Blu & Kigali Convention Center Ltd (KCC)	1	
2	Kigali Heights (KH)	1	
	TOTAL COST OF SERVICES USD		

The bidder shall provide a **lump sum fixed price** for completing the assignment, including a breakdown of estimated costs for each major task

- The rates to be inserted in the pricing schedule are to be full inclusive for the work described under the specification. Such rates shall cover all costs and expenses that may be required in and for the execution of the work described, and shall cover the cost of all general risks, liabilities, and obligations set forth or implied in the documents on which the tender is based, as well as overhead charges and profit.
- A rate is to be entered against each item in the Schedule of Fees and Disbursements. An item against which no rate is entered will be accepted as a rate of nil having been entered against such items and covered by the other prices or rates in the schedule.
- All rates and sums of money quoted in the pricing schedule shall be in USD,
- All travelling costs, accommodation, meals and other incidental costs are to be included in the time-based costs
- Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.

Bid Evaluation Criteria

Bids will be evaluated as follows:

Technical Specifications	The bidder demonstrates the ability to meet the requirements	Pass/Fail
Price	The price offered by the bidder is competitive versus the other offers	Competitive/Non-competitive
Payment terms	The bidder offers payment terms of at least 30 days or more. Offers with payment terms of 45 days or more will be favored.	Competitive/Non-competitive
Supporting documents	The bidder has provided the correct supporting documents	Pass/Fail

DETAILED EVALUATION AND QUALIFICATION CRITERIA

- 1.1. This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested.
- 1.2. The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (a) meets the qualification criteria, (b) has been determined to be substantially responsive to the Tender Documents, and(c) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

(Handwritten signatures)

1.3. The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other mandatory requirements in the bid document, and that the tender is complete in all aspects in meeting the requirements provided for in the preliminary evaluation criteria outlined below. Tenders that do not pass the Preliminary Examination will be considered non-responsive and will not be considered further.

1.4. **Conflict of Interest**

- The procuring entity reserves the right to disqualify any proponent that in the procuring entity's sole opinion has an actual or potential conflict of interest or an unfair advantage in respect of this RFP, whether existing now or is likely to arise in the future, or may permit any such proponent to continue and impose such terms and conditions on that proponent, as the procuring entity in its sole discretion may require.
- Proponents are required to disclose, to the RFP contacts, any potential or perceived conflict of interest issues immediately upon becoming aware of any such conflict.

STAGE ONE: PRELIMINARY EVALUATION CRITERIA (MANDATORY REQUIREMENTS)

No.	PRELIMINARY EVALUATION - MANDATORY REQUIREMENT	Responsiveness (Yes/No)
1	Company Certificate of Incorporation or Chamber of Commerce registration proof.	
2	Valid Explosives license from competent authorities (MANDATORY) .	
3	Valid Operator Certification/ Licensed pyrotechnic operator - (MANDATORY) .	
4	List of all major clients	
5	Work plan (<i>Must provide a detailed work plan in calendar days describing the individual tasks to be performed and the relative scheduling of those tasks including a detailed listing and bidder resources, according to skill level. All deliverable items should be identified and described.</i>)- (MANDATORY) .	
6	Staffing capability and number of staff(s) to be deployed at each location (<i>CV's and Certifications, and other qualifications.</i>), - (MANDATORY) .	
7	Provide valid copy of insurance cover; (Comprehensive General Liability Insurance Cover), (MANDATORY) .	
8	Company Profile	
9	Provide valid copy of insurance cover; (Comprehensive General Liability Insurance Cover (PLIC), (MANDATORY) .	
10	At least three (3) references of similar work performed in the past 5 years. This should be proven by good performance certificates. (<i>This list shall include company name, person to contact, address, telephone number, e-mail address, and the nature of the work performed. Failure to include references shall be cause for rejection of proposal as non-responsive.</i>) - (MANDATORY) .	

NOTE: AT THIS STAGE, THE TENDERER'S SUBMISSION WILL EITHER BE RESPONSIVE OR NON-RESPONSIVE. THE NON-RESPONSIVE SUBMISSIONS WILL BE ELIMINATED FROM THE ENTIRE EVALUATION PROCESS AND WILL NOT BE CONSIDERED FURTHER.

STAGE TWO - TECHNICAL EVALUATION

No.	Description of Criteria	Weighting Scores	Max Scores
1	Proven experience and reliability in providing Experience for similar sized work performed & Company Profile	10 years and above (15 marks) Others prorated at: Number of year x 15 = 5 Company profile	15
2	Proof of evidence of having undertaken similar contract in the last 3 years	Attach at least three (3) recent letters of recommendation. 3 references & above (20 marks) Others prorated at: Number of reference x 20 = 3 Provide at least one (1) DVD/Link of a comparable electronically fired fireworks display your organization has provided in the last two (2) years	20
3	Valid Explosives license from competent authorities (MANDATORY).	Provide valid license = 5 Not provided= 0	5
4	Valid Operator Certification/ Licensed pyrotechnic operator - (MANDATORY)	Provide valid license = 5 Not provided= 0	5
5	Methodology & Compliance	The proposed methodology; to handle the assignment (Technical Proposal). Attach a detailed technical proposal on how you plan to implement the contract including supervisory methodology. Submit a narrative description for the proposed fireworks display which includes	20

		<p>the order in which shells are to be fired and the size and types to be used.</p> <p>Plans to protect display/materials from inclement weather, prior to and during performance.</p> <p>Detailed/practical=30; average=20; basic=10; none=0</p>	
4	Staff Qualifications and Experience	<p>Attach CVs, Certification and other qualification:</p> <ul style="list-style-type: none"> - The Head Operator/Pyrotechnician in charge of firing the display shall be with a minimum of five (5) years' experience with similar displays and have fired a minimum of six (6) displays in the past twenty four (24) months – 10 marks - Senior Operator Supervisor (3-4 years' experience and above) - 5 marks 	15
5	Valid copy of insurance cover	Provide valid copy of insurance cover; (Comprehensive General Liability Insurance Cover (PLIC), (MANDATORY).	10
6	Financial Compliance	Audited financial report – 2023, 2024 & 2025	10
	TOTAL SCORES		100

NOTE: Pass mark for technical evaluation is 70%. The bidder who attains 70% and above in the Technical Evaluation shall proceed to financial evaluation and post qualification checks.

Financial Evaluation

The financial evaluation shall be undertaken for bidders meeting the preliminary and technical requirements. Price schedule **Must be fully filled, signed and stamped.**

Terms and Conditions

- Bids should be valid for at least 120 days from the final submission deadline.
- All bids will be treated strictly confidentially.
- All suppliers are expected to adhere to the Radisson Blu & KCC Ltd Supplier Code of Conduct
- The tender award is non-exclusive. Radisson Blu & KCC Ltd reserves the right to award service agreement to multiplesuppliers.
- Radisson Blu & KCC Ltd reserves the right to cancel the tender.
- Radisson Blu & KCC Ltd is not liable to disclose an explanation related to the outcome of the tender.
- Radisson Blu & KCC Ltd reserves the right to ask suppliers of proof of financial capabilities.
- Radisson Blu & KCC Ltd reserves the right to disqualify a service provider or cancel any subsequent contracts should it be found that information disclosed was factually inaccurate and/or that a misrepresentation of facts may have occurred.

Done, On 24th June 2026

At Radisson Blu & Kigali Convention Ltd,

Approved by:



**Nice UWASE
Ag. General Manager**