

CATHOLIC RELIEF SERVICES - UNITED STATES CATHOLIC CONFERENCE OF BISHOPS

TENDER FOR PROVISION FOR SECURITY SERVICES

Title of the Tender: Provision for Security Services

Tender Reference Number: CRS-Rwanda 015- FY26-TN/2026

Procurement Method: Open Tender

Date of Issue: July 29, 2026

Date of Submission: August 11, 2026

TENDER NOTICE PROVISION FOR SECURITY SERVICES

NO. CRS-Rwanda 015- FY26-TN/2026

Catholic Relief Services – United States Conference of Catholic Bishops' office in Rwanda (CRS/Rwanda) is a nonprofit international humanitarian and development organization working with local partners to serve the poor and vulnerable in Rwanda and globally.

Catholic Relief Services, Rwanda Program invites **ALL SECURITY COMPANIES** through this tender to submit the sealed bids for Security services.

SECTION I: SCOPE OF WORK

The services is required by CRS Rwanda office located in Kigali -Nyarugenge District, Chadel Building 3rd Floor, street #: KN78 ST House #:2. The service consists of ensuring the safety security services at different residences of its expatriate staff in various areas in Kigali that will be specified as an attachment to the contract, by deploying security personnel during the day and night. As per conditions to be agreed on with the successful security company, the requirements are but not limited to:

1. The security company will provide adequately trained and well-disciplined security personnel who will safeguard the CRS staff residences as per the contract from any thefts, pilferage or damage and also ensure safety of the visitors, guests or any other authorized person to access the residences concerned.
2. The security personnel will be deployed 24 hrs in 2 shifts at the residences of CRS expatriate staff to safeguard the premises.
3. The security personnel will be responsible for opening/closing the gate as directed by CRS Rwanda on working and closed days.
4. The security personnel should be duly trained in Fire Safety Operations. They should be trained to operate various fire control equipment installed at residences of CRS expatriate staff.
5. The security personnel should be able to read and write with basic communication in either English or French
6. The security personnel should be able to control and write all visitors in a given Register

SECTION II: ELIGIBILITY CRITERIA

1. The Bidder should be an experienced Security Company with the required registration and licenses to operate in Rwanda as a Private Security Company including the license to use the alarm system and telecommunication devices.
2. The Bidder should also possess the working permit provided by the Ministry of Internal Security.
3. The Bidder should have at least 5 years' experience of providing Security services.
4. Three big references with an existing contract totaling 2 million or above duly attested by the contract signed between client and the Security Company.
5. The bidder should be member of Rwanda Industry Security association.

SECTION II: FINANCIAL AND TECHNICAL OFFER

1. Bidding documents quoted in Rwanda Francs (Rwf).
2. The bidder should clarify the monthly cost per unit for night/day guard, armed/ non-armed
3. The bidder should precise if the cost can be prorated if full month not covered
4. The bidder should precise if the cost includes the alarm system or not

5. Bidding should give quotation for any other security asset required to provide security service
6. The offer must specify if the prices are VAT inclusive or not
7. Bid should state at which extent a discount (%) should be considered

SECTION III: REQUIRED DOCUMENTS AS ATTACHEMENT.

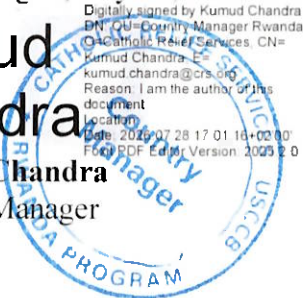
1. Operating licenses (Working permits and trading license)
2. TIN or VAT number and registration certificate
3. RDB Certificate
4. Name, address and telephone number of 3 references, preferably with INGOs
5. Certificates for duty completion
6. Maximum one page of Security Company identification, background and internal organization including the number of its staff (Guards and Supervisors) and number of ongoing contracts.
7. Maximum one page on how the security issues will be managed at the workstation
8. Brief description of its process to refund any loss if the company is held responsible

Bid written in French or English addressed to the attention of the CRS / Rwanda Program Country Manager must be submitted to the following e-mail address: rwandabids@crs.org before **August 11, 2026, at 5:00 P.M.**

You are advised that this tender does not constitute in any way a commitment on the part of CRS/Rwanda or its agents, for any service requested.

Done at Kigali, July 29, 2026.

Kumud Chandra
Country Manager



APPENDIX A

SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

[Catholic Relief Services \(CRS\)](#) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the [United Nations Global Compact initiative](#), the [United Nations Guiding Principles and Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), [ETI Base Code](#), and applicable [CRS' Policies, Procedures and Standards](#).

1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, [exploitation and abuse](#), including sexual exploitation and abuse, and [trafficking in persons](#).¹ All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or

otherwise encourage them to act contrary to their obligations.

- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](#)
- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

¹ Refer to pages 6 and 7 of CRS' Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.

3) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the abovementioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>
- Email: alert@crs.org
- Phone/Skype: 1-866-295-2632
- Toll free for CRS Rwanda : 8007
- Mail: (mark "Confidential") Attention: General Counsel Catholic Relief Services 228 W. Lexington Street Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document

Name: _____
Title: _____

Date: _____