

## REQUEST FOR EXPRESSION OF INTEREST

**05/08/2025**

### Expression of Interest EOI/02 2025 FOR WFP KIGALI OFFICE RENT

#### A. Background

- The World Food Programme in Rwanda seeks to establish contract(s) with a company or individual who will be required to rent its premises to WFP for its office in Kigali.  
The workstation area required is described in the table below:

**Table 1: WFP- Kigali CO Workstation Area required**

| Users                                                  | Presence Pattern        | Recommended Workspace Type |                        | Future Total Number of Users | Area Required      |
|--------------------------------------------------------|-------------------------|----------------------------|------------------------|------------------------------|--------------------|
|                                                        |                         | <b>assigned / shared</b>   | <b>enclosed / open</b> |                              | <b>(Sq. Meter)</b> |
| Representative and Country Director                    | office-based            | non-shared                 | enclosed               | 1                            | 50                 |
| Deputy Country Director                                | office-based            | non-shared                 | enclosed               | 1                            | 20                 |
| Users whose function requires privacy                  | office-based            | non-shared                 | enclosed               | 10                           | 150                |
| Users whose function does not require privacy          | office-based            | Shared                     | open                   | 58                           | 290                |
| 10 bathrooms/ toilets including 2 for disabled peoples | bathroom                | Shared                     | enclosed               |                              | 30                 |
| Receptionists                                          | office-based            | Shared                     | open                   | 1                            | 30                 |
| Big conference room for 50 pax                         | conference room         | Shared                     | open                   | 1                            | 125                |
| Small conference room for 25 pax                       | conference room         | Shared                     | open                   | 1                            | 40                 |
| Storage room for IT equipment                          | Store                   | Shared                     | enclosed               | N/A                          | 30                 |
| Storage for Admin equipment                            | Store                   | Shared                     | enclosed               | N/A                          | 30                 |
| Server room                                            | Server room             | Non-Shared                 | enclosed               |                              | 30                 |
| Archives                                               | Archive                 | Shared                     | Enclosed               |                              | 50                 |
| Kitchen + Restaurant                                   | Kitchen + Restaurant    | Shared                     | open                   |                              | 90                 |
| Office vehicles parking                                | parking for 10 Vehicles | Shared                     |                        |                              |                    |
| Staff vehicle parking                                  | parking for 30 vehicles | Shared                     |                        |                              |                    |
| Security Guards (may need a room in an annex house)    | office-based            | rotational                 | enclosed / open        | 6                            | 10                 |
| cleaners (may need also a room in an annex house)      | office-based            | rotational                 | enclosed / open        | 10                           | 15                 |

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|               |  |  |  |           |            |
|---------------|--|--|--|-----------|------------|
| <b>Totals</b> |  |  |  | <b>89</b> | <b>990</b> |
|---------------|--|--|--|-----------|------------|

2. The company or individual should have property titles for the office to be rented.

**Additional information will be provided at a later stage in the RFP document.**

3. WFP invites eligible companies/ individuals to express their interest in providing the above-mentioned office workstation area required for lease.
4. The purpose of this request for EOI is to identify companies or individuals who can have premises with office space to be rented to WFP for its office in Kigali.
5. Eligibility to participate in the proposed tender will be determined on the basis of:
- Confirmation of interest in being considered for the provision of the above services.
  - EOI response form and Annexes completed and signed, as required in Clause 7 of this document:
6. After the deadline for submission of responses has passed, WFP will evaluate responses received and will notify eligible participants of the outcome of the evaluation.
7. In order to participate in the pre-qualification exercise, companies are required to provide the following:
- Table 1. WFP Requirements
  - Table 2. Supplier Information.
  - Table 3. Supplier Financial Status.
  - Table 4. Supplier Relevant Experience.
  - Copies of business registration certificates, tax compliance certificates and any other licenses necessary for the operation of the company.
  - Table 5: Signatory by the authorized company representative and company stamp.
8. All supporting documentation listed above shall be prepared in accordance with the instructions provided and sent to WFP Procurement by email to, [rwanda.procurement@wfp.org](mailto:rwanda.procurement@wfp.org) or the documents may be hand delivered to the WFP Kigali Office in Kicukiro. The deadline for response to this request for EOI is:
- 25/08/2025 at 11:00am**
9. WFP will not consider incomplete or unsigned submissions. All responses and supporting documentation received will be treated as strictly confidential and will not be made available to the public.
10. This request for EOI does not constitute a solicitation. WFP reserves the right to change or cancel this procurement process or any of its requirements at any time during the process; any such action will be communicated to all participants.
11. Should you have any questions please do not hesitate to contact us at [rwanda.procurement@wfp.org](mailto:rwanda.procurement@wfp.org).

### TABLE 2: SUPPLIER INFORMATION

## REQUEST FOR EXPRESSION OF INTEREST

**TABLE 3: SUPPLIER FINANCIAL STATUS**

| A. Company / Organization's Background Information |                                                                                                         |                                                          |                                |                                                     |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------|--------------------------------|-----------------------------------------------------|
| 1                                                  | Legal Name of Company/Organization:                                                                     |                                                          |                                |                                                     |
| 2                                                  | Full address:                                                                                           |                                                          |                                |                                                     |
| 3                                                  | E-mail address:                                                                                         |                                                          | Website address:               |                                                     |
| 4                                                  | Telephone:                                                                                              |                                                          | Fax:                           |                                                     |
| 5                                                  | Contact person, title:                                                                                  |                                                          | Tel./E-mail of contact person: |                                                     |
| 6                                                  | Registration with UNGM                                                                                  | Yes <input type="checkbox"/> No <input type="checkbox"/> | UNGM No.                       |                                                     |
| 7                                                  | Company/Organization Business Registration Number:                                                      |                                                          | 8                              | Date of the Company Registration as a legal entity: |
| 9                                                  | Additional company/organization background information: [If applicable, insert not more than 100 words] |                                                          |                                |                                                     |

**TABLE 4: SUPPLIER RELEVANT EXPERIENCE**

List at least 2 contracts in the last 3 years relevant to the provision of Rental services.

| B. Company / Organization's Financial Status |           |
|----------------------------------------------|-----------|
| Item                                         | Value USD |
| Gross Turnover 2021                          |           |
| Gross Turnover 2020                          |           |
| Gross Turnover 2019                          |           |

| C. Supplier relevant experience |                             |                  |                      |        |
|---------------------------------|-----------------------------|------------------|----------------------|--------|
| Commenced<br>(Month / Year)     | Completed<br>(Month / Year) | Type of Contract | Total Value<br>(USD) | Client |
|                                 |                             |                  |                      |        |
|                                 |                             |                  |                      |        |
|                                 |                             |                  |                      |        |

**TABLE 5: SIGNATORY AND ORGANIZATION STAMP**

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| <b>D. Signatory</b>           |        |
|-------------------------------|--------|
| Name of Company/Organization: |        |
| Name:                         | Title: |
| Signature:                    | Date:  |