

REPUBLIC OF RWANDA



القنصلية العامة لجمهورية رواندا - دبي

GENERAL CONSULATE OF THE REPUBLIC OF RWANDA- DUBAI

REQUEST FOR PROPOSAL (RFP)

REQUEST FOR PROPOSAL FOR STAND CONTRACTOR/EXHIBITION STAND BUILDER THAT DESIGN AND BUILD STAND VISIBILITY OF THE REPUBLIC OF RWANDA AT THE MIDDLE EAST ORGANIC AND NATURAL PRODUCTS EXHIBITION 2025

Overview: The General Consulate of the Republic of Rwanda in Dubai seeks to select a qualified vendor, herein also referred to as a “**Exhibition Stand Contractor**” or “**Exhibition Stand Builder**” to create customized stand design and installation offering complete full-service in-house capability and enhance stand visibility for the Republic of Rwanda at the Middle East Organic and Natural Products Exhibition 2025. The selected stand contractor will formulate an integrated planning of complete range of contracting services, intended to enhance the stand brand visibility of Rwanda at the Middle East Organic and Natural Products Expo 2025.

Overall Objective: In close collaboration with the RDB and Consulate, the objective of the request for proposal is to hire a stand contractor to bring the best stand design options, with specialization in exhibition management services, complete stand design expertise including exhibition scenography and contracting, complete technical venue coordination, and stand build up services.

Scope of work: The work will be underpinned by creating the stand mockup design of 24SQM stand space (8m X 3m in dimensions) showcasing brand identity visibility, offering premium stand furniture and expert in house team carrying out all the building, production and fit out installations. In this context, the selected contractor will be expected to execute the following core deliverables:

- Stand mockup design of 24sqm space booked at the Organic and Natural Products Exhibition 2025: Mockup design to cover the following items, 10 tables with 2 chairs each, a reception desk (with storage space), a VIP sitting area and an area space to showcase the products. One wall, one screen, at least two ends open.
- Buildup and fit out installations:



- Technical venue coordination
- Full-stand build-up services including but not limited to branding.

Proposal Requirements

The proposal should focus on addressing the vendor's ability to provide the services outlined in the overall Scope of work. Proposal submissions should provide the following:

1. **Cover Letter:** A letter signed by the stand contractor, Include a primary contact person for the proposal.
2. **Approach to Scope of Work:** The proposal should provide a full scope of work from designing to stand buildup construction of your Scope of Work element.
3. **Qualifications and Experience:** Provide a description of the history, experience, and qualifications of the individual or any proposed subcontractors* to perform the Scope of Work. Please include:
 - a. Resumes and biographies of all principals assigned to the project.
 - b. List of similar/relevant projects the consultant or agency has undertaken
 - c. References from similar projects has undertaken.
 - d. Stand Design Mockup and Quotation of the 24sqm stand Project
 - e. If any element of the scope will be subcontracted, please provide the same information for the subcontracting firm.
4. **Project Cost:** Provide detailed costs for the services to be performed by the vendor based on the Scope of Work.
5. **Project duration:** The selected vendor will be retained from the selection date to the completion of the work (*Organic and Natural Products Exhibition 2025*)

Eligibility

The selected stand contractor will be based in Dubai and should possess demonstrated expertise in stand design, exhibition management services, high quality build-up services.

Relevant Provisions

The General Consulate of the Republic of Rwanda in Dubai assumes no responsibility and no liability for costs incurred relevant to the preparation and submission of the RFP by prospective vendors, or any other costs prior to issuance of a contract.



The General Consulate of the Republic of Rwanda in Dubai also retains the right to reject any or all the proposals submitted, and to make any award deemed to be in the best interest of the General Consulate of the Republic of Rwanda in Dubai.

A contract between the General Consulate of the Republic of Rwanda in Dubai and the selected vendor will be subject to and be in accordance with all UAE local laws as may be applicable.

Timeline to submit the proposal: 5th October 2025.

Contact: Please submit your proposal via email to the following email addresses:

ambaabudhabi@minaffet.gov.rw

dubaiconsulate@minaffet.gov.rw

