

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 DESIGNS AND BUILDS STAND VISIBILITY FOR THE REPUBLIC OF RWANDA AT THE ARABIAN TRAVEL MARKET 2025

Overview: In close collaboration with the Rwanda Development Board, the General Consulate of the Republic of Rwanda in Dubai seeks to select a qualified vendor, herein also referred to as an “Exhibition Stand Contractor” or “Exhibition Stand Builder”, to create custom stand design and installation offering complete full-service in-house capability and enhance stand visibility for the Republic of Rwanda.

The selected stand contractor will formulate an integrated plan for a complete range of contracting services intended to enhance the stand brand visibility of Rwanda at the Arabian Travel Market Exhibition held at Dubai World Center from the 28th of April to the 1st of May 2025.

Overall Objective: 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 44SQM stand space showcasing the brand identity visibility, offering premium stand furniture and an 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:

- A stand mockup design of 44 sqm space 4m w x 11m, four open sides booked at the Arabian Travel Market Exhibition 2025: A mock-up design will cover the following items: 10 tables with two chairs each, a reception desk (with storage space), and a VIP sitting area.
- One wall, one screen, at least three 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 undertaken
 - d. Stand Design Mockup and Quotation of the 44sqm 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 (*Arabian Travel Market 2025*)

Eligibility

The selected stand contractor will be based in Dubai and should possess demonstrated expertise in stand design expert, exhibition management services, and high-quality buildup 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, in close collaboration with RDB, 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: 14th April 2025.

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

dubaiconsulate@minaffet.gov.rw

ambaabudhabi@minaffet.gov.rw

