

**INTERNATIONAL COMPETITIVE TENDER N° RCB/001/02/2024**

**TENDER TITLE: Tender for hiring a PCO to Coordinate the 3<sup>rd</sup> United Nations Conference on Landlocked Development Countries (LLDC).**

RCB would like to hire a highly experienced Professional Conference Organizer (PCO), to Coordinate the 3<sup>rd</sup> UN LLDC conference scheduled to take place in Kigali from the 16<sup>th</sup> to the 21<sup>st</sup> of June 2024.

Participation is open on equal conditions to all willing and qualified bidders. More details on the services are provided in the terms of references.

The tender documents with detailed terms of reference may be obtained on any working day in the Procurement Office, RCB Headquarters in the new RDB building on the 5<sup>th</sup> floor upon presentation of proof of payment of non-refundable fees amounting to Rwf 10,000 payable on RCB account number 0009507728806-72 open in Bank of Kigali (BK).

Interested bidders are required to submit one original proposal, well printed, properly bound in a sealed envelope clearly highlighting the tender reference number, the title of tender, and the bidder's name, as well as its soft copy on an external hard drive, and all to reach RCB procurement office not later than Friday, 22<sup>nd</sup> March 2024 at 10:00 AM local time.

Bids will be opened immediately in the presence of bidders or their representatives who choose to attend. Late bids will be rejected.

Done at Kigali, February 28<sup>th</sup>, 2024

  
**Paul Mugabo**  
**Support Services Director**

