



EXPRESSION OF INTEREST NOTICE

Title of the Tender: Supply of Promotional & Event Materials

Tender Ref: TE-RWA/2025/001

Issued by: TotalEnergies Marketing Rwanda

Date: 30th April 2025

TotalEnergies Marketing Rwanda: TotalEnergies is a global integrated energy company that produces and markets energies. We provide the energy the world needs: ever more affordable, more sustainable, more reliable and accessible to as many people as possible.

TotalEnergies Marketing Rwanda invites qualified vendors to submit Expression of interest for the supply and delivery of promotional and event branding materials.

The Expression of Interest aims to pre-qualify suppliers capable of meeting high-quality standards and strict deadlines.

All shortlisted suppliers will be invited to participate in a formal tender process.

Scope of supply

Suppliers are required to provide the following materials:

Materials	Description	Specifications
Hard boards	Promotional boards for barriers	245cm long x 100cm high
Banners	Barrier Banners along courses	varying lengths (5m / 10m / 20m / 25m) x 0.8m high
Beach flags	Barrier Banners along courses	Different dimensions possible. Dimensions used the most: 90 x 430cm Recommendation from EDP: 80 x 315 cm



Inflatable	Custom Promotional Inflatable	<p>Details not available yet, but usually around 3m height.</p> <p>The vendor will provide more details with a canva if inflatable production is requested. Based on this canva TotalEnergies can create the visual design.</p> <p>Specifications of a normal inflatable balloon in attachment</p>
Promotional Video	Video for Giant screens	<p>1920 px x 1080 px-horizontal</p> <p>Maximum length of 30 seconds.</p>
Rollup Banner	VIP Table branding	dimensions at TotalEnergies' discretion
Table Flags	VIP Table Flags	dimensions at TotalEnergies' discretion
Expo Zone Stand	Design & Logistics for Total Energies Stand	
Car Stickers	Logo branding on official cars	TotalEnergies to decide which logo should appear on the cars
Start Arch	Logo placement on arch	TotalEnergies to decide which logo should appear on the start arch
Finish Arch	Logo placement on arch	TotalEnergies to decide which logo should appear on the finish arch
Backdrops (Podium, interview)	Podium/Interview branding	TotalEnergies to decide which logo should appear on the backdrops



Volunteer Program	Textile Kits (Polo, caps, etc	Specifications depend on the item
Protocol Services	Ladies to represent the company	Total energies team to decide which protocol team and clothes to be worn
Brand Ambassador Services	Wages, Per Diem, Transport & Lunch	Total energies to choose the best

Key Elements Hiring Costs

Van Hire(14-seater)
Truck Hire(20ft)
Truck Hire (20ft) outside Kigali
Truck Hire (40ft)
Truck Hire (40ft) outside Kigali
Genset hire
Van Sound hire
Security
Videography, photography

Other BTL Elements

Uniforms
Tables
Set up elements
Chairs
Dressing elements
Branding elements
Lighting
County permits
Games
Elite MCs and influencers
Standard Event
Elite MC
MC Influencers
Sound



Stage

Category	Basis	Item	
Equipment	Daily Hire Rate	Hire of Basic LED TV Screen (40")	With a stand
Equipment	Daily Hire Rate	Hire of Basic LED TV Screen Smart (55")	With a stand
Experiential Elements	Per Square meter	Hire of Grass carpet	
Experiential Elements	Per Square meter	Hire of Red carpet	
Experiential Elements	Half day photography	Half day photography	
Experiential Elements	Daily Hire Rate	Hire of Tent- (25-seater): Local tent 50-100 seater	
Experiential Elements	Daily Hire Rate	Activation Tent décor	BASIC DÉCOR'
Experiential Elements	Daily Hire Rate	Hire of B line Tent-6X6(100-seater)	
Experiential Elements	Daily Hire Rate	Hire of B Line Tent 10 x10	



Experiential Elements	Daily Hire Rate	Hire of Alphine 6 x 6 Imported	
		Banquet Seating	
Experiential Elements	Daily Hire Rate	Hire of stretch Tent-6X6(100-seater)	
Experiential Elements	Daily Hire Rate	Hire of stretch Tent - 200-seater Theatre Seating	
Experiential Elements	Daily Hire Rate	Hire of stretch Tent-9X6(100-seater)	
Experiential Elements	Daily Hire Rate	Hire of stretch Tent - 200-seater	
Experiential Elements	Daily Hire Rate	Hire of Dome Tent 500-seater-3 Sections 30 b 10	
Experiential Elements	Daily Hire Rate	Hire of Dome Tent 200-seater-2 sections 30 by 10	

Eligibility Criteria

You Must:

1. Be a registers business with Valid Tax compliance
2. Have a minimum of 3 years' experience in event branding/supply.
3. Provide samples of portfolio of previous similar works
4. Demonstrate ability to meet tight deadlines (May-June 2025)



5. Comply with quality standards (durable, weather-resistant materials where applicable)

Submission requirements

1. Cover letter (Company details, interest confirmation)
2. Company Profile (Registration, experience and references)
3. Technical Proposal: (Production capacity, samples, Designs Mockups)
4. Financial indicative Rates (Budget, estimates per item)
5. Delivery Plan (timeline, logistics)
6. Supporting Documentation (Tax Clearance, business license)

Submission Guideline

1. Deadline: 06th May 2025, 5:00pm CAT
2. Format (PDF via email or Sealed Hard copies at our office)
3. Email: alice.tumukunde@totalenergies.com
4. Subject line: EOI for 2025 Materials- "(Your company name)"

FYI: Late Submissions will not be Considered

Contact Information

Total Energies Marketing Rwanda

Email: alice.tumukunde@totalenergies.com

Phone: +250788323383

Best regards,

Alice Tumukunde