



TENDER ADVERTISEMENT

REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES

AGENCY: RWANDA AIRPORTS COMPANY Ltd

SUBJECT: REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR ISO/IEC 27001:2022 CERTIFICATION AND SURVEILLANCE AUDIT FOR RWANDA AIRPORTS COMPANY

TENDER NOTICE (TN): 025/C/2024-2025/ICB/RAC

SELECTION METHOD: CQBS

SOURCE OF FUND: RWANDA AIRPORTS COMPANY Ltd

Rwanda Airports Company (*RAC*) intends to use a portion of funds allocated for Consultancy services for ISO/IEC 27001:2022 Certification and surveillance audit for Rwanda Airports Company.

Rwanda Airports Company (*RAC*) now invites eligible consultants to indicate their interest for providing these services. The interested consultancy firms must provide information indicating that they are qualified to perform the required service. Consultancy firms constitute joint-ventures to enhance their chances of qualification.

Eligibility criteria, establishment of the shortlist and selection procedure shall be in accordance with RAC procurement manual revised January 2021, available on www.rac.co.rw

The interested consultants may obtain further information at the address below during office hours from **09:00-17:00 Kigali time**.

Firms interested are requested to send their expression of interest to the address below not later than 27th March 2025 at 10:00am Kigali time and indicate clearly the **Expression of interest for**



Consultancy services for ISO/IEC 27001:2022 Certification and surveillance audit for Rwanda Airports Company.

The shortlisting criteria will focus on:

- Profile of the firm/Core business and profile of the company's establishment
- Firm's eligibility documents
- Certificate of incorporation with similar business activity to the assignment
- General experience of the firm (must be at least 10 years) in the same field.
- Good completion certificates for conducting the same service (two)
- Summary of qualification and experience of key staff for the required assignment

At least three (3) firms will be shortlisted and provided with RFP. If the number of eligible consultants meeting the selection criteria is less than the minimum number of three (3), RAC may re-advertise and call for expression of interests for the assignment.

Managing Director of Rwanda Airports Company, 1171 Kigali-Rwanda, Tel: (+250) 252585555; or by writing to Email: info@rac.co.rw, Cc: ikamarade@rac.co.rw and frugema@rac.co.rw

The consultancy firm has the right to provide comments and advice on the attached terms of reference.

Eva G. Wishingire



For: **Charles HABONIMANA**
Managing Director

TERMS OF REFERENCE (TOR) FOR THE CONSULTANCY SERVICES FOR ISO/IEC 27001:2022 CERTIFICATION AND SURVEILLANCE AUDIT FOR RWANDA AIRPORTS COMPANY.

Introduction

RAC is a subsidiary of The Aviation, Travel, and Logistics Holding Limited, a Holding Group wholly owned by the Rwandan government. Rwanda Airports Company Ltd. is responsible for the daily management, operation, and provision of air navigation services for all airports in the country.

RAC is responsible for

- The management of flight, terminal, safety, and airport operations;
- The management of the airport's commercial activities, airport concessions, and retail businesses;
- The management of facilities.

Description of the Assignment

The Rwanda Airports Company has implemented an Information Security Management System (ISMS) based on ISO 27001:2022. RAC is now seeking a Service Provider to carry out ISO/IEC 27001:2022 Certification as defined in the consultancy scope contained in this document.

Objective

The engagement's objective is to provide independent confirmation that the Rwanda Airports Company Information Security Management System (ISMS) meets ISO 27001:2022 requirements and, if found compliant, issue the Certification.

Scope of Work

The scope of RAC's ISMS shall cover the information systems, ICT infrastructure, and personnel that RAC utilizes in delivering the company's mandate from its Head Office at the Kigali International Airport.

Information Systems	Directorates/ Departments	Sites
1. ERP	1. Corporate IT	<ul style="list-style-type: none"> • Kigali International Airport
2. Sage	2. Finance Department	
3. Microsoft Exchange – Email	3. Human Resources and Administration Department	
4. Access Control System	4. Legal Department	
5. Active Directory	5. Airport Operations Department	
6. Car Park System	6. Engineering & Maintenance Department	
	7. Audit Unit	
	8. Strategic Planning Unit	



	9. Quality & Safety Unit 10. Procurement Unit 11. Business Development Unit.	
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The Contracted Certification Body shall: -

1. Prepare and submit an Audit Plan at least One (1) Week Before the Start Date
2. Undertake Detailed Documentation and Process Review based on ISMS Scope
3. Plan and Conduct Stage 1 and Stage 2 Audits Based on ISO 27001:2022 Standard
4. Assist in the Development of a Road Map to close gaps Identified during the Audit
5. Conduct ISO 27001:2022 Certification Audits for the Rwanda Airports Company
6. Where the RAC meets the requirements, issue an ISO 27001:2022 certificate that is valid for at least 3 years.
7. Prepare and Submit a Surveillance Audit Plan At least One (1) Year Before the Audits.
8. Conduct Surveillance Audits (1 & 2) per ISO 27001:2022 Requirements.

Note: - The quoted price must include all the above items.

Deliverables

At the conclusion of the project, the Rwanda Airports Company will require a written summary report on the certification process consisting of the following:

1. Report on the audit findings of the certification audit
2. Recommendation for issuance of the ISO 27001:2022 Certificate to RAC upon satisfactory compliance to the Standard and Certification requirements;
3. Where RAC does not meet the certification requirements, a detailed report on the reasons for the non-compliance and the way forward to certification is required.
4. Surveillance audit reports in line with ISO 27001:2022 requirements.

Responsibilities of the Firm

The consultant shall be expected to deliver the project as agreed with the Rwanda Airports Company in observance of all the terms of reference of this assignment. The consultant shall meet all the expenditures towards provisioning these services to RAC. The consultant shall be expected to meet the transport, accommodation, and other subsistence expenses of the proposed personnel for the assignment, and all the same must be clearly stated in the proposal.

Responsibilities of RAC

Rwanda Airports Company shall provide the consultant with the following:

1. Relevant reference material
2. Facilitate access, working area, and liaison officer(s)
3. Avail information necessary to facilitate the assignment



Consultancy Fees

The consultant should provide a quote for the consultancy in Rwandan Francs, and the fees should include all taxes as per applicable government regulations.

