



Pro-forma Invoice

Company Name: Trinity Nyakabingo Mine Ltd
Contact Person: Rogers Bureshyo
Position: Procurement Supervisor
Email:
Tel: +250 788 535 310
Company Address:

Date: Friday, January 31, 2025

Description	Sales Price in RWF per person	Date/s	Number of days	Number of People	Amount in RWF
Meeting					
Room Rental Fee(Kinigi Meeting Room) Room set-up Seating, pads, pens, mints and water in the room Audio visual Built-in screen or tv, lcd projector, flip chart complimentary wi-fi and parking)	RWF 500,000	06th-07th February, 2025	2	15	RWF 1,000,000
Full day conference package- inclusive of arrival tea, coffee, mid-morning, mid-afternoon coffee breaks and Buffet Lunch in FP Social Restaurant	RWF 65,000	06th-07th February, 2025	2	15	RWF 1,950,000
Total Estimated Revenues					To be paid before the event
					<u>RWF 2,950,000</u>

VAT Inclusive

THIS MUST REFLECT SAME PAYMENT TERMS AS CONTRACT

Payment Terms	Due Date	Amount Due
100% of total estimated revenue	Before the event	<u>RWF 2,950,000</u>

CONFIRMATION

• Food and Beverage Attrition / Cancellation: The Organization can cancel up to 10% of the number of attendees initially booked for banquets until 7 days prior to the event date. Beyond 10% or passed this timeframe, The Hotel will not accept any cancellation and the number communicated will serve as a minimum for billing.
 • In the event of force majeure (i.e Acts of God, Pandemic ,Government regulations,disaster...) this event shall be postponed or if not it will be cancelled free of charge.
 • Should The Organization wish to add covers, it needs to inform the hotel in advance in written for prior approval. Additional covers, if accepted, will be charged as per the agreed rates of the event.
 It is the responsibility of The Organization to order enough food & beverages for its attendees.
 •Officials not to benefit:As per Marriott Policy,no official is entitled to any direct or indirectly benefit asking from our partnership nor any kind of award.

Please Transfer the above mentioned amount to our bank account as following :

Bank name : Equity Bank
Account No RWF: 4002200473896
Account No USD: 4002200473897
SWIFT: EQBLRWRWXXX
Address: Grand Pension Plaza Building , Ground Floor , P.O Box 494 Kigali- Rwanda
Account Name: NHL-Kigali Marriott Hotel

Name: Winnie Murungi
Position: Cluster EBC Sales Executive