



KIGALI SERENA
HOTEL

PRO - FORMA INVOICE

DATE : 8th August,2025
COMPANY : Trinity Nyakabingo Mine Ltd
CONTACT PERSON : Rogers Bureshyo
SUBJECT : CONFERENCE

Dear Rogers,

Greetings from Kigali Serena Hotel and thank you for your valued request

PREMIUM PACKAGE INCLUDES 75,000 FRW Per/Person

- Free Meeting Room
- Welcome tea/coffee
- Mid-morning tea, coffee, pastries and hot biting
- Buffet Lunch with soft drink
- Afternoon tea coffee, cookies and fresh juice
- Writing pad and pen with blotters
- Flipchart, Markers, Writing pads, mineral water, Mints
- P. A system Projectors slide mover and 2 wireless mics

CONFERENCE	Quantity	Days	Unit Price FRW	Total Price FRW
FULL DAY PACKAGE	34	1	75,000	2,550,000
TOTAL AMOUNT				2,550,000

Above packages are inclusive of Government taxes

PAYMENT

- a) Please note that All bookings are held on tentative basis unless a 50% deposit is made to guarantee the arrangements.
b)100% payment is expected 7 days to the event date.
c) The advance payment/ LPO for the event/conference confirmation is to be sent within one week after receipt of this quotation. Failure to do so the room will be released automatically without further notice”

Bank Details:
I&M Bank, Rwanda
Head Office Branch
Po Box 354
Kigali, Rwanda
Swift code: IMRWRWRW

KN 3AV, P. O. Box 7469 Kigali, Rwanda
Tel: (+250) 788 184500 or (+250) 252 597100 Fax: (+250) 252 597101
Email: kigali@serena.co.rw Website: www.serenahotels.com



KIGALI SERENA
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Bank account details:

Tourism promotion services Rwanda Limited (Kigali Serena hotel)

**Account Numbers: 25007240003(USD)
25007240004(euros)
2500 724 0001(Franc)**

Cancellation terms:

Any cancellation or reduction in numbers after a formal confirmation of the booking has been received should be communicated to the undersigned latest 2 weeks before the function date. Cancellation or reduction in numbers after the deadline specified will attract full charges of the quoted rates above.

We hope that the above arrangements cover all your requirements, however, should you require additional information and/or assistance, please do not hesitate to contact us.

We look forward to your confirmation and assure you of the best standard of service and attention.

Please advise us in writing if our offer suits your requirements to be able to block rooms and meeting space and send across our contract for review and signature.

Yours sincerely,

For: KIGALI SERENA HOTEL

Esther MUTESI

Banquets Sales Manager

+250788200419

Please sign this letter to signify your acceptance of the above arrangements and charges and return it to us with a confirmation letter.

NAME

COMPANY

DESIGNATION

SIGNATURE

DATE