



## VENDOR REQUEST FORM

DATE REQUESTED: \_\_\_\_\_ VENDOR CODE: \_\_\_\_\_

**VENDOR DETAILS:**

VENDOR NAME: Four Points by Sheraton, Kigali  
REG/VAT NO.: TIN: 107262853  
ADDRESS: CELL KN 3 Avenue, Nyarugenge District VILLAGE: Nyarugenge  
SECTOR & DISTRICT Nyarugenge District  
Kigali City

WEBSITE: marriott.com/kgfip PHONE NO.: +250 788 163 100  
EMAIL: mhrs.kg|mc.reservations@marriotthotels.com

CONTACT DETAILS:  
NAME: Kevin Manzi EMAIL: Kevin.Manzi@marriott.com  
PHONE NO.: 0798973432

PAYMENT TERMS: 100% of Total estimated revenues CURRENCY: RWF (Rwandan Francs)

**BANK DETAILS**

BENEFICIARY NAME: NHL-Four Points by Sheraton Kigali  
BENEFICIARY BANK NAME: I&M Bank (Rwanda) PLC  
BANK ADDRESS: KN 03AV/9 Kigali, Rwanda  
SWIFT CODE: IMRWRWRW  
BRANCH CODE: Kigali HQ Branch  
ACCT/IBAN NO.: 20150670006



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REQUESTOR

\_\_\_\_\_  
CREATED BY