PUBLIC TENDER NOTICE # PIH/IMB/ 11070 /M11/FY27

TENDER TITTLE: SUPPLY AND DELIVERY OF MEDICAL COMMODITIES FOR NON-COMMUNICABLE DISEASES (NCDS) AT RWINKWAVU IMB PHARMACY WAREHOUSE.

SOURCING METHOD: OPEN COMPETITION FOR DOMESTIC COMPANIES.

Partners In Health (PIH) is a nonprofit organization with its headquarters in Boston, Massachusetts, whose mission is to provide quality health care for poor and most in need populations around the world. Since 2005, the Ministry of Health in Rwanda has worked with PIH Rwanda, also known as Inshuti Mu Buzima, to improve the quality of care in the country and increase health care access for Rwanda most in need populations. PIH/IMB have since helped to bring high-quality health care to three Districts namely: Kayonza, Burera and Kirehe.

Partners In Health / Inshuti Mu Buzima is seeking proposals from qualified and authorized medical companies for supply of medical commodities for the non-communicable diseases at Rwinkwavu pharmacy warehouse as per term of reference (ToRs) found in annex. Interested and qualified bidders should provide their proposals bearing the following requirements:

I. BIDDERS/ VENDORS ELIGIBILITY CRITERIA

The bidders falling in any of the following categories will be ineligible to participate in this tender and / or its award:

a. The Bidder should not be suspended or blacklisted by PIH-IMB or OnePIH nor blacklisted or revoked licenses by the Rwanda Public Procurement Authority or other relevant regulatory bodies.

b. The Bidder should not have any ongoing contracts with PIH-IMB that demonstrates poor performance.

c. Vendors or Companies owner must not be employed by PIH or One PIH within five past years, unless PIH seeks their expertise for consultancy services based on proven specialized knowledge.

d. Any bidder that owns operates, or exercises controlling shareholding in more than one company is strictly prohibited from submitting more than one bid under this tender. Submission of multiple bids by related or affiliated entities under the same beneficial ownership shall constitute a breach of tender participation rules.

NB: Non-compliance with any of above provision shall result in the annulment of bid examination process/ tender competition.

II. COMPULSORY REQUIREMENTS:

a) The Bidder shall submit a comprehensive Company Profile, including, but not limited to the following requirement: (1) Company Identification; (2) Physical Address and Contact Details; (3) Legal and Registration Information; (4) Nature of Business; (5) Ownership and Management Structure; (6) Relevant Experience and Capacity; (7) Business Facilities including warehouse(s) and/or store(s), (8) Company corporate clients.

b) **Bid Security Requirements:** The Bidders must submit a bid security based on the value of their financial proposal, as follows:

1. For financial proposals ≥ RWF 1,000,000,000, the bidder shall submit a bid security equal to 0.1%.
2. For financial proposals ranging from RWF 950,000,001 to RWF 1,000,000,000, the bidder shall submit a bid security equal to 0.5%.
3. For financial proposals ranging from RWF 500,000,001 to RWF 950,000,000, the bidder shall submit a bid security equal to 1.0%.
4. For financial proposals ranging from RWF 100,000,001 to RWF 500,000,000, the bidder shall submit a bid security equal to 1.5%.
5. For financial proposals ranging from RWF 20,000,001 to RWF 100,000,000, the bidder shall submit a bid security equal to 2.0%.
6. No bid security is required for financial proposals with a value of ≤ RWF 20,000,000.

III. ADMINISTRATIVE REQUIREMENT:

a. The Bidder shall submit a proof of business registration issued by RDB in the same domain.
b. The Bidder shall submit valid RRA tax clearance.

IV. TECHNICAL REQUIREMENTS:

Bidders should consider ToRs and excel sheet available in Partners In Health/Inshuti Mu Buzima e-Procurement System following this link: (https://pih-imb.org.rw/eprocurement/index.php) .

V. FINANCIALLY, THE BID SHALL INDICATE:

a. A commitment letter for the submission of the Performance Security (Bank Guarantee). The letter states that, if awarded, the bidder will provide a Performance Security (Bank Guarantee) prior to signing the contract. Performance Security shall depend on the contract value, as follows:

1. 5% of the contract whose value exceeds FRW 500,000,000;
2. 6% of the contract value between FRW 100,000,000 FRW to FRW 500,000,000;
3. 7% of the contract value between FRW 50,000,000 to FRW 100,000,000;
4. 10% of the contract price whose value is between FRW 20,000,001 to FRW 50,000,000.
5. The performance security is not required for contracts valued at or below FRW 20,000,000.

b. The financial proposal shall be submitted in Rwandan Francs currency.
c. The financial proposal shall include all applicable taxes and charges.
d. The financial proposal shall include terms and conditions of payment (preferably after execution of project).
e. The proposal should indicate the shortest delivery period.
f. The financial proposal validity shall not be lower than 120 calendar days from the day of its submission to PIH.

VI. SUBMISSION OF BIDS TO PIH:

All proposals from interested bidders must be electronically submitted to Partners In Health/Inshuti Mu Buzima e-Procurement System (**https://pih-imb.org.rw/eprocurement/suppliersubmission.php**) **before December 10, 2026 to 11: 59 pm (closing time) Kigali time prompt – Failing to follow this instruction proposals will not be considered**.

The results of public opening will be available in the system starting from **December 11, 2026, 00: 00 am.**

VII. BID EVALUATION AND TENDER AWARD

The bids will be evaluated and awarded item by item, and the tender will be awarded to the successful bidder for each item. The Bidders are therefore encouraged to submit quotations for all items included in this tender.

Special Notes:

a. *There is no fee paid to obtain the Tender document.*

b. *Partners In Health is not obliged to purchase or to pay for any costs incurred by the bidder in preparation of his/her proposal in response to this tender notice.*

c. *PIH/IMB employees are restricted from participating in any PIH tender.*

d. *For more information about this tender interested bidders shall contact Partners In Health team using following email address: imbprocurement@pih.org/ procurement.pih@gmail.com.*

e. *The PIH Team will provide to invited suppliers any technical support in regard with this tender notice during working hours from 9:00 am to 4: 00 pm using e-mail addresses above mentioned.*

f. *PIH e-procurement bidding processes tutorial is available on:*
https://pih-imb.org.rw/eprocurement/biddingvideo.html

Done at Kigali on **November 10, 2026**

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Partners In Health / Inshuti Mu Buzima