

USAID Tubeho Project

REQUEST FOR PROPOSAL _ ASSESSMENT, REPAIR AND MAINTENANCE OF CRITICAL HEALTHCARE EQUIPMENT'S

Repair and Maintenance of sterilization machines for disinfecting medical instruments, wastewater treatment plants and waste water supply system.

II. Introduction

USAID Tubeho is a \$60 million, five-year project (August 3rd, 2023 - August 2nd, 2028) designed to **accelerate progress towards reducing maternal, newborn and child morbidity and mortality** in Rwanda by strengthening service delivery and support health program implementation across MNCAH, FP/RH, malaria services, and Global Health Security. It contributes to capacity building for providers and institutions. The project is implemented by a consortium of eight local and international organizations led by Jhpiego in 20 districts. The project increases access to, availability, and delivery of evidence-based, quality, and respectful Maternal, Newborn, Child, and Adolescent Health/Family Planning/Reproductive Health/Malaria services in alignment with national priorities and global standards and strengthens the ability of the entire health sector in Rwanda to respond to emerging global health threats. A special component of the project helps increase the use of data and evidence for adaptive learning in programming related to malaria, maternal and child health, and family planning.

An assessment conducted by the USAID Tubeho team, in collaboration with hospital staff from supported hospitals in the eastern, southern, and northern zones, aimed to evaluate service delivery in these hospitals. This assessment, which included consultations with specialists and hospital leadership, identified several critical medical equipment issues requiring repair and maintenance. These issues included sterilization machines for disinfecting medical instruments, wastewater treatment plants. Consequently, the installation, repair, and maintenance of the identified critical medical equipment in USAID Tubeho-supported hospitals will target, **Nemba, Nyabikenke, Remera-Rukoma, Munini, Ruhango, and Rutongo hospitals.**

III. Rationale

Repairing and maintaining sterilization machines, wastewater treatment plants, and waste water supply system are critical to ensuring the safety and efficiency of hospital operations. Properly functioning sterilization machines are essential for managing medical waste and preventing infections. Efficient wastewater treatment plants ensure environmental safety and compliance with health regulations. The repair and maintenance is crucial for patient care, especially in critical situations. These activities support the overall goal of enhancing healthcare delivery, protecting both patients and healthcare workers, and ensuring sustainable and safe medical practices in supported hospitals.

IV. Purposed Scope

The USAID Tubeho Project invites qualified and experienced contractors to provide services for the installation, repair, and maintenance of critical medical equipment. This includes sterilization machines for disinfecting medical instruments, wastewater treatment plants, the supply of water pumps for clean water, in the identified supported hospitals to ensure optimal operation.

The Terms of Reference for the deliverables are detailed in the following annexes:

- Deliverable 1 : Sterilization Machines
- Deliverable 2 : Wastewater Treatment Plants



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- Deliverable 3 : Supply of waste-water supply system

- A. Repair/Maintenance of Sterilization Machines**
 - Conduct physical assessment of each Sterilization machine and propose necessary spare parts necessary for the repair
 - List all defected parts for Sterilization machine with picture.
 - Precise the current status of the machine parts and what will be done to repair or replace them
 - Detail how each Sterilization machine will be repaired and the timeframe for reparation
 - Spare parts to be used will have to be approved before any repair and agreed by both parties
 - After repair, the bidder will have to show if the Sterilization machine is in functional status as per operational manual, and present the maintenance plan
 - Train local users (Biomedical technicians) on basic knowledge and skills based on user manual
 - Site visit for each Sterilization Machine is mandatory

- B. Repair/Maintenance of Water Treatment Plants**
 - Conduct physical assessment of each Water Treatment Plant and propose necessary spare parts necessary for the repair
 - List all defected parts for Water Treatment Plant with pictures
 - Precise the current status of the Plant parts and what will be done to repair or replace them
 - Detail how each Water Treatment Plant will be repaired and the timeframe for reparation
 - Spare parts to be used will have to be approved before any repair and agreed by both parties
 - After repair, the bidder will have to show if the Water Treatment Plant is in functional status and safety testing, and as per operational manual, present the maintenance plan
 - Train local users (Biomedical technicians) on basic knowledge and skills based on user manual
 - Site visit for each Water Treatment Plant is mandatory

- C. Repair/Maintenance of Water Supply Systems**
 - Conduct physical assessment of each Water Supply System and propose necessary spare parts necessary for the repair
 - List all defected parts for Water Supply System with pictures shown in the bid
 - Precise the status of the Water Supply and what will be done to repair or replace them
 - Detail how each Water Supply System will be repaired and the timeframe for reparation
 - Spare parts to be used will have to be approved before any repair and agreed by both parties
 - After repair, the bidder will have to show if the Water Supply System is in functional status and present the maintenance plan
 - Train local users (Biomedical technicians) on basic knowledge and skills based on user guidance
 - Site visit for each Water Supply System is mandatory

V. Expected Deliverables

1. **Sterilization Machines for Disinfecting Medical Instruments (Nemba, Nyabikenke, and Remera-Rukoma Hospitals):**
 - Restored/Installed and fully functional sterilization machines.



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- User training sessions for healthcare staff on proper use and routine maintenance of the machines.
- Records of all maintenance and repair activities.
- Assurance of compliance with medical equipment sterilization standards.

2. Wastewater Treatment Plants (Munini and Ruhango Hospitals):

- Fully operational wastewater treatment plants meeting environmental standards.
- Training for facility staff on plant operation and maintenance procedures.
- Documentation of all maintenance activities and any modifications made.
- Environmental compliance certificates as required.
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3. Repair of Water Supply System (Rutongo Hospital):

- Successfully repaired, installed and operational Water Supply System.
- Training sessions for facility staff on the operation and maintenance of the Water Pumps.
- Comprehensive documentation of the installation process, including safety, capacity and compliance records.
- Certification of compliance with Water Supply needs at health facility.

Additional Deliverables:

- **Regular Progress Reports:**
 - Monthly progress reports detailing the status of each project component, challenges encountered, and mitigation measures.
- **Final Project Report:**
 - A comprehensive final report summarizing all activities undertaken, results achieved, lessons learned, and recommendations for future maintenance and sustainability.
- **Sustainability Plan:**
 - A plan outlining the steps to ensure the continued optimal operation of all repaired and maintained equipment, including regular maintenance schedules and resource requirements.

VI. Mandatory Requirements

To be considered for this tender, interested contractors must meet the following conditions:

- Copy of the registration certificate
- Valid Tax clearance certificate from Rwanda Revenue Authority
- Copy of clearance certificate from Rwanda Social Security Board (RSSB)
- Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel.
- Provide at least 3 completion certificates or references of similar tenders executed.

V. Submission guidelines

Tender documentation should demonstrate that the interested contractors satisfy the conditions stated above and can meet the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.



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Tender documentation should outline the interested contactor’s complete proposal:

- Personnel (individual CV’s which highlight relevant qualification and experience)
- Technical Proposal (details to achieve tasks outlined in Annexes)
- Financial Proposal (include timeframe and costs, proposal to remain valid for 30 days and quoted in Rwandan currency)
- The period of warranty
- Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

VI. Tender Clarification

Any clarification questions from applicants must be submitted by email to Rwanda.Procurement@jhpiego.org at least 2 days before the submission deadline A summary of all questions received with an associated response will be shared with each applicant who addressed a concern.

VII. Evaluation criteria

USAID Tubeho Project will select a contractor based on Jhpiego’s evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:

- Demonstrated skills and experience of each member of the proposed team (outline for each person) to provide repair and maintenance services for mentioned equipment’s as in annex bided.
- Strong working knowledge and experience in dealing with equipment’s type as in annex bided (matching the manufacturer, model and size is preferable).
- Demonstrated experience in delivering capacity building on the use and maintenance for equipment as in annex bided on to operators and relevant hospital staff.
- Detailed plan showing timeframe and deployment schedule for repair maintenance activities.
- Detailed financial proposal as per annex bided (specific itemized proposal for each hospital and equipment).

Evaluation criteria	Score/70 points
<p>Technical Expertise and Experience</p> <ul style="list-style-type: none"> • Relevant Experience (10%): Demonstrated experience in the repair and maintenance of sterilization machines, or wastewater treatment plants, or Water system ins. Provide details of similar projects completed in the last five years. • Technical Qualifications (10%): Qualifications and certifications of the technical team proposed for the project. Include resumes and relevant certifications. • Methodology and Approach (5%): Detailed description of the approach and methodology to be used in executing the repair, maintenance, and tasks. 	25
<p>Capacity to Deliver</p>	15

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<ul style="list-style-type: none"> Resource Availability (5%): Availability of necessary tools, equipment, and spare parts to ensure timely completion of the project. Timeline and Work Plan (5%): Proposed timeline and detailed work plan for the project. Ability to meet project deadlines. Quality Assurance (5%): Procedures and measures in place to ensure high-quality workmanship and adherence to industry standards. 	
<p>References and Past Performance</p> <ul style="list-style-type: none"> Client References (5%): Positive feedback from previous clients. Provide contact details for at least three references. Past Performance (10%): Track record of successfully completing similar projects on time and within budget. <p style="margin-left: 20px;">Submit Successful Completion Certificates.</p>	15
Warranty	15
Sub-total Technical Proposal	70
<p>Sub-total financial proposal</p> <ul style="list-style-type: none"> Cost Competitiveness (15%): Overall cost of the proposed services, including a detailed breakdown of costs. Financial Stability (5%): Financial health and stability of the bidding company. Provide financial statements for the past three years. Value for Money (10%): Assessment of cost relative to the quality and scope of services offered. 	30
Total	100

VIII. How to Apply

Application file should include the following:

- Updated CV(s) of the proposed team and roles of each team member, highlighting relevant qualifications and experience.
- Description of applicant's experience with contracts of a similar nature and details of 3 former clients who can be contacted for reference (name, position, contact details).
- Detailed technical proposal including methodology that the contractor(s) suggest would be appropriate from their understanding of the TOR (Max 10 pages).
- At least three certificates of successful completion.



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- Financial capacity proof.

The financial proposal should detail i.e Breakdown of the proposed budget for the assignment with (tax inclusive) in local currency.

Interested individual contactor(s) or companies are encouraged to submit both technical proposal and financial proposal in separate sealed envelopes not later than December 6, 2024, 1:00 PM, local time. Indicate on the envelopes: **“Assessment/Repair/Maintenance of Critical Medical Equipment at Hospitals supported by USAID Tubeho Project”**

Address your Proposal to the Finance and Operations Director at JHPIEGO, Gasabo, Kacyiru, KG 563 ST ROAD, Golf View Rise Building, 3rd Floor. Tel: 0788381188.

For any inquiry, please submit through , Rwanda.Procurement@jhpiego.org in at least 2 days before the bids submission deadline.

Done at Kigali, November 11, 2024

Laurence Mukanyindo


Finance and Operations Manager

Laurence Mukanyindo

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