

PIH PUBLIC TENDER NOTICE : PIH-IMB- 7688-M01-FY25

**TITLE: HIRING TRANSLATION AND TRANSCRIPTION SERVICES UNDER
FRAMEWORK AGREEMENT**

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 for proposals from qualified and authorized service Provider / vendors for a tender related to the provision of translation and transcription services under framework agreement. Interested bidders should consider Terms of References (ToRs) and specifications available in Partners In Health/Inshuti Mu Buzima Procurement System using following link: <https://pih-imb.org.rw/eprocurement/index.php>

Interested, qualified and authorized bidders should provide their proposals bearing the following tendering requirements:

1. Compulsory requirements

- Bidders should submit Proof of affiliation/Certificate issued by local or international recognized translator's Association.
- Not being under blacklisted vendor list by Rwanda Public Procurement Authority (RPPA) nor Partners In Health

2. Administrative requirements

- Proof of Business registration (RDB certificate) in respective domain
- Valid RRA tax clearance or proof of RRA certificate request in process
- Bidders should submit a copy of VAT registration certificate where it is applicable.

3. Technical requirements:

Interested bidders should consider Terms of References (ToRs) and items specifications available in **Partners In Health/Inshuti Mu Buzima E-Procurement System using following link:**

<https://pih-imb.org.rw/eprocurement/index.php>.

4. **Financially, bids shall indicate:**

- Bidders should submit financial offers using Rwandan Francs currency showing all applicable taxes, charges.
- Bidders should submit a soft, workable Excel version of the financial offers.
- Validity of offers shall not be less than 120 calendar days from the day of its submissions to PIH.

Please note the following:

- i. ALL PROPOSALS FROM INTERESTED AND QUALIFIED BIDDERS WILL BE ELECTRONICALLY SUBMITTED to Partners In Health/Inshuti Mu Buzima through E-Procurement System (<https://pih-imb.org.rw/eprocurement/index.php>) before February 10, 2025 at 11: 59 pm (closing time) Kigali time prompt – **Failing to follow this instruction proposals will not be considered.**
- ii. Results of the public opening session will be available in the eProcurement system starting from February 11, 2025 from 00:00 AM.

Special Notes:

- (1) *There is no fee paid to obtain the Tender document.*
- (2) *Partners In Health is not obliged to purchase or to pay for any costs incurred by bidders in preparation of proposals in response to this tender notice.*
- (3) *Partners In Health/Inshuti Mu Buzima employees are not allowed to participate in any PIH tender.*
- (4) *For more information about this tender interested bidder shall contact Partners In Health team using following email address: imbprocurement@pih.org*
- (5) *For interested bidders; a tutorial of PIH e-Procurement system is available on following link: <https://www.pih.rw/procurement>*

Done at Kigali on January 10, 2025



**Deputy Director in charge of Procurement Operations
Partners In Health/Inshuti Mu Buzima**