

PUBLIC TENDER NOTICE # PIH/IMB/ 10941 /M10/FY27

**TENDER TITLE: SUPPLY AND DELIVERY OF INFANT FORMULA AT RWINKWAVU
IMB PHARMACY WAREHOUSE UNDER A FRAMEWORK AGREEMENT.**

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: Kayanza, Burera and Kirehe.

Partners In Health / Inshuti Mu Buzima is seeking proposals from qualified and authorized medical companies to supply infant formula at Rwinkwavu IMB Pharmacy warehouse under a framework agreement 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:

The Bidder shall submit a comprehensive Company Profile, including, but not limited to, the following: Company Identification; Physical Address and Contact Details; Legal and Registration Information; Nature of Business; Ownership and Management Structure; Relevant Experience and Capacity; Business Facilities including warehouse(s) and/or store(s); and Business Partners.

III. ADMINISTRATIVE REQUIREMENT:

- a. The Bidder shall submit registration of domestic company issued by RDB in the same domain required.
- b. The Bidder shall submit valid RRA tax clearance.

IV. TECHNICAL REQUIREMENTS:

Bidders should consider ToRs 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 shall state that, if awarded, the bidder will provide a Performance Security (Bank Guarantee per each purchase order exceeding 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 bidder shall specify the brand and country of origin of each proposed product.
- e. The financial proposal shall include terms and conditions of payment (preferably after delivery).
- f. The proposal should indicate the shortest delivery period after reception of purchase order
- g. The financial proposal validity shall not be lower than 120 calendar days from the day of its submission to PIH.

VI. **INCOTERMS:** DDP (Delivered Duty Paid) at Kayonza IMB office (Rwinkwavu warehouse)

VII. BID EVALUATION AND TENDER AWARD

The bids will be evaluated as one lot, and the tender will be awarded to one successful bidder for the entire lot. Bidders are therefore encouraged to submit quotations for all items included in the tender.

VIII. 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 **November 09, 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 **November 10, 2026, 00: 00 am.**

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 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 **October 9, 2026**

 **Partners
In Health**
Inshuti Mu Buzima

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