

**TENDER NOTICE # PIH/IMB 7285/M10/ FY 25**

**SOURCING METHOD: NATIONAL OPEN TENDER**

**TENDER TITLE: PROVISION OF SECURITY SERVICES AT KIGALI OFFICES AND RESIDENTIAL HOUSE BOTH LOCATED IN KACYIRU**

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 would like to invite all suitable and experienced service providers of security services to submit their proposal for the provision of security services at Kigali Offices and Residential House both located in Kacyiru as per Terms of References (ToRs) found on PIH procurement link indicated here below.

Terms of References (ToRs) will be available in Partners In Health/Inshuti Mu Buzima e-Procurement System (<https://pih-imb.org.rw/eprocurement/index.php>).

Interested, qualified and authorized business companies should submit their proposals bearing the following requirements:

**Compulsory requirements:**

1. Proof of Business registration in the same domain of work/supply.
2. Valid RRA tax clearance or proof of RRA certificate request in process (for domestic bidders)
3. Valid operating certificate from Rwanda National Police
4. Site visit certificate (The site visit is scheduled to take place at Kigali IMB office located at Kacyiru , on Thursday , November 13 , 2024 , at 10:00 ).
5. Not being under blacklisted vendor list by Rwanda Public Procurement Authority (RPPA) nor Partners In Health.

**Administrative requirements/ documents:**

1. VAT registration certificate



2. Bidder's proposal must show a well-known and detailed physical address and contact information including , Business Company name , Locations ( street name, building, District, city ) , postal code ,address email and telephone contacts )

**Technical requirements:**

Refer to Terms of References (ToRs) available in Partners In Health/Inshuti Mu Buzima Procurement System (<https://pih-imb.org.rw/eprocurement/index.php>).

**Financially, the bid shall indicate:**

1. Financial offer shall be submitted using Rwandan Francs currency
2. The offer should include terms and conditions of payment
3. The financial offer shall include all applicable taxes and charges
4. The offer validity shall not be lower than 90 calendar days

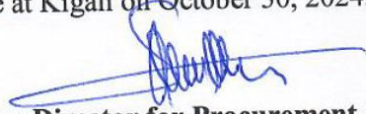
**Please note the following:**

- i. ALL PROPOSALS FROM INTERESTED BIDDERS WILL BE ELECTRONICALLY SUBMITTED to Partners In Health/Inshuti Mu Buzima Procurement System (<https://pih-imb.org.rw/eprocurement/index.php>) before **November 25, 2024 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 system starting from **November 26, 2024** 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 the bidder in preparation of his/her proposal in response to this tender notice.*
- (3) *Partners In Health/Inshuti Mu Buzima employees are not allowed to participate in any PIH tender.*
- (5) *For more information about this tender, interested bidders shall contact Partners In Health team using following email address: [imbprocurement@pih.org](mailto:imbprocurement@pih.org)*
- (6) *PIH e-procurement bidding processes tutorial is available on <https://www.pih.rw/procurement>*

Done at Kigali on October 30, 2024.

  
**Senior Director for Procurement & Logistics**  
**Partners In Health / Inshuti Mu Buzima**



**Rwanda**  
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