

TENDER NOTICE # : PIH/IMB/ 8947 /M09/ FY 26

**TENDER TITLE: SUPPLY AND DELIVERY OF GENERAL IT SUPPLIES UNDER
FRAMEWORK CONTRACT**

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 domestic qualified and authorized suppliers / vendors for supply and delivery of general it supplies under framework contract to be supplied at Rwinkwavu Partners In Health (PIH)/IMB warehouse . Interested, qualified and authorized business companies should submit their proposals bearing the following requirements:

Preliminary Compulsory Requirements

- i. A bid security of Two millions Rwanda Francs (Rwf 2,000,000) from well-established bank or Insurance Company is compulsory required.
- ii. A copy of RRA valid tax clearance certificate is required.
- iii. The bidders must not be listed as a blacklisted/ suspended vendor by the Rwanda Public Procurement Authority (RPPA) or by Partners In Health.

Administrative Requirement

- i. Proof of business registration in the field of IT issued by Rwanda Development Board (RDB Certificate).
- ii. VAT registration certificate
- iii. The bidder must provide a company profile showing a well-known physical address (Street number, Emails, telephones, building etc...)

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>)



Financially, the bid shall indicate:

- i. Bids shall be submitted using Rwandan Francs currency.
- ii. The financial offer shall include all applicable taxes and charges
- iii. The bidders must provide clear information on terms and conditions of payment (preferable after delivery).
- iv. The offer validity shall not be lower than 120 calendar days from the day of the bids submission.

Preferred Incoterms:

- i. DDP (Duty Paid) to PIH's warehouse in Kayonza / Rwinkwavu for all purchases beyond 5 million Rwf.
- ii. DDP (Duty Paid) to PIH Kigali office for all purchases less than 5 million Rwf.

Submission of bids:

All proposal from interested bidders will be electronically submitted to Partners In Health/Inshuti Mu Buzima e-Procurement System

(<https://pih-imb.org.rw/eprocurement/index.php>) before **October 10, 2025 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 from **October 11, 2025 00: 00 am.**

Note on tender award

The tender will be awarded item-by-item (disregarding categories) based on the bidder's capacity to fulfil compulsory, administrative, technical compliance; best competitive advantages as well as optimal terms and conditions of the offer.

Important considerations:

- i. *There is no fee paid to obtain the Tender document.*
- ii. *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.*
- iii. *Partners In Health/Inshuti Mu Buzima employees are not allowed to participate in any PIH tender.*
- iv. *For more information about this tender interested bidders shall contact Partners In Health team using following email address: imbprocurement@pih.org/ or /procurement.pih@gmail.com*
- v. *(6)PIH e-procurement bidding processes tutorial is available on : <https://www.pih.rw/procurement>*

Done at Kigali on September 9, 2025.

Senior Director of Procurement & Logistics

Partners In Health / Inshuti Mu Buzima

