

TENDER NOTICE # PIH/IMB/ 10744 /M08/ FY 27

**TENDER TITLE: SUPPLY AND DELIVERY OF MCH MEDICATIONS AT
KAYONZA IMB WAREHOUSE**

**SOURCING METHOD: NATIONAL OPEN TENDER FOR DOMESTIC
VENDORS.**

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 MCH Medications to be supplied at Rwinkwavu Partners In Health (PIH)/IMB medical warehouse . Interested, qualified and authorized business companies should submit their proposals bearing the following requirements:

I. BIDDERS/ VENDORS ELIGIBILITY CRITERIA

- 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. The Vendor or company 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:

- a. The Bidders must submit company profile include the company name; location details, showing a well-known physical address building; Street number Emails, contacts and having a well-established operating business.
- b. **Bid Security Requirements:** The Bidders must submit a bid security based on the value of their proposal financial, as follows:
 1. For financial proposals $\geq$ RWF 1,000,000,000, the bidder shall submit a bid security equal to 0.1%.
 2. For financial proposals ranging from RWF 950,000,001 to RWF 1,000,000,000, the bidder shall submit a bid security equal to 0.5%.
 3. For financial proposals ranging from RWF 500,000,001 to RWF 950,000,000, the bidder shall submit a bid security equal to 1.0%.
 4. For financial proposals ranging from RWF 100,000,001 to RWF 500,000,000, the bidder shall submit a bid security equal to 1.5%.
 5. For financial proposals ranging from RWF 20,000,001 to RWF 100,000,000, the bidder shall submit a bid security equal to 2.0%.
 6. No bid security is required for financial proposals with a value of $\leq$ RWF 20,000,000.

NB: The bid security shall be issued by an authorized financial institution to guarantee the bid and procuring entity reserve the right to retain bid security in case the bidder (a) has withdrawn its bid during the period of bid validity specified by the bidder in the form of bid; or (b) having been notified of the acceptance of its bid by the procuring entity during the period of bid validity, (i) fails or refuses to execute the contract form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the instructions to bidders or (c) refuses to accept the correction of errors in its bid price in accordance with the Instructions to bidders.

III. ADMINISTRATIVE REQUIREMENT:

- a) Proof of business registration in the same domain of supply (RDB certificate for Domestic Business entities)
- b) Valid tax clearance certificate issued by Rwanda Revenue Authority.

IV. TECHNICAL REQUIREMENTS:

- Bidders should consider ToRs especially for section 9 and 10 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:

1. The financial offer shall be submitted using Rwandan Francs currency
2. The financial offer shall include all applicable taxes and charges

3. The bidders shall indicate shortest delivery time.
4. The bidders must provide clear information on terms and conditions of payment (preferable after delivery).
5. The offer validity shall not be lower than 120 calendar days from the day of the bids submission.

VI. INCOTERMS:

- DDP (Delivered Duty Paid): Rwinkwavu PIH Medical warehouse

PLEASE NOTE THE FOLLOWING:

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 **September 23, 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 **September 24, 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 bidders 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 August 24, 2026

For



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

