



PROFESSIONAL MULTIMEDIA COMPANY SERVICES – CAPTURE • CREATE • COMMUNICATE

Reference Number: TN 011/Jhpiego-RW/FY26

INTRODUCTION

Jhpiego's Mission

Jhpiego enhances the health and saves the lives of women and families in limited-resource settings. For nearly four decades, we have put evidence-based health innovations into everyday practice to overcome barriers to high-quality health care services for the world's most vulnerable populations. From our origins as technical experts in maternal, newborn and child health, Jhpiego has grown to embrace new challenges, including HIV/AIDS, malaria, GHS and cervical cancer prevention, reflecting the increasing interconnectedness of global health.

Jhpiego's Values

At Jhpiego, we value our customers who have our respect, responsiveness, and commitment to excellence; our staff and global network of colleagues who bring innovation, and a wealth of world experience; and our work culture, which is reflected in our team spirit, transparent communication, mutual respect, flexibility, and dedication.

Jhpiego hereby is seeking a reliable and creative multimedia partner to elevate our brand, document our activities: photography and videography services for a variety of activities and packaging them in different formats.

The requested multimedia company should provide high-quality, end-to-end multimedia services tailored to our needs.

1. Photography Services

- Professional photo taking for events, corporate functions, field activities, products, and portraits
- High-quality photo editing and retouching
- Delivery of high-resolution images ready for print and digital use.

2. Video Production & Editing

- Full video production from concept development to final cut
- Video documentaries capturing impactful stories
- Video highlights events, programs, and corporate activities
- Professional video editing with motion graphics, subtitles, and sound enhancement
- Motion graphics production

3. Health Promotion & Campaign Broadcasting

- Production of health promotion messages for radio and television in Kinyarwanda, English and or French.
- Coverage (photographs and videos) of public awareness campaigns and community mobilization

4. Bidders must meet the following minimum requirements:

1. Valid business license.
2. At least Three (3) Qualified technical staff with proven experience in Video and Audio Production, Health Promotion and Campaign development and production, Public Events coverage (attach CVs or certificates).
3. Demonstrate that the company is fully equipped with specialized instruments.
4. Ability to issue service reports for the service performed.
5. Certificates of good completion of past work done preferably with health institutions and INGOs/NGOs, previous work with the Ministry of Health/Rwanda Biomedical Centre would be an added value.

7. Duration of Contract

- The initial contract period shall be one (1) year, renewable based on performance and mutual agreement.

8. Expected Deliverables

- Coverage of activities with High quality photographs, Videos whether long or short such as video highlights (including interviews) and Audio products (radio spots on health promotion etc.)

9. Evaluation Criteria

Evaluation will be based on the following:

1. Administrative documents
2. Technical Capacity (equipment, staff qualification, experience)
3. Pricing and Cost Competitiveness

Bidders are requested to submit quotations containing:

- Provide the company Profile and Valid Registration Certificates- RDB
- Valid RSSB Certificates
- Valid RRA Clearance Certificate
- **References/** Good completion of **at least three (3) clients** (International NGOs Private companies/ Ministry of Health/Rwanda Biomedical Centre)
- Portfolio of previous similar work
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10. Submission Details

- Quotations should be submitted in two separate sealed envelopes (Technical and Financial) or electronically with hidden Password that will be asked during evaluation
- Clearly marked “RFQ for Multimedia Services” – Jhpiego Office

Submission Address:

To: Senior Finance & Operations Manager
Jhpiego Rwanda Country Office
Gasabo, Kacyiru, KG 5 St Road, House Number 48
P.O. Box 6952, Kigali, Rwanda
Tel: (+250) 788 381 188
Email for inquiries: Rwanda.Procurement@jhpiego.org

11. Terms and Conditions

- Prices must be in local currency (RWF) and inclusive of all applicable taxes.
- Jhpiego reserves the right to accept or reject any quotation without obligation to justify its decision.


Submission Deadline:

Submit your signed and stamped quotations no later than **Thursday 18/12/2025, 3:00 PM Kigali time**. Late submissions will be rejected.

All inquiries must be submitted in writing at least two (2) business days before the submission deadline.

Note: Jhpiego reserves the right to accept or reject any quotation, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for Jhpiego's action.

Done on 04/12/2025


Valens Ndonkeye
Sr. Finance and Operations Manager
Jhpiego Rwanda Country Office
Tel: (+250) 788 381 188

