



**Terms of Reference  
(TOR) for**

**(Supply of Office small  
repairs)**

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries, while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>

CHAI is therefore looking for suppliers or service providers to submit competitive bids for the Office small repairs.

Interested and qualified service providers are encouraged to express their interest in providing Office small repairs at CHAI Offices located in Kacyiru. Actual vendors in our database on the above-mentioned services are also encouraged to submit their bids.

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned services:

**I. Administrative Documents and other required documents:**

- The letter of submission of the tender correctly filled, signed and sealed
- Brief Overview of company (Company profile) including physical business address and postal address
- Latest Business Registration Certificate;
- Evidence of Tax registration and valid RRA Tax clearance certificate
- Valid RSSB clearance certificate
- Proof of using EBM
- Proof of the last tax declaration of the company
- At least three (3) proven previous experience with recommendations in performing similar services

**II. Pricing**

Interested suppliers or service providers are required to provide unit cost for the following listed items and the quoted prices should include all applicable taxes, the cost of supplying spares and labor.

NO	ITEMS DESCRIPTION	UNIT PRICE INCLUDING TAXES, SPARE SUPPLY AND LABOR
1	ALMINIUM DOOR LOCK	
2	BALCONY WOODEN SOFA SANDING & VAINISHING	
3	CHEMICALS PRODUCTS	
4	CONSTRUCTION OF WATER DRAINAGE AT THE GATE	
5	EXISTING CONCRETE CLAB REMOVAL & REFIXING	
6	EXISTING VENTILLATION PIPE REMOVAL & REFIXING	
7	INTERIOR WOODEN DOOR REPAIRING	
8	MODIFICATION AND RE-INSTALLATION OF METAL CABINET KEYS	
9	SUPPLY AND EPLACE THE BROKEN PROJECTOR RED OUTSIDE	
10	REPAIR OF A TOILET	
11	REPAIR OF AN EXISTING ALMINIUM DOOR	
12	REPAIR OF ELECTRONIC SHUTDOWN	
13	REPLACEMENT OF ONE BROKEN LAMP TUBE	
14	REPAIR, SUPPLY & FIX BROKEN LAMPS	
15	REPAIRS OF WOODEN CHAIRS	
16	REPAINTING OF WOODEN CHAIRS	
17	REPAIRS OF WOODEN TABLES	
18	REPAINTING OF WOODEN TABLES	
19	REPAIR THE MAIN ENTRANCE GATE	
20	REPLACE THE BROKEN ELECTRONIC LAMP BARASTERS	
21	REPLACE THE BROKEN LAMP+SOCKET (Torch type)	
22	SUPPLY & FIX DOOR SQUEEGIE	
23	SUPPLY & FIX EXISTING CEILLING LAMP CLEANING & POWER SOCKET	
24	SUPPLY & FIX HAND WASH BASIN FAUCET	
25	SUPPLY & FIX HAND WASH BASIN FLEXIBLE HOSES	
26	SUPPLY & FIX OFFICE CABINET LOCK	
27	SUPPLY & FIX POWER OUT LET SOCKET	
28	SUPPLY & FIX WALL LIGHT	
29	SUPPLY & FIXE A DOOR LOCK ON THE MAIN GATE ENTRANCE	
30	SUPPLY & FIX NEW TOILET	

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NO	ITEMS DESCRIPTION	UNIT PRICE INCLUDING TAXES, SPARE SUPPLY AND LABOR
31	TOILET REPAIR TO STOP WATER LINKAGE	
32	TRUCK HIRING FOR EMPTYING THE FOSSE OPTIQUE	

**NOTE:**

- Warranty on the supplied items and performed works will be an added advantage,
- The company should demonstrate that it has skilled personnel to perform the services
- The company should indicate the minimum intervention lead time in case notified of any issue by CHAI
- The company should make sure that the supplied spares are original and meet high quality standards

**III. Site visit of CHAI offices**

All interested bidders are required to participate in a site visit to assess CHAI office facilities (see below address) and inform their quotation adequately. The Site visit is scheduled for **Tuesday 11<sup>th</sup> March 2025 at 03:00 PM local time** and it is mandatory for all interested bidders to participate. Bidders will be required to sign the attendance list that will be available at CHAI reception desk. Below is the CHAI Office address:

**Clinton Health Access Initiative (CHAI)**  
**Rwanda Country Office**  
**KG 5 Avenue, Kacyiru**  
**House No. 62**  
**Kigali, Rwanda**

**IV. Submission and selection**

Well written bids documents prepared in English, will be sent to this email address [rwandaprocurement@clintonhealthaccess.org](mailto:rwandaprocurement@clintonhealthaccess.org), with "Tender reference number" in the subject line not later than **Friday 21<sup>st</sup> March 2025 at 05:00 pm local time**. It shall remain your responsibility to ensure that your bids will reach the address email above on or before the deadline. Bids documents that are received by CHAI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Bidders will be first evaluated on terms of the requirements, those who do not fulfil all the requirements or do not submit the required administrative documents will be disqualified. Only shortlisted suppliers/service providers will be contacted.

The successful vendors or service providers will be added in our database and can be contacted when it deemed necessary. The database may be updated in the middle of the year and new qualified suppliers or service providers can be added to the database.

CHAI reserves the right to confirm the information given by applicants in order to validate the information and make informed decisions.

CHAI reserves the right to accept or reject any application based on the evaluation criteria.

**Note:**

- **Data Protection and Consent:**  
*"By submitting a proposal in response to this Request for Expression of Interest (REOI), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."*
- **Conflict of Interest Declaration:**  
*"By responding to this Request for Expression of Interest (REOI), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."*