

PUBLIC TENDER NOTICE # PIH/IMB/ 9384 /M11/ FY 26

TENDER TITTLE: SUPPLY OF OFFICE SUPPLIES, IT CONSUMABLES, AND SCHOOL MATERIALS AT PARTNERS IN HEALTH / INSHUTI MU BUZIMA (PIH/IMB) UNDER A FRAMEWORK AGREEMENT

SOURCING METHOD: DOMESTIC OPEN COMPETITION

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 companies for supply of office supplies, IT consumables, and school materials at Partners In Health / Inshuti Mu Buzima (PIH/IMB) Under a Framework Agreement . Interested, qualified and authorized business companies should submit their proposals bearing the following requirements:

I. Compulsory requirements:

- a) The Bidder should not be suspended or blacklisted by PIH-IMB or OnePIH.
- b) The Bidder should not be blacklisted or revoked licenses by the Rwanda Public Procurement Authority or other relevant regulatory bodies.
- c) The Bidder should not have any ongoing contracts with PIH-IMB that demonstrate poor performance.
- d) The Vendors or companies 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.
- e) The Bidder must provide the company name; location details, showing a well-known physical address building; Street number Emails, contacts.
- f) The bidder must provide operational business statement including stock and inventory details.

II. Administrative requirement:

- a) The bidders must submit a proof of business registration in the same domain issued by Rwanda Development Board (RDB certificate).
- b) The bidders must submit VAT registration certificate.
- c) The bidders must submit valid tax clearance certificate issued by Rwanda Revenue Authority.
- d) The bidders must submit Business License tax (Patente) for the last six months.

III. Technical requirements:

Interested companies should consider ToRs (Terms of references) available in Partners In Health/Inshuti Mu Buzima e-Procurement System following this link: (<https://pih-imb.org.rw/eprocurement/index.php>)



IV. Financially, the bid shall indicate:

- a) The financial offers shall be submitted using Rwandan Francs currency
- b) The financial offers shall include all applicable taxes and charges
- c) The financial offers shall indicate the estimated shortest delivery time for confirmed orders.
- d) The bidders must provide clear information on terms and conditions of payment (preferable after delivery).
- e) The offers validity shall not be lower than 120 calendar days from the day of the bids submission.

V. Preferred incoterms:

DDP (Delivered Duty Paid) to Rwinkwavu IMB central warehouse or Kigali office for small orders.

VI. Note on tender award

The tender will be awarded item-by-item 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.

VII. Submission of bids to PIH:

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

(<https://pih-imb.org.rw/eprocurement/index.php>) before December 21, 2025 to 11: 59 pm (closing time) Kigali time prompt – **Failing to follow this instruction proposals will not be considered.**

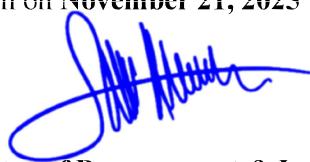
The results of public opening will be available in the system starting from **December 22, 2025 00: 00 am.**

VIII. 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) *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.*
- f) *PIH e-procurement bidding processes tutorial is available on:*

<https://pih-imb.org.rw/eprocurement/biddingvideo.html>

Done at Kigali on **November 21, 2025**



Senior Director of Procurement & Logistics

Partners In Health / Inshuti Mu Buzima

