



SOCIETY FOR FAMILY HEALTH (SFH) RWANDA

P.O BOX: 3040, Kigali –Rwanda; Located in Kicukiro District- Gahanga Sector, Nunga Cell,
Road Opposite Gahanga market towards Gakinjoro site on KK15RD - KK 52 AVENUE.

REQUEST FOR PREQUALIFICATION OF SERVICE PROVIDERS, CONSULTANTS, CONTRACTORS AND SUPPLIERS FOR SFH RWANDA DATABASE FOR THE PERIOD 2027 AND 2028

BID Reference No.: 016/ PREQUALIFICATION OF SUPPLIERS /SFH/2026

INVITATION FOR PREQUALIFICATION SERVICES

Society for Family Health (SFH) Rwanda invites suitably qualified, experienced and legally registered companies, firms, individual consultants, service providers, contractors and suppliers to submit applications for prequalification for the provision of goods, works and services required by SFH Rwanda during the 2027 and 2028 procurement period.

The purpose of this prequalification exercise is to establish and maintain a database of qualified service providers and suppliers who may subsequently be invited to participate in specific procurement opportunities during the years.

Prequalification does not constitute a contract, purchase order, commitment to purchase, or guarantee of business from SFH Rwanda. SFH Rwanda reserves the right to procure any requirement through an appropriate procurement method depending on the nature, value, urgency, funding source and applicable procurement requirements.

Interested Bidders can access the document at SFH Rwanda reception or request for documents by email through procurement@sfhrwanda.org. Final Prequalification Application Bids must be submitted ONLY by email to: tenders@sfhrwanda.org before the submission deadline of **25th November 2026, at 14:00pm local time**. and public Email opening of submitted bids on the same date of **25th NOVEMBER 2026 at 14:30am** local time in SFH Rwanda Conference Room located at Gahanga.

BACKGROUND

Society for Family Health (SFH) Rwanda is a local Non-Governmental organizational under the Population Services International (PSI) platform and was established in 2012 under the laws of Rwanda implementing health, social marketing, community health, capacity development and other development programs in Rwanda.

SFH Rwanda Physical Address, Kicukiro District- Gahanga Sector, Nunga Cell on plot 173, Road Opposite Gahanga market towards Gakinjoro site on KK15RD - KK 52 AVE, approximately 1.5km from the Main Bugesera Road in Gahanga center.

SFH Rwanda implements projects supported by different development partners and therefore requires reliable and competent service providers capable of delivering quality goods and services in accordance with agreed specifications, timelines, contractual requirements and applicable donor compliance requirements.

SFH Rwanda therefore intends to prequalify different eligible suppliers and service providers for the categories listed below.

OBJECTIVES OF THE PREQUALIFICATION ARE TO:

1. Establish a database of competent and eligible suppliers and service providers.
2. Identify companies and professionals with demonstrated technical and financial capacity.
3. Improve efficiency and reduce procurement lead times for recurring requirements.
4. Promote competition, transparency and value for money.
5. Establish reliable sources of goods, services and works.
6. Support timely implementation of SFH Rwanda projects and programmes.
7. Facilitate procurement planning and sourcing throughout the year.
8. Strengthen supplier due diligence and risk management.
9. Ensure that suppliers are capable of meeting SFH Rwanda and applicable donor requirements.
10. Where applicable, suppliers must possess the required licenses, registrations, permits and certifications issued by the competent Rwandan authorities.

Applicants may apply for one or more categories. Applicants should clearly indicate the category or categories for which they are applying.

The resulting prequalification database shall generally remain valid for the period of 24 months, unless otherwise determined by SFH Rwanda. SFH Rwanda may update, review or refresh the prequalified supplier database during the period.

Prequalified suppliers may be requested to update their documentation where certificates, licenses, tax clearance or other documents expire.

An applicant may apply for more than one category and where applying for multiple categories, the applicant should clearly identify all categories and provide relevant evidence of capacity for each category.

SFH Rwanda reserves the right to prequalify an applicant for one category while not prequalifying the same applicant for another category.

CATEGORIES FOR PREQUALIFICATION FOR 2027 & 2028

1. VEHICLE HIRE / CAR RENTAL AND TRANSPORTATION SERVICES

2. HOTEL AND CONFERENCE SERVICES with Accommodation, Conference venue and meeting facilities, Catering services

3. INFORMATION TECHNOLOGY AND ICT SERVICES under categories of Computer hardware supply and Computer accessories and peripherals, ICT equipment maintenance, Software supply and licensing, ICT consultancy services, Network installation and maintenance, Data backup and recovery services, CCTV installation and maintenance, Biometric/access-control systems, GPS and fleet tracking systems, Audio-visual equipment supply and maintenance; IT training services

4. PRINTING, BRANDING AND COMMUNICATION MATERIALS on paper, Cloth, Flex, and other printable materials

5. CONSULTANCY SERVICES covering specialized categories including procurement and supply chain management, finance and accounting, audit, legal services, engineering and construction supervision, ICT, research and data analysis, monitoring and evaluation, public health, communications, training, and other technical advisory services required by SFH Rwanda.

6. SUPPLY OF HEALTH, MEDICAL AND PHARMACEUTICAL-RELATED EQUIPMENT AND SERVICES, Medical equipment and consumables supply, Medical equipment maintenance; Medical furniture supply

7. BUILDING CONSTRUCTION AND RENOVATION WORKS rehabilitation works, Building Maintenance Services, Electrical engineering, Mechanical engineering services.

8. SECURITY SERVICES offering Guarding/security services, Electronic security and Access control systems

9. CLEANING, HYGIENE AND FACILITY MANAGEMENT providing Office cleaning, Pest control and fumigation, Waste collection and disposal, Gardening and landscaping.

- 10. OFFICE SUPPLIES/ STATIONERIES AND CONSUMABLES**
- 11. MEDIA, ADVERTISING AND PUBLIC RELATIONS** through Advertisements and Production of different services through Television, Radio, Newspaper, Digital, Social media management and Public relations services, Documentary production, Influencer/online communication services.
- 12. RESEARCH, DATA COLLECTION AND SURVEY SERVICES.**
- 13. LEGAL AND PROFESSIONAL SERVICES** (Legal advisory and Contract law services, Company registration services, Regulatory compliance and Notarial services)
- 14. HUMAN RESOURCES AND RECRUITMENT SERVICES,** Training and staff development, Performance management consultancy, Organizational development services.
- 15. FINANCIAL, ACCOUNTING AND AUDIT SERVICES,** Financial and accounting management consultancies, Tax advisory and Risk management services
- 16. EVENT MANAGEMENT AND PROTOCOL SERVICES** for different Conference and workshop and Exhibition categories
- 17. TRANSLATION AND SIMULTANEOUS INTERPRETATION OF LANGUAGE SERVICES** in different languages such as English, Kinyarwanda, French, Arabic, Spanish, and also providing Sign language interpretation
- 18. INSURANCE ADVISORY AND BROKERAGE SERVICES FOR** Property, Motor vehicle insurance, Medical insurance-related services
- 19. SPECIALIZED SERVICES** such as Environmental and Social Impact Assessment (ESIA) and Environmental and Social Management Plan (ESMP), Waste management consultancy
- 20. DRY CLEANING SERVICES:** Provision of professional dry cleaning, washing, ironing, stain removal, and garment care services for staff uniforms, curtains, and other organizational textiles.
- 21. KITCHEN SUPPLIES:** Supply and delivery of kitchen consumables, utensils, cookware, tableware, and other essential kitchen items in accordance with the organization's specifications.
- 22. INTERIOR DESIGNING SERVICES:** Provision of professional interior design, space planning, decoration, furnishing, and office layout services to enhance functionality, comfort, and aesthetics.
- 23. SUPPLY OF OFFICE FURNITURE:** Supply, delivery, installation, and maintenance of office furniture, including desks, chairs, cabinets, conference tables, workstations, and storage units.
- 24. GRAPHIC DESIGN AND ILLUSTRATION SERVICES:** Provision of professional graphic design, digital illustration, branding, layout design, and production of visual communication materials for organizational and project needs.

- 25. AIR TICKETING SERVICES:** Provision of air ticket reservation, booking, issuance, rebooking, cancellation, and travel itinerary management services for domestic and international travel.
- 26. MAINTENANCE OF MEDICAL EQUIPMENT:** Provision of preventive maintenance, corrective repairs, calibration, testing, and technical support for medical equipment to ensure safety, reliability, and optimal performance.
- 27. CREATIVE AGENCY SERVICES:** Provision of creative strategy, concept development, campaign design, content creation, multimedia production, and innovative communication solutions for organizational and project activities.
- 28. SUPPLY OF TYRES:** Supply and delivery of new tyres for vehicles and motorcycles, including different sizes and specifications, together with related accessories and warranty support.
- 29. GARAGE SERVICES:** Provision of vehicle inspection, routine servicing, mechanical and electrical repairs, diagnostics, bodywork, and maintenance services for organizational vehicles.
- 30. RESTAURANT AND CATERING SERVICES:** Provision of restaurant meals, food preparation, delivery, and catering services for meetings, workshops, conferences, and other organizational events.
- 31. ELECTRICAL, PLUMBING AND HVAC SERVICES:** Covers electrical installations, plumbing repairs, air-conditioning installation, servicing, and maintenance.
- 32. SUPPLY OF LABORATORY EQUIPMENT, REAGENTS AND CONSUMABLES:** Supports laboratory-based health projects, research, diagnostics, and disease surveillance activities.
- 33. WAREHOUSING, INVENTORY MANAGEMENT AND LOGISTICS SERVICES:** Supports storage, stock management, distribution, and movement of project commodities.
- 34. SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AND WORKWEAR:** Covers protective clothing, safety boots, reflective jackets, gloves, masks, helmets, and uniforms.
- 35. SUPPLY AND INSTALLATION OF GENERATORS, LIGHTENING PROTECTOR, SOLAR SYSTEMS AND POWER BACKUP EQUIPMENT:** Supports reliable electricity for offices, health facilities, laboratories, and field operations.
- 36. SUPPLY OF PROMOTIONAL ITEMS, GIFTS AND CORPORATE MERCHANDISE:** Covers branded bags, T-shirts, caps, promotional materials, campaign merchandise, and visibility items.
- 37. PHOTOGRAPHY, VIDEOGRAPHY AND AUDIOVISUAL PRODUCTION SERVICES:** Supports documentation of project activities, training, campaigns, events, success stories, and donor reporting.

38. INTERNET, TELECOMMUNICATIONS AND DATA CONNECTIVITY

SERVICES: Covers internet subscriptions, connectivity solutions, mobile communication, data bundles, and related services.

39. SUPPLY OF WATER, BEVERAGES AND FOODSTUFFS:

Covers drinking water, refreshments, packaged food, and food supplies for offices, meetings, training, and field activities.

40. SUPPLY, INSTALLATION AND MAINTENANCE OF AIR

CONDITIONERS AND REFRIGERATION EQUIPMENT: Supports offices, laboratories, medical storage facilities, and other locations requiring temperature-controlled environments.

41. SUPPLY AND MAINTENANCE OF OFFICE EQUIPMENT:

Covers photocopiers, scanners, shredders, projectors, printers, and related equipment servicing not adequately covered by office consumables.

ELIGIBILITY REQUIREMENTS

Applicants must submit adequate documentation demonstrating their legal, technical, financial and operational capacity. The following documents should be submitted:

1. Completed and signed Submission/ application letter for prequalification.
2. **MUST HAVE Office:** Proof of physical address in Kigali City (share Office address)
3. Copy of Business Registration certificate or Certificate of domestic Company Registration from RDB
4. Copy of VAT certificate from RRA
5. Valid Original Contribution clearance certificate from RSSB for Companies
6. Valid Original tax clearance certificate (attestation de non-creance)/ Certificate of Arrears for Public tendering from RRA for Companies
7. Proof of payment of a non-refundable fee of **TEN thousand Rwandan francs (10,000 RWF)**
8. Company profile.
9. Description of services offered.
10. Relevant professional licenses and certificates.
11. At least three relevant client references as evidence of relevant previous experience.
12. Details of key personnel.
13. Evidence of technical capacity.
14. Evidence of previous contracts/LPOs/completion certificates where applicable.
15. Any other information requested in the prequalification application form.

SPECIAL REQUIREMENTS FOR CONSULTANTS

Individual consultants and consulting firms applying for consultancy categories should also submit the following as applicable:

- Updated CVs of proposed Team or experts.
- Academic qualifications.
- Professional certifications.
- Evidence of relevant assignments.
- Client references letters from Current or Former clients.
- Technical profiles.
- Company registration documents for consulting firms.
- Relevant professional memberships.
- Proposed areas of specialization.

SPECIAL REQUIREMENTS FOR CONTRACTORS applying for construction, engineering or maintenance categories should also provide:

- Valid company registration.
- Relevant contractor classification/Category.
- Professional registration where applicable.
- List of technical staff.
- List of equipment and machinery Possessed or owned.
- Evidence of completed similar works.
- Completion certificates or client references.
- Occupational health and safety arrangements.
- Environmental and social management capacity where applicable.

PREQUALIFICATION EVALUATION

Applications will be evaluated on a **scored basis with a MINIMUM PASS MARK OF 75%**, depending on the category and nature of the service. The evaluation will consider:

Evaluation Area	Indicative Weight
1. Legal eligibility and registration	15%
2. Relevant experience	20%
3. Technical capacity	20%
4. Qualifications and competence of personnel	15%
5. Availability of equipment/resources	10%
6. Company Profile	5%
7. References and past performance	15%
Total Evaluation Score for Prequalification	100%

SFH Rwanda may modify the evaluation criteria according to the nature of a particular category with the pass mark for Prequalification at 75%

DUE DILIGENCE

SFH Rwanda reserves the right to undertake due diligence on applicants, including: Verification of registration documents and references, verification of tax status and physical premises Any other reasonable compliance checks.

DONOR-FUNDED PROCUREMENT

SFH Rwanda implements programs supported by different development partners and where a procurement is financed by a donor, the applicable donor procurement requirements may apply in addition to SFH Rwanda's internal procurement procedures.

Prequalified suppliers must therefore be prepared to comply with applicable requirements concerning:

- Eligibility; Sanctions and debarment; Conflict of interest; Anti-fraud and anti-corruption;
- Environmental and social requirements; Documentation and audit; Financial transparency;
- Beneficial ownership; Ethical procurement.

For specific requirements, SFH Rwanda may invite prequalified providers to participate in subsequent procurement processes, including:

Requests for Quotations RFQs; RFPs; Restricted tenders; Direct procurement where permitted; Other appropriate procurement methods.

Each subsequent procurement shall be conducted in accordance with SFH Rwanda procurement procedures, applicable laws, donor requirements and the specific procurement strategy.

ETHICAL AND COMPLIANCE REQUIREMENTS

Applicants shall not:

1. Submit false or misleading information.
2. Engage in collusion or price fixing.
3. Offer inducements, gifts or other improper benefits to SFH Rwanda personnel.
4. Engage in fraudulent or corrupt practices.
5. Have an undisclosed conflict of interest with SFH Rwanda personnel.
6. Attempt to improperly influence the procurement process.

SFH Rwanda reserves the right to reject applications or suspend/remove suppliers from its database where credible evidence of misconduct is established.

RESERVATION OF RIGHTS BY SFH RWANDA TO:

- Accept or reject any application.
- Cancel or amend the prequalification exercise.
- Request additional information from applicants.
- Verify information submitted.
- Conduct due diligence.
- Prequalify applicants for one or more categories.
- Not prequalify any applicant.
- Invite only selected prequalified providers for specific procurements.
- Procure goods/services outside the prequalified database where justified and permitted.
- Amend or update the supplier database during the prequalification period.

SFH Rwanda shall not be liable for any costs incurred by applicants in preparing or submitting their applications.

SUBMISSION OF APPLICATIONS

All Eligible and interested bidders who seek clarification or bid documents request for Prequalification package requirement can be by email procurement@sfhrwanda.org.

Prequalification Bids must be submitted ONLY by email to: tenders@sfhrwanda.org before the submission deadline of 15th November, at 17:00pm local time “**APPLICATION FOR PREQUALIFICATION OF SUPPLIERS/SERVICE PROVIDERS FOR 2027 & 2028**”

PROPOSED PREQUALIFICATION APPLICATION FORM

PART A: COMPANY INFORMATION

1. Registered Company Name: _____
2. Trading Name: _____
3. Registration Date: _____
4. Tax Identification Number (TIN): _____
5. Physical Address: _____
6. Postal Address: _____
7. Telephone (s): _____
8. Email (s): _____
9. Website: _____
10. Contact Person: _____
11. Position: _____

PART B: OWNERSHIP INFORMATION

1. Name of Directors/Partners:
2. Nationality:
3. Ownership/shareholding structure:
4. Beneficial ownership information where applicable:

PART C: CATEGORY APPLIED FOR

Code	PREQUALIFICATION CATEGORY	Apply?
1	VEHICLE HIRE / CAR RENTAL AND TRANSPORTATION SERVICES	
2	HOTEL AND CONFERENCE SERVICES	
3	INFORMATION TECHNOLOGY AND ICT SERVICES	
4	PRINTING, BRANDING & COMMUNICATION MATERIALS	
5	ALL CONSULTANCY SERVICES	
6	SUPPLY OF HEALTH, MEDICAL AND PHARMACEUTICAL-RELATED EQUIPMENT AND SERVICES	
7	BUILDING CONSTRUCTION AND RENOVATION WORKS	
8	SECURITY SERVICES	
9	CLEANING, HYGIENE & FACILITY MANAGEMENT	
10	GENERAL OFFICE SUPPLIES/ STATIONERIES AND CONSUMABLES	
11	MEDIA, ADVERTISING AND PUBLIC RELATIONS	
12	RESEARCH, DATA COLLECTION AND SURVEY SERVICES.	
13	LEGAL AND PROFESSIONAL SERVICES	
14	HUMAN RESOURCES & RECRUITMENT SERVICES	

15	FINANCIAL, ACCOUNTING AND AUDIT SERVICES	
16	EVENT MANAGEMENT AND PROTOCOL SERVICES FOR CONFERENCES AND WORKSHOPS	
17	TRANSLATION AND SIMULTANEOUS INTERPRETATION OF LANGUAGE SERVICES	
18	INSURANCE ADVISORY AND BROKERAGE SERVICES	
19	SPECIALIZED SERVICES SUCH AS ENVIRONMENTAL AND SOCIAL IMPACT ASSESSMENT (ESIA) AND ENVIRONMENTAL AND SOCIAL MANAGEMENT PLAN (ESMP), WASTE MANAGEMENT CONSULTANCY	
20	WASHING AND DRY CLEANING SERVICES FOR CURTAINS, UNIFORMS	
21	SUPPLY OF KITCHEN CONSUMABLES, UTENSILS, COOKWARE, TABLEWARE,	
22	INTERIOR DESIGN, DECORATION, FURNISHING, AND OFFICE LAYOUT SERVICES	
23	OFFICE FURNITURE: SUPPLY, INSTALLATION, AND MAINTENANCE OF OFFICE FURNITURE, DESKS, CHAIRS, CABINETS, CONFERENCE TABLES	
24	GRAPHIC DESIGN AND ILLUSTRATION SERVICES	
25	AIR TICKETING SERVICES	
26	MAINTENANCE OF MEDICAL EQUIPMENT	
27	CREATIVE AGENCY SERVICES	
28	SUPPLY OF TYRES	
29	GARAGE SERVICES	
30	RESTAURANT AND CATERING SERVICES	
31	ELECTRICAL, PLUMBING AND HVAC SERVICES	
32	SUPPLY OF LABORATORY EQUIPMENT, REAGENTS AND CONSUMABLES	
33	WAREHOUSING, INVENTORY MANAGEMENT AND LOGISTICS SERVICES:	
34	SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AND WORKWEAR	
35	SUPPLY AND INSTALLATION OF GENERATORS, LIGHTENING PROTECTOR, SOLAR SYSTEMS AND POWER BACKUP EQUIPMENT	
36	SUPPLY OF PROMOTIONAL ITEMS, GIFTS AND CORPORATE MERCHANDISE	
37	PHOTOGRAPHY, VIDEOGRAPHY AND AUDIOVISUAL PRODUCTION SERVICES	
38	INTERNET, TELECOMMUNICATIONS AND DATA CONNECTIVITY SERVICES	
39	SUPPLY OF WATER, BEVERAGES AND FOODSTUFFS	
40	SUPPLY, INSTALLATION AND MAINTENANCE OF AIR CONDITIONERS AND REFRIGERATION EQUIPMENT	
41	SUPPLY AND MAINTENANCE OF OFFICE EQUIPMENT	

PART D: PREVIOUS EXPERIENCE

Applicants should provide details of relevant assignments completed during the past [3–5] years.

PART E: KEY PERSONNEL

Name Position Qualification Years of Experience Professional Certification

PART F: EQUIPMENT/RESOURCES

Where applicable: Equipment/Resource Quantity Ownership/Lease Condition

PART G: REFERENCES

Provide at least three relevant client reference certificates/ Good Completion certificates showing

Client , Service Provided , Year , Contact Person , Telephone/Email

PART H: DECLARATION

I/We certify that the information provided in this application is true, accurate and complete to the best of our knowledge and further understand that prequalification does not constitute a contract or guarantee of future business.

Name: _____

Position: _____

Company: _____

Signature: _____

Date: _____

Company Stamp: _____