

THE REPUBLIC OF RWANDA



GAKENKE DISTRICT

**REQUEST FOR PROPOSALS SELECTION OF MANAGEMENT  
OF HEALTH POST IN GAKENKE DISTRICT**

Title of the Tender: Management of health post in **Gakenke** District

Tender Reference Number: 001/NC/NCB/2022/2023/ **Gakenke**

Date of Issue: JULY 2023

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## Section1. Letter of Invitation

### 1. Invitation No 001

Dear Mr/Ms *Shortlisted applicant (All)*

GAKENKE District (hereinafter called "Client") has built different health posts across the district. The Client intends to privatize some of those infrastructures for serving the purpose they supposed to do. GAKENKE district is therefore solicits proposals to provide the service of management of those health posts.

Note that more details on the services are provided in the Terms of Reference.

This Request for Proposal (RFP) has been addressed to the following short-listed applicants:

SN	Applicant's name		Name of health post requested	PHONE NUMBER
1	Abizeyimana	Denyse	Kamina	0786231765 0739337087
2	Bavugayabo	Barnabe	Busanane	0788786057
3	Habinshuti	Janvier	Rukore	0782101252
4	Harerimana	Venuste	Busanane	0788733039
5	Hishamunda	Alphonse	Mbirima	0785792547
			SERERI	0785792547
6	Kabano	Sifa	Buheta	0788604433
			Musagara	0788604433
			Taba	0788604433
7	Mahoro	Jean Eric	Rwesero	0780769990
8	Maniragaba	Emmanuel	Kagoma	0785693872
			Taba	0785693872
9	Maniraguha	Faustin	Kagoma	0787044600
10	Mukamuganga	Jeannette	Murambi	0788518929
11	Mukarukaka	Alvera	Sereri	0782743480 0726249319
12	Mvuyekure	Wellars	Gahinga	0788745884
13	Ndabarinze	Ezeckiel	Murambi	0781638703
14	Ndayisenga	Prosper	Buheta	0788871332 0783173684
15	Ndimukaga	Jean Baptiste	Kagoma	0788452909
16	Ngendahayo	Frederick	Rwesero	0783142744
17	Nibagwire	Serge	Musagara	0782433070

18	Niyigena	Jeannine	Munyana	0789226036 0782259564
19	Niyigena	Theoneste	Gataba	0788745412 0781043620
			Rurembo	0788745412 0781043620
20	Niyigena Ingabire	Larissa	Gataba	0788240796
21	Niyonsenga	Irene	Taba	0783171914
22	Niyotureba	Jean Pierre	Buheta	0788601031
			Gahinga	
			Kagoma	
23	Nsabimana	Marc	Mutanda	0788471587
24	Nsengiyumva	Charles	Buheta	0788416158
25	Nshimiyimana	Aphrodis	Taba	0786044346
26	Nshimyumugaba	Telesphore	Rukore	0788438266
27	Ntakirutimana	Genevieve	Kagoma	0782008066
28	Nyiransabimana	Phoibe	Gahinga	0788844966
			Kagoma	
			Kidomo	
			Munyana	
			Rukore	
29	Rugero	Eustache	Rukore	0782647988 0722476319
30	Safari	Jean Bosco	Kagoma	0788540008
			Munyana	
31	Sano	Leon Cedrick	Gataba	0787660265 0737712008
32	Sibomana	Jean Damascene	Musagara	0788616017
33	Singirankabo	Samuel	Busanane	0789757573 0788668084
34	Sinzarireka	Jean Damascene	Rukore	0780002150
35	Turatsinze	Emmanuel	Murambi	0788487261
36	Turikumwenamungu	Jean Bosco	Kirabo	0783433665 0722887600
37	Tuyisenge	Faustin	Rukore	0788760914 0787296857
38	Tuyishimire	Celestin	Kamina	0788617263 0782981481
39	Twisige	Jonathan	Nganzo	0788776205
40	Uwayezu	Jean Paul	Gataba	0788798759
			Taba	0788798759
41	Uwitonze	Jean Marie Vianney	Gataba	0783092526
42	Wihogora	Christine	Kagoma	0788679436

Consultant will be selected under a Prequalification proceeding method in accordance with the Law on Public Procurement as modified and completed to date.

5. The RFP includes the following documents:

## Section 2 - Instructions to applicant (Data Sheet)

Paragraph Reference	
1.1	Name of the Client: <b>GAKENKE DISTRICT</b>
1.2	Financial Proposal to be submitted together with Technical Proposal: <b>YES</b> Name of the assignment is: <b>Management of health post</b>
1.3	The Client will provide only the house
2.1	Clarifications may be requested not later than <b>4 days</b> before the submission date. The address for requesting clarifications is: <b>recruitment@gakenke.gov.rw</b>
3.1	Proposals shall be submitted in <b>FRENCH, ENGLISH or KINYARWANDA</b>
3.3 (a)	Short-listed Applicant may associate with other short-listed Applicants: <b>NO</b>
3.3 (b)	The estimated minimum number of key personnel is <b>three (3) staff</b> : <b>One Licenced Nurse ,Midwife A1/A0, Clinical Officer</b> <b>One licenced lab-technician with A2 in biomedical laboratory as minimum qualification;</b> <b>One support staff</b>
3.4	There is <b>no amount to be paid for tender document</b> . Note that there is no bid security requested
3.5	For those applicants who is capable to manage more than one health posts, must submit one project for each health post ( <b>Each health post must have specific staffs and equipment</b> )
3.6	For those applicants who have been shortlisted on more than one health posts without capacity to manage more than one health post, must bid on one health post on his/her choice.
3.7	All projects will be evaluated both on technical and financial proposals, the pass mark is <b>70%</b> .

3.8	For all applicants who applied on one health post and get the pass mark, the health post will be awarded to the first performer.
3.9	For all applicants who applied on one health post and get the first equal mark, the health post will be awarded through the lot casting procedure ( <b>Tombora</b> ) among those with equal marks.
3.10	For any applicant who got pass mark but not awarded the applied health post, he/she will be given a chance to choose among unawarded health posts basing on his/her mark.
3.11	The results of each step will be notified to all concerned applicants
4	Proposals must be submitted no later than the following date: <b>24<sup>th</sup> July 2022</b>

### Section 3: EVALUATION PROCESS (100%)

#### 3.1. Technical Proposal (70%)

##### A. Personnel: 40%

##### A.1. Qualification and experience of workers: 35%

SN	Name	Qualification (A2, A1 or A0)	Experience (# Years)			Employee Availability letter
			Public health facilities	Dispensary	Health Post	
1	Licensed Nurse, midwife or clinical officer (19%)	1	3	4	6	5
2	Licensed lab-technician (12%)	1	4	2	-	5
3	Support staff (4%)		4			

A.2. The owner of the health post is at the same time charged of clinical services at the health posts:

Yes  5% Not:  0%

##### B. Equipment: 30%

- Provide the list of owned equipment proven by the invoice referring to the national guideline for establishment and functionality of health posts **OR** provide the proof of financial capacity to cover the estimated cost of equipment as listed on the national guideline for establishment and functionality of health posts (**2,000,000 Frws**)

### 3.2. FINANCIAL PROPOSAL 30%

- Provide the proof of financial capacity to cover the estimated cost of drugs to be used within first one months, as attached list (600,000 Frws):12%
- Provide the proof of financial capacity to cover the estimated cost of salaries and wages of staff within three first months; 500,000 Frws:10%
- Provide the proposal of any estimated cost of infrastructure maintenance to be covered without intervention of the District: 8%

### Section 4: PROJECT PROPOSAL SUBMISSION FORM



**PROJECT PROPOSAL DETAILS**

**ADDRESS OF THE PROJECT OWNER**

Names	▶	Province	▶
Date of birth:	▶	District	▶
Place of Birth:	▶	Sector	▶
Dwelling Place	▶	Province	▶
		District	▶
		Sector	▶
Marital status:	▶		
Nationality	▶		
Contact:	▶	Phone number	▶
		E-mail	▶

**ADDRESS OF THE PROJECT MANAGER (IN CHARGE OF CLINICAL SERVICES AT HEALTH POSTS)**

Names	▶	Province	▶
Date of birth:	▶	District	▶
Place of Birth:	▶	Sector	▶
Dwelling Place	▶	Province	▶
		District	▶
		Sector	▶
Marital status:	▶		
Nationality	▶		
Contact:	▶	Phone number	▶
		E-mail	▶

PROJECT LOCATION											
Name of HP requested		Province		District		Sector		Cell		Village	
Location		Province		District		Sector		Cell		Village	
Motivation of your choice											
<b>PROJECT EMPLOYEES</b>											
No	Names	Qualification	Position	Monthly Gross Salary	3 Months Gross Salary						
1											
2											
3											
4											
Sub-Total											
<b>PROJECT EQUIPMENT</b>											
<b>MEDICAL EQUIPMENT</b>											
No	Item Name	Quantity	Unit cost	Total cost	Comments						
1					Owned (✓)	To be bought (✓)					
2											
3											
4											
5											
Sub-Total											

2

*[Handwritten signature]*

NON-MEDICAL EQUIPMENT						
No	Item Name	Number	Unit cost	Total cost	Comments	
					Owned	To be bought
1						
2						
3						
4						
5						
Sub-Total						
PROJECT COMODITIES (LIST OF ESSENTIAL DRUGS FOR A HEALTH POST)						
No	Product name (drug)	Specifications	Unit cost	Quantity	Total cost	Comments
1						
2						
3						
4						
Sub-Total						
OTHER PROJECT LEARNING COSTS						
1	Activity Name	Description	Monthly cost	Cost for 3 Months	Comments	
1						
2						
3						
4						
5						
Sub-Total						
INFRASTRUCTURE MAINTANACE						
Estimated cost of infrastructure maintenance to be covered without intervention of the district:						
GENERAL COST FOR THE WHOLE PROJECT IN 3 MONTHS						

ANY OTHER KEY RELEVANT INNOVATIVE INFORMATION REGARDING THE PROJECT IMPLEMENTATION

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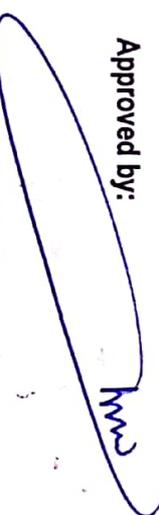
SIGNATURE	
Name / First name of the Signatory ▶	
Title of position in the project ▶	
Place of signature ▶	
Date of signature ▶	

Gakenke on 07<sup>th</sup> July 2023

Prepared by:

  
**BUSABIMANA Alexis**  
Procurement officer

Approved by:

  
**HATEGEKIMANA Theogene**  
HP Technical committee team leader