



**REQUEST FOR EXPRESSION OF INTEREST (REOI)
(FIRM SELECTION)**

TITLE: HIRING CATERING SERVICES

TENDER NUMBER: 015/NC/EOI/2024/2025/RMS

CLIENT: RWANDA MEDICAL SUPPLY (RMS) LIMITED

Dear Esteemed bidders,

Rwanda Medical Supply Ltd (RMS Ltd) is large scale corporation created and owned by the Government of Rwanda Mandated to ensure the availability of Health commodities for the public health sector and managing the end-to-end health supply chain for Rwanda.

To fulfill this mandate, RMS Ltd has to perform successfully the supply chain processes through. procurement, storage and Distribution of Health commodities to the public health facilities in the country.

RMS Ltd controls the health commodities supply chain across the country through its head offices in Gasabo-Kacyiru where it operates a central warehouse and manages the operations of 30 regional warehouses (former District Pharmacies) in all Districts.

For the purpose of improving the wellbeing of its staff and improve on staff productivity, RMS Ltd intends to award a Services contract for the provision of Catering Services at Rwanda Medical Supply Ltd Head offices and all its regional warehouses.

RMS Ltd intends to sign a one year catering service contract(s), which may be extended up to 3 years at the approval of both parties.

Scope of Work:

- The contractor shall be responsible for provision of lunch meals for RMS Ltd staff as well as provision of food during meetings, trainings and workshop sessions organized RMS Ltd at RMS Ltd premises.
- The contractor shall serve and clean the catering stations.
- The supplier shall provide daily catering services, as per RMS Ltd working days and operation hours from Monday to Friday except when the service is requested also over the weekends.

Services during meetings, trainings, workshop sessions and public holidays will be formally requested by RMS Ltd. Weekend days are Saturday and Sunday. The Service may be required during public holidays if they are considered as working days in RMS ltd office.

- The cooking activities shall be made at the contractor facilities.

Rwanda Medical Supply Ltd now invites interested firms to express their interest in provision of catering services to RMS Staff.

The shortlisting criteria are the following:

- Letter of expression of interest.
- Certificate of incorporation/Trading License (RDB) certificate duly mentioning that the bidder is in Restauration business.
- Short introduction of the Company/Company profile including contacts, location, Overview of past and current clients,
- Copy of valid RRA clearance certificate.
- Copy of Valid RSSB clearance certificate.
- Commitment of owning a vehicle that will be used in outside catering (Proven by Yellow certificate)
- A description of the diversity of products and dishes offered, menu rotation, the means that will be used for the bacteriological control and the measures that will be used to maintain hygiene of the premises, equipment and foodstuffs.
- At least **2 copies of certificates** of good completion (aged less than 5years) for similar contract executed in Public Institutions, International Organisations agencies, NGOs or reputable private companies with around 200 Staff. The certificates of completion must be on an official headed paper, duly signed and stamped by authorised persons. **The cost of the executed contract must be indicated as well on the certificate.** If no certificates, the bidder should provide at least copies of contract executed for the similar services.
- RMS has branches/offices countrywide and the catering services is needed on each branch, Therefore, the bidders are requested to indicate which branch they are interested to serve as per attached list.

Note: Subcontracting with local restaurants at districts shall be allowed but the bidder will have the full contractual responsibility in case he is awarded the tender

Following the Expression of Interest, a short list of prequalified firms will be compiled, thereafter the bidding documents will be issued to them.

Well printed expression of interests, properly bound and presented in two copies, one of which is the original, must be couriered or hand-delivered in a sealed envelope marking the reference number of the tender at the reception of the address below before **27/08/2024** at 10:00 am local time. Late EOI will not be accepted. EOI opening will be the same day at **10:30am** local time at the following address.

RWANDA MEDICAL SUPPLY (RMS) LIMITED
Village: Virunga

Cell: Kibaza
Sector: Kacyiru
District: Gasabo
KN 8 Ave, Kigali

All interested bidders may obtain some complementary information by writing to the email rmsltd.procurement@rmsltd.rw, copy to yihirwe@rmsltd.rw, jmurwanashyaka@rmsltd.rw and indekezi@rmsltd.rw within three-sixths (3/6) of the deadline period for the submission of EOI.

Done at Kigali on 14/08/2024

Dr. LOKO ABRAHAM
Chief Executive Officer of RMS Ltd

Annex: List of RMS branches including HQ

No	RMS Branches
1	BUGESERA
2	BURERA
3	GAKENKE
4	GATSIBO
5	GICUMBI
6	GISAGARA
7	HUYE
8	KAMONYI
9	KARONGI
10	KAYONZA
11	KIREHE
12	MUHANGA
13	MUSANZE
14	NGOMA
15	NGORORERO
16	NYABIHU
17	NYAGATARE
18	NYAMAGABE
19	NYAMASHEKE
20	NYANZA
21	NYARUGURU
22	RUBAVU
23	RUHANGO
24	RULINDO
25	RUSIZI
26	RUTSIRO
27	RWAMAGANA
28	Kigali regional Warehouse (Masoro)
29	Head office (Kacyiru)