



RMS

RWANDA MEDICAL SUPPLY

RWANDA MEDICAL SUPPLY LTD

REQUEST FOR PROPOSALS - SELECTION OF CONSULTANTS SERVICES

Title of the Tender:	TENDER FOR PROVISION OF INFORMATION SYSTEM AUDIT TO RMS
Tender Reference Number:	026/C/QCBS/2025/2026/RMS
Type of Contract:	Lump sum Contract
Procurement method:	Quality and Cost Based Selection (QCBS)
Date of Issue:	..01../..02/ 2025
Date of submission and opening	Deadline for submission: 19../..09../2025 at 8:00 GMT (10:00 am local time) Public opening:19.....09../2025 at 8:30 GMT (10:30 am local time)



Selection of Consultants



Section 2. Instructions to Consultant

Section 1. Invitation No 026/C/QCBS/2025/2026/RMS.

Dear Mr./Ms

1. The **RWANDA MEDICAL SUPPLY LTD** (hereinafter called "Client") has received funds from *its own income* towards the cost of preparation of **Tender for Provision of Information System Audit**.
The Client intends to apply a portion of the funds to eligible payments under the contract for which this Request for Proposals is issued.
2. The **RWANDA MEDICAL SUPPLY LTD** now solicits proposals to provide the following consulting services: **"Tender for Provision of Information System Audit"**. More details on the services are provided in the Terms of Reference.
3. This Request for Proposal (RFP) has been addressed to the public specialized in that area. Participation is open on equal conditions to all consultants specialized in the field.
4. Well printed proposals, 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 and submitted at the reception of the address below before 01/11/2025 at 10:00am local time. Late bids will not be accepted. Clarifications may be requested within three-sixths (3/6) of the deadline period for the submission of tenders as of the date of tender notice publication. The address for requesting clarifications is: on e-mail: rms.procurement@rms.rw copy lmahirwe@rms.rw, jmurwanashyaka@rms.rw

**RWANDA MEDICAL SUPPLY (RMS) LIMITED Village: Virunga Cell: Kibaza Sector:
Kacyiru District: Gasabo KN 8 Ave, Kigali**

5. The RFP includes the following documents:

Section 1 - Letter of Invitation
Section 2 - Instructions to Consultants (including Data Sheet)
Section 3 - Technical Proposal - Standard Forms
Section 4 - Financial Proposal - Standard Forms
Section 5 - Terms of Reference
Section 6 - Standard Forms of Contract

sincerely,

Done at Kigali on 01/11/2025


Dr. LOKO Abraham
Chief Executive Officer


Section 2. Instructions to Consultants

Definitions

- (a) "Client/Procuring Entity" means the agency with which the selected Consultant signs the Contract for the Services.
- (b) "Consultant" means any entity or person that may provide or provides the Services to the Client under the Contract.
- (c) "Contract" means the agreement between the procuring entity and the successful bidder.
- (d) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific country and assignment conditions.
- (e) "Day" means calendar day including holidays unless provided otherwise.
- (f) "Government" means the Government of the Republic of Rwanda.
- (g) "Instructions to Consultants" (Section 2 of the RFP) means the document which provides short listed Consultants with all information needed to prepare their Proposals.
- (h) "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the short-listed Consultants.
- (i) "Personnel" means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside the Government's country; "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile inside the Government's country.
- (j) "Proposal" means the Technical Proposal and the Financial Proposal.
- (k) "RFP" means the Request for Proposal to be prepared by the Client for the selection of Consultants, based on the Standard Request for Proposals.
- (l) "SRFP" means the Standard Request for Proposals, which must be used by the Client as a guide for the preparation of the RFP.
- (m) "Services" means the work to be performed by the Consultant pursuant to the Contract.
- (n) "Sub-Consultant" means any person or entity with whom the Consultant subcontracts any part of the Services.
- (o) "Terms of Reference" (TOR) means the document included in the RFP as Section 5 which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.



1. Introduction

- 1.1. The Client named in the Data Sheet will select a consulting Consultant/organization (the Consultant) from those listed in the Letter of Invitation, in accordance with the method of selection specified in the Data Sheet.
- 1.2. The short-listed Consultants are invited to submit a Technical Proposal and a Financial Proposal, as specified in the Data Sheet, for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3. Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional. Consultants should contact the Client's representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4. The Client will timely provide at no cost to the Consultants the inputs and facilities specified in the Data Sheet, assist the Consultant in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.
- 1.5. Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

Conflict of Interest

- 1.6. Rwanda Medical Supply policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Client's interest's paramount, strictly avoid conflicts with other assignments or their own corporate interests, act without any consideration for future work and in accordance with the Rwanda Medical Supply procurement procedure manual as completed and modified to date.
- 1.6.1 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

Conflicting activities

- i) A Consultant that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a Consultant hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the Consultant's consulting services for such preparation or implementation. For the purpose of this paragraph, services other than



consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

Conflicting assignments

- ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of, such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

Conflicting relationships

- iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, shall not be awarded a Contract.
- 1.6.2 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

Unfair Advantage

- 1.6.3 If a short-listed Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all short-listed Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

Fraud and Corruption

- 1.7 The Rwanda Medical Supply regulations require that procuring department, as well as Consultants participating tenders adhere to the highest ethical standards, both during the selection process and throughout the execution of a contract. In pursuance of this policy, the Rwanda Medical Supply Rules and regulations:

- (a) defines, for the purpose of this paragraph, the terms set forth below as follows:
 - (i) corrupt practices: offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of procuring team;



- (ii) **Fraudulent practices:** any legal violation, including acts of deliberate misrepresentation, intentional recklessness, misleading or attempting to mislead any employee to obtain financial or other benefit;
 - (iii) **"Collusive practices":** an arrangement between two or more parties designed to achieve an illegal purpose, including influencing improperly the acts of another party or the procurement team;
 - (iv) **"coercive practices"** means any act intending to harm or threaten to harm directly or indirectly persons, their works or their property to influence their participation in the procurement process or affect its performance
 - (v) **"Obstructive practices":** destroying, falsifying, altering or concealing of material evidence to the investigation or making false statements to investigators deliberately in order to materially impede investigation into allegations of a corrupt, coercive or collusive practice; and threatening, harassing or intimidating any party to prevent it from disclosing its information about matters relevant to the investigation or from pursuing the investigation;
- (b) require rejection of a proposal for award if it is determined that the Consultant recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question;
 - (c) require sanctions to a Consultant, including declaring the Consultant ineligible, either indefinitely or for a stated period of time, to be awarded any contract if at any time it is determined that the Consultant has, directly through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing a contract; and
 - (d) gives the right to require that, a provision be included requiring Consultants to permit the procuring entity to inspect their accounts and records and other documents relating to the submission of proposals and contract performance, and have them audited by auditors appointed by client.

1.8 Consultants, their Sub-Consultants, and their associates shall not be under a declaration of ineligibility for corrupt and fraudulent practices in accordance with the above para. 1.7.

Single Proposal

1.9 Short-listed Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified. However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

Proposal Validity



- 1.10 The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise, however, the Client may request Consultants to extend the validity period of their proposals. Consultants who agree to such extension shall certify that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

2. Clarification and Amendment of RFP Documents

- 2.1. Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure under para. 2.2.
- 2.2. At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

3. Preparation of Proposals

- 3.1. The Proposal (see para. 1.2), as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the language (s) specified in the Data Sheet.
- 3.2. In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.
- 3.3. While preparing the Technical Proposal, Consultants must give particular attention to the following:
- (a) If a short-listed Consultant considers that it may enhance its expertise for the assignment by associating with other Consultants in a joint venture or sub-consultancy, it may associate with either (a) non-short-listed Consultant(s), or (b) short-listed Consultants if so indicated in the Data Sheet. In case of association with non-short-listed Consultant(s), the short-listed Consultant shall act as association leader. In case of a joint venture, all partners shall be jointly and severally liable and shall indicate who will act as the leader of the joint venture.
 - (b) The estimated number of Professional staff-months or the budget for executing the assignment shall be shown in the Data Sheet, but not both. However, the Proposal shall be based on the number of Professional staff-months or budget estimated by the Consultants.

For fixed-budget-based assignments, the available budget is given in the Data Sheet, and the Financial Proposal shall not exceed this budget, while the estimated number of Professional staff-months shall not be disclosed.

- (c) Alternative professional staff shall not be proposed, and only one curriculum vitae (CV) may be submitted for each position.

Language

- (d) Documents to be issued by the Consultants as part of this assignment must be in the language(s) specified in the Reference Paragraph 3.1 of the Data Sheet. If Reference Paragraph 3.1 indicates two languages, the language in which the proposal of the successful Consultant will be submitted shall govern for the purpose of interpretation. It is desirable that the Consultant's Personnel have a working knowledge of the Client's national language.

Technical Proposal Format and Content

- 3.4. Depending on the nature of the assignment, Consultants are required to submit a Full Technical Proposal (FTP), or a Simplified Technical Proposal (STP). The Data Sheet indicates the format of the Technical Proposal to be submitted. Submission of the wrong type of Technical Proposal will result in the Proposal being deemed non-responsive. The Technical Proposal shall provide the information indicated in the following paragraphs from (a) to (g) using the attached Standard Forms (Section 3). Paragraph (c) (ii) indicates the recommended number of pages for the description of the approach, methodology and work plan of the STP. A page is considered to be one printed side of A4 or letter size paper.

- (a) (i) For the FTP only: a brief description of the Consultants' organization and an outline of recent experience of the Consultants and, in the case of joint venture, for each partner, on assignments of a similar nature is required in Form TECH-2 of Section 3. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the Client as a corporation or as one of the major Consultants within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting Consultants cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.
- (ii) For the STP the above information is not required and Form TECH-2 of Section 3 shall not be used.
- (b) (i) For the FTP only: comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3 of Section 3).



- (ii) For the STP Form TECH-3 of Section 3 shall not be used; the above comments and suggestions, if any, should be incorporated into the description of the approach and methodology (refer to following sub-para. 3.4 (c) (ii)).
 - (c) (i) For the FTP, and STP: a description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4 of Section 3. The work plan should be consistent with the Work Schedule (Form TECH-8 of Section 3) which will show in the form of a bar chart the timing proposed for each activity.
 - (ii) For the STP only: the description of the approach, methodology and work plan should normally consist of about 10 pages, including charts, diagrams, and comments and suggestions, if any, on Terms of Reference and counterpart staff and facilities.
 - (d) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5 of Section 3).
 - (e) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7 of Section 3). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.
 - (f) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6 of Section 3).
 - (g) For the FTP only: a detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.
- 3.5. The Technical Proposal shall not include any financial information. A Technical Proposal containing financial information may be declared non-responsive.

Financial Proposals

- 3.6. The Financial Proposal shall be prepared using the attached Standard Forms (Section 4). It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses indicated in the Data Sheet. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures. All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

Taxes

- 3.7. The Consultant may be subject to local taxes (such as: value added or sales tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract. The Client will state in the Data Sheet if the Consultant is subject to payment of any local taxes.



- 3.8. Consultants may express the price of their services in a maximum of three freely convertible currencies, singly or in combination. The Client may require Consultants to state the portion of their price representing local cost in the national currency if so indicated in the Data Sheet.

4. Submission, Receipt, and Opening of Proposals

- 4.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 of Section 3, and FIN-1 of Section 4.
- 4.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been duly authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".
- 4.3 The Technical Proposal shall be marked "ORIGINAL" or "COPY" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para. 4.5 and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- 4.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the original Financial Proposal (if required under the selection method indicated in the Data Sheet) shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the number and the name of the assignment, and with a warning "DO NOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the tender, and be clearly marked "DO NOT OPEN, EXCEPT IN PUBLIC". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be cause for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- 4.5 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the time and the date indicated in the Data Sheet, or any extension to this date in accordance with para. 2.2. Any proposal received by the Client after the deadline for submission shall be returned unopened.
- 4.6 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

5. Proposal Evaluation

- 5.1 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

Evaluation of Technical Proposals

- 5.2 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (S1). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

Financial Proposal for Quality Based Selection (QBS)

- 5.3 Following the ranking of technical Proposals, when selection is based on quality only (QBS), the first ranked Consultant is invited to negotiate its proposal and the Contract in accordance with the instructions given under clause 6 of these Instructions.



Public Opening and Evaluation of Financial Proposals (only for QCBS, FBS, and LCS)

- 5.4 After the technical evaluation is completed, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date shall not be sooner than seven days after the notification date. The notification may be done by hand with acknowledgement of receipt or be sent by registered letter, cable, telex, facsimile.
- 5.5 Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to certify that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Consultants' attendance at the opening of Financial Proposals is optional.
- 5.6 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. In addition to the above corrections, as indicated under para. 3.6, activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, (i) if the Time-Based form of contract has been included in the RFP, the Evaluation Committee shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity and correct the total Proposal cost, (ii) if the Lump-Sum form of contract has been included in the RFP, no corrections are applied to the Financial Proposal in this respect. Prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet.
- 5.7 In case of QCBS, the lowest evaluated Financial Proposal (F_m) will be given the maximum financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The Consultant achieving the highest combined technical and financial score will be invited for negotiations.
- 5.8 In the case of Fixed-Budget Selection, the Client will select the Consultant that submitted the highest ranked Technical Proposal within the budget. Proposals that exceed the indicated budget will be rejected. In the case of the Least-Cost Selection, the Client will select the lowest proposal among those that passed the minimum technical score. In both cases the evaluated proposal price according to para. 5.6 shall be considered, and the selected Consultant is invited for negotiations.

6. Negotiations

- 6.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, certify availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

Technical negotiations

- 6.2 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.

Financial negotiations

- 6.3 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the Consultant's tax liability in the Republic of Rwanda, and the manner in which it will be reflected in the Contract, and will reflect the agreed technical modifications in the cost of the services. In the cases of QCBS, Fixed-Budget Selection, and the Least-Cost Selection methods, unless there are exceptional reasons, the financial negotiations will involve neither the remuneration rates for staff nor other proposed unit rates. For other methods, Consultants will provide the Client with the information on remuneration rates described in the Appendix attached to Section 4 - Financial Proposal - Standard Forms of this RFP.

Availability of Professional staff/experts

- 6.4 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available. The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

Conclusion of the negotiations

- 6.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.



7. Award of Contract

- 7.1** After completing negotiations, the Client shall award the Contract to the best selected Consultant, and promptly notify all Consultants who have submitted proposals. After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.
- 7.2** The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

8. Confidentiality

Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Consultant of confidential information related to the process may result in the rejection of its Proposal and may be subject to the sanctions under the law on public procurement.

Instructions to Consultants, Data Sheet

Paragraph Reference	
1.1	Name of the Client: RWANDA MEDICAL SUPPLY (RMS) LIMITED
1.2	<p>Financial Proposal to be submitted together with Technical Proposal: yes, but separately</p> <p>Name of the assignment is: TENDER FOR PROVISION OF INFORMATION SYSTEM AUDIT TO RMS</p>
1.3	<p>The Client's representative is: CHIEF EXECUTIVE OFFICER <i>Rwanda Medical Supply Ltd</i> <i>Street Address: Kacyiru, Near to Rwanda National Police Headquarters</i> <i>City: Gasabo District, Kigali City</i> <i>Electronic mail address: rms.procurement@rms.rw</i></p> <p>Is there any pre-bid conference: No</p>
1.4	The Client will provide the following inputs and facilities: Access to all legal documents, correspondence and any other information they may deem necessary, associated with the organization
1.6.1	The Client envisages the need for continuity for downstream work: NO
1.11	Proposals must remain valid 120 days after the submission date.
2.1	<p>Clarifications may be requested within three-sixths (3/6) of the deadline period for the submission of tenders as of the date of tender notice publication.</p> <p>The address for requesting clarifications is: on e-mail: rms.procurement@rms.rw copy imahirwe@rms.rw/imurwanashyake@rms.rw</p>
3.1	Proposals shall be submitted in ENGLISH
3.3 (a)	Short-listed Consultants may associate with other short-listed Consultants: NO
3.3 (b)	The estimated number of key personnel is : as per the ToRs



3.4	The format of the Technical Proposal to be submitted is: Full Technical Proposal
3.4 (g)	Training is a specific component of this assignment: Yes as detailed in the terms of references
3.6	<p>Reimbursable expenses to be included in the Financial Proposal are:</p> <ol style="list-style-type: none"> (1) a per diem allowance in respect of Personnel of the Consultant for every day in which the Personnel shall be absent from the home office and, as applicable, outside the Republic of Rwanda for purposes of the Services; (2) cost of necessary travel, including transportation of the Personnel by the most appropriate means of transport and the most direct practicable route; (3) cost of office accommodation, investigations and surveys; (4) cost of applicable international or local communications such as the use of telephone and facsimile required for the purpose of the Services; (5) cost, rental and freight of any instruments or equipment required to be provided by the Consultants for the purposes of the Services; (6) cost of printing and dispatching of the reports to be produced for the Services; (7) other allowances where applicable and provisional or fixed sums (if any); and (8) cost of such further items required for purposes of the Services not covered in the foregoing.
3.7	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES, the financial proposals should be inclusive of applicable taxes by the government of Rwanda
3.8	Consultant to state local cost in the national currency: YES

4.3	Consultant must submit the original and 1 copy of both the Technical Proposal and Financial Proposal.
4.5	<p>The Proposal submission address is :</p> <p>Rwanda Medical Supply Ltd Street Address: Kacyiru, Near to Rwanda National Police Headquarters City: Gasabo District, Kigali City</p>



	<p>Proposals must be submitted no later than the following date and time: .../19/.../07/2025 at 10:00am local time. Late bids will not be accepted</p>
5	<p>1. Administrative conformity <u>The following documents are compulsory and must be included in all copies of the technical proposals.</u></p> <ul style="list-style-type: none"> a. Proposal submission letter signed and stamped by the competent authority, addressed to the Chief Executive Officer of RMS b. Consulting firms should provide a copy of certificate of business registration issued by RDB c. Consulting firms should provide copy of the tax clearance certificate; d. Consulting firms should provide copy of a valid Social Security certificate; e. Proof of purchase of tender document (all) <p>2. Technical conformity:</p> <p>Technical proposal is well detailed in the terms of references form page 43-45</p> <p>TOTAL POINTS: 100</p> <p>The minimum technical score required to pass is : (70%)</p>
5.1	<p>The single currency for price conversions is: (FRW)</p> <p>The source of official selling rates is: (BNR)</p> <p>The date of exchange rates is: (Date of opening of the Financial Proposal)</p>
5.2	<p>The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.</p> <p>The weights given to the technical and Financial Proposals are: T= 0.7 P= 0.3</p>
6	<p>Address for contract negotiations: RWANDA MEDICAL SUPPLY (RMS) LIMITED Village: Virunga</p>



	Cell: Kibaza Sector: Kacyiru District: Gasabo KN 8 Ave, Kigali
7	Expected date for commencement of consulting services : Immediate after Contract signature

Section 3. Technical Proposal - Standard Forms

[Comments in brackets [] provide guidance to the Consultants for the preparation of their Technical Proposals; they should not appear on the Technical Proposals to be submitted.]

Refer to Reference Paragraph 3.4 of the Data Sheet for format of Technical Proposal to be submitted, and paragraph 3.4 of Section 2 of the RFP for Standard Forms required and number of pages recommended.

TECH-1 Technical Proposal Submission Form

TECH-2 Consultant's Organization and Experience

A Consultant's Organization

B Consultant's Experience

TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

A On the Terms of Reference

TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment

TECH-5 Team Composition and Task Assignments

TECH-6 Curriculum Vitae (CV) for Proposed Professional Staff



TECH-7 Work Schedule

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]²

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.11 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature : _____

Name and Title of Signatory: _____

Name of Consultant: _____

Address: _____

1 [In case Paragraph Reference 1.2 of the Data Sheet requires to submit a Technical Proposal only, replace this sentence with: "We are hereby submitting our Proposal, which includes this Technical Proposal only."]

2 [Delete in case no association is foreseen.]



FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your Consultant/entity and each associate for this assignment.]



B - Consultant's Experience

[Using the format below, provide information on each assignment for which your Consultant, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment.]

Assignment name:	Approx. value of the contract (in currency: Rwanda francs or freely convertible currency)
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your Consultant under the contract (in currency: US\$, Euro, RWF, etc...):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your Consultant involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Consultant's Name: and Signature _____



**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON
COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT**

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]



**FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR
PERFORMING THE ASSIGNMENT**



FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

Professional Staff				
Name of Staff	Consultant	Area of Expertise	Position Assigned	Task Assigned

FORM TECH-6 CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** *[only one candidate shall be nominated for each position]*: _____

2. **Name of Consultant** *[insert name of Consultant proposing the staff]*: _____

3. **Name of Staff** *[Insert full name]*: _____

4. **Date of Birth**: _____ **Nationality**: _____

5. **Education** *[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]*: _____

6. **Membership of Professional Associations**: _____

7. **Other Training** *[Indicate significant training since degrees under 5 - Education were obtained]*: _____

8. **Countries of Work Experience**: *[List countries where staff has worked in the last ten years]*: _____

9. **Languages** *[For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]*: _____

10. **Employment Record** *[Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held]*: _____

From [Year]: ____ To [Year]: _____

Employer: _____



Positions held: _____

<p>11. Detailed Tasks Assigned</p> <p><i>[List all tasks to be performed under this assignment]</i></p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p><i>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</i></p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
--	--

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date: _____

[Name and Signature of staff member or authorized representative of the staff]
Day/Month/Year



Section 4. Financial Proposal - Standard Forms

[Comments in brackets [] provide guidance to the shortlisted Consultants for the preparation of their Financial Proposals; they should not appear on the Financial Proposals to be submitted.]

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

[The Appendix "Financial Negotiations - Breakdown of Remuneration Rates" is to be only used for financial negotiations when Quality-Based Selection, Selection Based on Qualifications, or Single-Source Selection method is adopted, according to the indications provided under para. 6.3 of Section 2.]

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Costs by Activity

FIN-4 Breakdown of Remuneration

FIN-5 Reimbursable expenses

Appendix: Financial Negotiations - Breakdown of Remuneration Rates



FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.11 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Consultant: _____

Address: _____

¹ Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.



FORM FIN-2 SUMMARY OF COSTS

Item	Costs			
	[Indicate Foreign Currency # 1] ¹	[Indicate Foreign Currency # 2] ¹	[Indicate Foreign Currency # 3] ¹	[Indicate Local Currency]
Total Costs of Financial Proposal ²				

- 1 Indicate between brackets the name of the foreign currency. Maximum of three currencies; use as many columns as needed, and delete the others.
- 2 Indicate the total costs, net of local taxes, to be paid by the Client in each currency. Such total costs must coincide with the sum of the relevant Subtotals indicated in all Forms FIN-3 provided with the Proposal.



FORM FIN-3 BREAKDOWN OF COSTS BY ACTIVITY¹

Group of Activities (Phase): ²	Description: ³	Costs		
		[Indicate Foreign Currency # 1] ⁴	[Indicate Foreign Currency # 2] ⁴	[Indicate Foreign Currency # 3] ⁴
Cost component				[Indicate Local Currency]
Remuneration ⁵				
Reimbursable Expenses ⁵				
Subtotals				

Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.

Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.

Short description of the activities whose cost breakdown is provided in this Form.

Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.

For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.

FORM FIN-6 CONSULTANT'S REPRESENTATIONS REGARDING COSTS AND CHARGES

Consulting Consultant:
Assignment:

Country:
Date:

We hereby confirm that:

- (a) the basic salaries indicated in the attached table are taken from the Consultant's payroll records and reflect the current salaries of the staff members listed which have not been raised other than within the normal annual salary increase policy as applied to all the Consultant's staff;
- (b) attached are true copies of the latest salary slips of the staff members listed;
- (c) the away from headquarters allowances indicated below are those that the Consultants have agreed to pay for this assignment to the staff members listed;
- (d) the factors listed in the attached table for social charges and overhead are based on the Consultant's average cost experiences for the latest three years as represented by the Consultant's financial statements; and
- (e) said factors for overhead and social charges do not include any other means of profit-sharing.

[Name of Consulting Consultant]

Signature of Authorized Representative

Date

Name: _____

Title: _____



FORM FIN-7 CONSULTANT'S REPRESENTATIONS REGARDING COSTS AND CHARGES

(Expressed in *insert name of currency*)

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Salary per Working Month/Day/Yr	Social Charge \$ ¹	Overhead d ¹	Subtotal	Fee ²	Away from Headquarters Allowance	Proposed Fixed Rate per Working Month/Day/Year	Proposed Fixed Rate per Working Month/Day/Year
Home Office									
Field									

1. Expressed as percentage of 1
2. Expressed as percentage of 4



SECTION 5. TERMS OF REFERENCE

TERMS OF REFERENCE FOR PROVISION OF RMS INFORMATION SYSTEM AUDIT

1. Background

RMS Ltd is a State-owned company created by the Government of Rwanda with the mandate of managing the end-to-end health supply chain for Rwanda. RMS Ltd provides pharmaceuticals and health commodities towards the 5 rights: the right patient, the right drug/dose, the right cost, the right route, and the right time. The vision of RMS Ltd is to ensure quality and timely availability of all health commodities to the public through a cost-efficient, sustainable, and effective supply chain.

2. Objectives of the Assignment

The primary objective of this audit is to assess the effectiveness, efficiency, confidentiality, integrity, availability, and compliance of the RMS Information Systems infrastructure. The audit will:

- Identify security vulnerabilities and weaknesses across RMS's digital ecosystem.
- Evaluate the alignment of IT operations and security with regulatory and contractual requirements.
- Assess the robustness of business continuity and disaster recovery mechanisms.
- Recommend remediation and improvement strategies.
- Build internal audit, risk, and compliance capacity in Information Systems Auditing.

3. Scope of Work

Under the supervision of the Internal Audit Manager, the Information Systems Audit shall include, but not be limited to, the following key components:

3.1 Risk Assessment and Risk Management

- Conduct a comprehensive risk assessment of the entire IT environment.
- Develop a risk register that captures identified risks, associated vulnerabilities, and threats with corresponding risk ratings.
- Recommend appropriate risk mitigation and control strategies.



3.2 IT Governance, Policies, and Compliance

- Evaluate the IT governance framework in line with COBIT, ISO/IEC 27001:2013, and ITIL standards.
- Assess adherence to applicable legal, regulatory, and contractual obligations.
- Review RMS's information security and IT usage policies, procedures, and standards.

3.3 Architecture and Infrastructure Review

- Review and document the existing IT architecture, including networks, servers, endpoints, cloud (if any), and hybrid systems.
- Assess security configurations of critical systems (firewalls, routers, switches, etc.) at both the Data Center (DC) and Disaster Recovery Center (DRC).
- Conduct a configuration audit of in-scope devices and infrastructure components.

3.4 Application and Database Audit

- Audit core business applications (including SAP), Email systems, and databases.
- Evaluate management and application controls, including user access, authorization, logging, audit trails, and segregation of duties.
- Assess change management controls, patch management, license management, and update/version control.

3.5 Physical and Environmental Security

- Review physical security at both the DC and DRC, including access control, surveillance, fire detection/suppression systems, and power management.
- Assess alignment with ISO/IEC 27001 Annex A controls.

3.6 Vulnerability Assessment & Penetration Testing (VAPT)

- Perform internal and external vulnerability assessments.
- Conduct penetration testing on RMS's public-facing and internal systems using recognized tools and methodologies (e.g., OWASP, NIST SP 800-115).
- Identify exploitable vulnerabilities and potential attack paths.

3.7 Backup, Disaster Recovery & Business Continuity

- Review RMS's backup strategy, retention policies, and restoration testing.
- Assess the effectiveness of the Disaster Recovery Plan (DRP) and alignment with Business Continuity Plans (BCP).
- Evaluate recovery time objectives (RTOs) and recovery point objectives (RPOs).

3.8 SAP Implementation Review

Review the configuration, control environment, and access governance of the SAP system.



-
- Identify any implementation gaps or misalignments with industry practices and compliance frameworks.
 - Recommend SAP-specific security and performance improvements.

3.9 Capacity Building

Provide training and mentorship to internal audit, risk and compliance staff to build capacity in Information Systems Audit principles, tools, and techniques.

4. Key Deliverables

The following deliverables are expected from the selected audit firm:

- a) Comprehensive Audit Report**
 - Executive Summary signed by the lead auditor
 - Methodologies and frameworks used
 - Detailed observations and findings with risk severity ratings
 - Risk register with mitigation and management strategies
 - Practical, prioritized recommendations for corrective actions
- b) Presentation to RMS Management**
 - A clear, concise briefing on audit findings, key risks, and next steps
- c) IT Recovery and Business Continuity Assessment Report**
 - Evaluation of recovery capabilities with specific improvement recommendations
- d) Vulnerability and Penetration Testing Report**
 - Summary of identified vulnerabilities, attack vectors, and recommended remediation
- e) SAP Implementation Review Report**
 - Identified gaps and recommended optimization or control enhancements
- f) Capacity Building Summary Report**
 - Training sessions delivered and internal audit staff engagement

5. Duration of audit

The entire audit shall be completed within 8 weeks from the date of the letter of appointment.

6. Confidentiality and Data Protection

The selected firm shall maintain strict confidentiality of all RMS data and systems accessed during the engagement and shall comply with Rwanda's data protection regulations and RMS's internal policies.



7. Evaluation Criteria

The total evaluation will have a score of 100. The technical proposal will be given more consideration at 70, and the financial proposal at 30. The financial proposal shall be separated from the Technical Proposal. If not the bid shall be rejected. The financial proposal must include all taxes.

The criteria for the technical evaluation:

No	Description	Marks
A	General Experience (20 Marks)	Marks
1	Must have completed Information System (IS) Audit assignments for at least five clients within the last 5 years. For each assignment carried out, the firm should indicate: the name of the contract, the client's name, the value of the contract, and the duration of the assignment. <i>(Provide recommendation letters).</i>	10
2	Must have completed Information System (IS) Audit assignments for at least 5 Tier 1 within the last 5 years. For each assignment carried out, the firm should indicate: <i>The name of the contract, client name, value of the contract, and the duration of the assignment.</i>	10
B	Adequacy of proposed work plan and Methodology in responding to the Terms of Reference: 40 Marks	Marks
1	Detailed approach and methodology for conducting the IS Audit covering all the requirements mentioned in the Scope of Work and the expected Deliverables, including but not limited to risk assessment and analysis, sample audit report formats, compliance review mechanism, etc. <i>(Each component of scope of work allocated 3 Marks except capacity building)</i>	24
2	Approach and methodology for conducting IT Recovery assessment	6
3	Work plan and activity schedule in line with the TOR.	10
C	Qualifications and competence of the key staff for the Assignment:	Marks

No	Description	Marks
	<i>Qualified staff who meet the following basic requirements. Must provide evidence/proof of certificates and a description of the CV / (30 Marks)</i>	
	i. The Lead Auditor /Team Leader /13 Marks	Marks
1.	Master's degree in information technology or a related field.	3
2.	Certified information system auditor (CISA), Certified information security manager (CISM), and being Member of ISACA	5
3.	5 years' experience as a lead auditor in handling similar assignments	5
	ii. Cyber Security Auditor (2 staff) /10 Marks	Marks
1.	Having a Degree in information technology, Software Engineering, or a related field / (2 Marks for each staff)	4
2.	Certified Information Systems Auditor (CISA), Certified Penetration Testing Engineer (CPTE), Certified Ethical Hacker (CEH) / (1 Mark per staff)	2
3.	4 years' experience in handling IS audit assignments / (0.5 Marks for every year of experience for each staff)	4
	iii. Risk assessment auditor (at least 1 staff) / 7 Marks	Marks
1.	Degree in information technology, Engineering, or related field	2
2.	Certified Enterprise Risk Management (CERM) ISO 31000 certified, Chartered Risk Analyst (CRA), Certified Risk Management Professional (CRMP), Certified in Risk and Information Systems Control (CRISC) from ISACA, or related certificate.	2
3.	Three (3) years' experience in handling Information System (IS) audit assignments / (1 Mark per year of experience)	3
D	Training and knowledge transfer framework / (10 Marks)	Marks

No	Description	Marks
1	A commitment letter on the load map of training and knowledge transfer framework to the RMS audit, risk, and compliance staff should be provided	10

**Section 6. STANDARD CONTRACT OF CONSULTANCY
SERVICES FOR SMALL ASSIGNMENTS**





RWANDA MEDICAL SUPPLY LIMITED (RMS LTD)
KN 8 Avenue- Kacyiru- Gasabo, Kigali City, P. O. Box 640 Kigali-Rwanda

TENDER FOR PROVISION OF INFORMATION SYSTEM AUDIT TO RMS

BY AND BETWEEN

RWANDA MEDICAL SUPPLY LIMITED (RMS LTD)

AND

Agreement number/C/QCBS/2025/2026/RMS
Agreement currency
Agreement administrator/Manager
Agreement sponsor/Funding
Type of the Agreement	LUMPSUM
Duration of the Agreement
Contract price

N.B: Any individual who believes that, he/she has witnessed or become aware of any illegal activity, unethical conduct, collusive practices or violation of RMS's policies and regulations, he/she should report such concerns promptly to the company's email at integrity@rms.rw.



In consideration of the terms and covenants of this consultancy contract and other valuable consideration, the parties agree as follows:

Article 1: The purpose of the Contract

The purpose of this Contract is to confirm in writing the mutual understanding by and between **Rwanda Medical Supply Limited (RMS Ltd)** ("Client") with an address at Kacyiru- Gasabo, Kigali City, P. O. Box 640 Kigali, Rwanda;

And

....., (the Consultant) a company incorporated under the laws of.....and having its principal place of business at....., Tax Identification Number..... concerning the provision of consultancy Services as detailed in terms of reference attached to this contract as Annex I and constituting integral part of this Contract.

Article 2: Effective date and contract duration

After this contract is signed by Client and Consultant, it shall become effective as of the date when the last party signs below ("Effective Date"). Indeed, this contract shall be valid for a period of Sixty (60) days from the date of signature by both parties

Article 3: The object of the contract and location

The object of this contract is to provide the Client with the consultancy services as detailed in the terms of reference attached to this Contract as Annex I, and constituting integral part of this contract. The Services shall be performed at the RMS-Headquarters.

Article 4: Management of the Contract

- a) The Client designates Human Resources Consultant, E-mail:....., as the Client's Contact Person. The Contact Person shall be responsible for the coordination of activities under the Contract, for receiving and approving invoices for payment, and for acceptance of the deliverables by the Client;
- b) The Consultant designates Tel: E-mail: as the contact person in charge of the provision of the Services and shall be responsible for submitting invoices to the Client according to time and material basis;

Article 5: Consultant's general responsibilities



-
- a) The Consultant shall perform its obligations under this Contract with due diligence and efficiency and in conformity with sound professional, administrative and financial practices;
 - b) The Consultant shall act at all times so as to protect, and not be in conflict with, the interests of the Client, and shall take all reasonable steps to keep all costs and expenses at a reasonable level;
 - c) The Consultant shall be responsible for work or services performed by its agents, servants, employees, subcontractors and independent contractors in connection with this Contract. To this end, and without limiting the generality of the foregoing, the Consultant shall select reliable persons who will perform effectively and conform to the highest standards of professional, moral and ethical conduct;
 - d) The Consultant shall respect and abide by all applicable laws, regulations and ordinances, and shall take all reasonable measures to ensure that its agents, servants, employees, subcontractors and independent contractors do so;
 - e) The Consultant shall, at all times in relation with this contract, be a liable advisor of the client in accordance with professional ethics;
 - f) The Consultant shall not be allowed to take any decision on behalf of the client without the latter's prior written consent;
 - g) The Consultant shall refrain from anything that may compromise his/her independence during the performance of the assignment.

Article 6: Duties and Obligations of the Parties

The Consultant shall, among others:

- a) Perform the duties and obligations under this Contract as specified in the Terms of reference;
- b) Submit reports and other required deliverables in the time and conditions specified in the terms of reference.

The Client shall:

- a) Pay the invoices submitted by the Consultant within the time limit specified in this contract;
- b) Provide all documentation, materials, or any necessary information in its possession required for the good performance of the service.

Article 7: Deliverables and Penalty on Delayed Reports

The Consultant shall submit to the Client reports or deliverables as follows:

1. Inception report
2. Draft report
3. Final report



In the event that the final deliverable is not timely submitted to the Client by the Consultant within duration period of the contract, the Consultant shall incur a penalty fee of 1% of the total of the contract price for each day of delay until the final report has been delivered to the Client. Once the maximum is reached (5% of the total contract amount), the client may terminate the contract or extend its duration until full completion. However, such extension of the contract shall not exceed one (1) month.

Article 8: Contract Price

The contract price for the consultancy services is per attached Annex I (table) all applicable taxes inclusive. This price includes any fees, expenses or any other cost that the Consultant might incur in relation with this contract and no reimbursable shall be claimed by the Consultant.

Article 9: Billing and Payment modalities

- a. The method and conditions of payment to be made to the consultant under this Contract shall be made in in Rwandan Francs.
- b. The Consultant shall be paid not later than 45 days upon presentation and approval by the Client of an invoice according to the payment periodicity specified in the terms of reference.
- c. Each invoice shall be accompanied with a report as required in this contract and approved by the Client. No invoice shall be accepted by the Client nor delays in payment considered if the invoice is not accompanied by such a report;
- d. In the event of a disputed invoice, the Client shall notify the Consultant in writing of the disputed amount within three (3) days of the invoice date, specifically identifying the reason for the dispute, and pay all undisputed amounts owed while the dispute is under negotiation. Upon the resolution of a disputed invoice, the Client shall pay the remaining portions, if any, of such invoice;
- e. All payments shall be paid to the following account:
Account Holder:
Account Number:
Bank Name:
- f. Notwithstanding the foregoing or anything to the contrary contained herein, the Consultant may, in its sole discretion and with thirty (30) days prior written notice to Client, change the account to which such payments are to be made, subject to the requirements by relevant authorities.

Article 10: Contract documents

The following documents attached hereto shall be deemed to form an integral part of this contract:



- a) contract itself
- b) minutes of contract negotiations
- c) price schedule (Annex 1)
- d) terms of references (annex 2)
- e) Consultant's offer

This contract shall prevail over all contract documents. The documents forming the contract are to be taken as mutually explanatory of one another. In the event of any discrepancy or inconsistency within the contract documents, then the documents shall prevail in the order listed above.

Article 11: Termination:

In the event of unsatisfactory performance remedial measures shall be undertaken failure to which termination of the Contract will be an available option to the aggrieved party in accordance with the termination clauses under this Contract.

- a. Subject to the relevant articles of this Contract, either party may, upon giving fifteen (15) days written notice identifying specifically the basis for such notice, terminate this Contract for breach of a material term or condition of this Contract unless the party receiving the notice cures such breach within such fifteen (15) day period.
- b. The Client may at any time and without assigning cause, terminate this Contract by giving at least fifteen (15) days prior written notice of termination to the Consultant. During such period, the Contract shall remain in full force and effect and both parties shall continue to perform in accordance with this Contract.
- c. The Client may terminate this contract by serving a seven (7) day written notice:
 - i. If, in the judgment of the Client, the Consultant has engaged in fraud and corruption, in competing for or in executing this Contract;
 - ii. If the Consultant has been declared insolvent or bankrupt by a competent court.
 - iii. The Consultant has subcontracted this contract without informing and agreeing with the Client;
 - iv. The Consultant refuses to use the prescribed materials as expected by the Client;
 - v. The Consultant fails to observe the laws and rules of Rwanda, to comply with any final decision reached as a result of court or arbitration proceedings, or the Client's instructions;
 - vi. The Consultant demonstrates general negligence, alienation or involves himself in some activities that dispose the Client's rights;
 - vii. The Consultant fails to start the work for three (3) consecutive days from the date of signing this contract.
- d. The contract shall be automatically terminated when the Consultant deserts his duties.

Upon termination of this Contract, the Client shall pay to the Consultant remuneration for Services satisfactorily performed prior to the effective date of termination, without prejudice to any remedy available to the client.



Article 12: Relationship

Nothing contained in this Contract shall be construed as establishing or creating between the Client and the Consultant the relationship of master and servant, principal and agent or employer and employee; it being understood that the Consultant is an independent contractor in relation to the Client. No person engaged by the Consultant in connection with the performance of any obligation under this Contract shall be regarded as an agent, servant, employee of the Client, and the Consultant shall be solely responsible for all claims by such persons arising out of or in connection with their engagement by the Consultant. The Consultant shall inform such persons of the foregoing.

Article 13: Assignment of Personnel

Other than persons specifically named in this Contract, no person shall be assigned by the Consultant to work or perform services in connection with this Contract until after the Consultant has notified of the Client of the identity of such proposed persons and has provided the Client with their curricula vitae, and the Client has notified the Consultant that the Client approves of such assignments.

Article 14: Removal and/or replacement of Personnel

- a. Except as the Client may otherwise agree, no changes shall be made in the personnel. If for any reason beyond the reasonable control of the Consultant, it becomes necessary to replace any of the personnel, the Consultant shall promptly provide as a replacement a person of equivalent or better qualifications, subject to a written approval of the Client of the proposed personnel.
- b. If the Client (i) finds that any of the personnel has committed a criminal action or, or (ii) has reasonable cause to be dissatisfied with the performance of any of the personnel then the Consultant shall, at the Client's written request specifying the grounds therefore, promptly provide as a replacement a person with equivalent or better qualifications
- c. Such withdrawal or replacement shall not be a cause for suspension of the Contract
- d. Any costs or expenses resulting from any withdrawal or replacement of persons pursuant to paragraph a. and b. of this Article shall be borne by the Consultant, and the payment to be made by the Client for any of the personnel provided as a replacement shall not exceed the payment which would have been made in respect of the personnel replaced.

Article 15: Workmen's Compensation and other Insurance

- a. The Consultant shall take out and maintain:
 - i. All applicable workmen's compensation and liability insurance with respect to its agents, servants and employees performing work or services in connection with this Contract;
 - ii. Liability insurance in an appropriate amount for death, bodily injury or damage to



property arising from the operation of any vehicles, boats or airplanes or other equipment owned or leased by the Consultant or its agents, servants, employees, subcontractors and independent contractors performing work or services in connection with this Contract;

- iii. Comprehensive general liability insurance in an appropriate amount for all claims for death;
- iv. Bodily injury or damage to property, including, but not limited to, products liability, arising from acts performed or omissions committed by the Consultant, its agents, servants, employees, subcontractors and independent contractors in connection with this Contract; and
- v. Such other insurance as may be agreed upon between the Client and the Consultant.

- b. The Consultant shall ensure that all policies of insurance referred to above, other than for workmen's compensation, shall name the Client and, where appropriate, subcontractors and independent contractors concerned, as additional insured parties.
- c. Upon request by the Client, the Consultant shall provide evidence, to the reasonable satisfaction of the Client, of the insurance referred to above and shall give the Client reasonable advance notice of any proposed changes related to such insurance.
- d. The Client undertakes no responsibility to provide life, health, accident, travel or any other insurance coverage which may be necessary or desirable in respect of any persons performing services in connection with this Contract.

Article 16: Source of Instructions

The Consultant, its agents, servants, employees, subcontractors and independent contractors, shall neither seek nor accept instructions from any authority external to the Client in connection with the performance of their obligations under this Contract, and shall refrain from any action which may adversely affect the Client. The Consultant shall take all reasonable measures to ensure that its agents, servants, employees, subcontractors and independent contractors comply with the provisions of this Article.

Article 17: Officials not to Benefit

The Consultant warrants that no RMS Ltd official or employee has been or will be, directly or indirectly, offered or given any inducement or benefit in connection with this Contract or the award thereof.

Article 18: Subcontracting

The Consultant shall engage no subcontractor to perform any work or services in connection with this Contract unless the Consultant shall have notified the Client of the identity of the proposed subcontractor and the Client shall have notified the Consultant of its approval of the engagement of the subcontractor. The approval by the Client of the engagement of a subcontractor shall not relieve the Consultant of any of its obligations under this Contract or



from its responsibility for the work or services performed by the subcontractor. The terms of any subcontract shall be subject to and in conformity with the provisions of this Contract.

Article 19: Fraud and Corruption

If the Client determines that the Consultant, his employees, agents, subcontractors, or any other person acting in the name or on the account of the consultant, has engaged in corrupt, fraudulent, collusive, coercive or obstructive practices in competing for or in executing the contract, then the Client may after giving 15 days' notice to the consultant terminate the contract.

Article 20: Assignment

The Consultant shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof or of any of the Consultant's rights, claims or obligations under this Contract except after obtaining the prior written approval of the Client.

Article 21: Confidential Nature of Documents

- a All maps, drawings, photographs, mosaics, plans, manuscripts, records, reports, recommendations, estimates, documents and all other data (referred to hereinafter in this Article as "documents") compiled by or received by the Consultant or its agents, servants, employees, subcontractors or independent contractors in connection with this Contract shall be the property of the Client, shall be treated as confidential and shall be delivered only to duly authorized Client's officials on completion of work or services under this Contract or termination of the Contract, or as may otherwise be required by the Client.
- b In no event shall the contents of such documents or any information known or made known to the Consultant by reason of its association with the Client be made known by the Consultant or its agents, servants, employees, subcontractors or independent contractors to any unauthorized person without written approval of the Client.
- c Subject to the provisions of this Article, the Consultant may retain a copy of documents produced by the Consultant.
- d The Consultant shall take all reasonable measures to ensure that its agents, servants, employees, subcontractors and independent contractors comply with the provisions of this Article.
- e The obligations in this Article do not lapse upon termination of this Contract.

Article 22: Use of Name, Emblem or Official Seal of the Client

The Consultant, its agents, servants, employees, subcontractors and independent contractors shall not advertise or otherwise make public the fact that it is performing, or has performed, work or services for the Client or use the name, emblem or official seal of the Client or any abbreviation of the name of the Client in connection with its business for advertising purposes or for any other purposes. The Consultant shall take all reasonable measures to



ensure compliance with this provision by its agents, servants, employees, subcontractors, and independent contractors. This obligation does not lapse upon termination of the Contract.

Article 23: Copyright, Patents and Other Proprietary Rights

- a. All intellectual property and other proprietary rights, including but not limited to patents, copyrights and trademarks with regard to maps, drawings, photographs, mosaics, plans, manuscripts, records, reports, recommendations, estimates, documents and other materials, (referred to hereinafter in this Article as "materials") except pre-existing materials, publicly or privately owned, collected or prepared in consequence of or in the course of the performance of this Contract, shall become the sole property of Client, which shall have the sole right to publish the same in whole or in part and to adapt and use them as may seem desirable, and to authorize all translations and extensive quotations there from. If the Consultant incorporates in its materials any previously published or unpublished materials, it shall obtain permission for the publication, use and adaptation in any language free of cost to the Client from the persons in whom any existing copyrights therein may be vested and produce evidence to the Client of such permission.
- b. The Consultant agrees that it will forthwith disclose and assign to the Client all discoveries, processes, or inventions, made or conceived in whole or in part by it alone or in conjunction with others relating to or arising out of this Contract, and the said discoveries, processes, or inventions, shall become and remain the property of the Client, whether or not patent applications are filed thereon.
- c. Upon request by the Client and at its expense, the Consultant shall take all necessary steps, execute all necessary documents and generally assist the Client in securing such proprietary rights and transferring them to the Client in compliance with the requirements of the applicable law.
- d. The obligations in this Article do not lapse upon termination of the Contract.

Article 24: Equipment and Materials Furnished by the Client

Equipment and materials made available to the Consultant by the Client, or purchased by the Consultant with funds provided by the Client, shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Client an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Client's instructions.

Article 25: Amendments

No modification of or change in this Contract, waiver of any of its provisions or additional contractual provisions shall be valid or enforceable unless previously approved in writing by the parties to this Contract or their duly authorized representatives in the form of an amendment to this Contract duly signed by the parties hereto.



Article 26: Liability

The Consultant shall be liable to fully indemnify, defend and hold harmless the Client for and against all and any losses or damages which the Client may suffer or incur (whether directly or indirectly) as a result of the breach of this Contract by the Consultant or as a result of damages caused by the Consultant's employees.

Article 27: Limitation of Liability

Neither the Consultant, nor any of its officer, director, principal, employee, its agents, servants, employees, subcontractors or independent contractors shall be liable to the Client for any loss incurred by the Client in connection with the matter to which this Contract relates, except a loss resulting from the willful misconduct or gross negligence on the part the Consultant. Under no circumstances shall the Consultant be liable to Client for any special, incidental, indirect, punitive or consequential loss or damage of any nature except as provided for under this Contract.

Article 28: Approval and Consents

An approval or consent by a party under this Contract shall only be valid if in writing but shall not relieve the other party from responsibility for complying with the requirements of this Contract nor shall it be construed as a waiver of any rights under this Contract except as and to the extent otherwise expressly provided in such approval or consent, or elsewhere in this Contract.

Article 29: Force Majeure

- a. If either party is rendered unable, wholly or in part, by Force Majeure (as hereinafter defined) or any other cause of any kind not reasonably within its control, to perform or comply with any obligation or condition of this Contract, upon giving written notice to the other party within five (5) days of the occurrence of the Force Majeure event, such obligation or condition and liability therefore shall be suspended during the continuance of the inability so caused; however, such period shall not exceed sixty (60) days from the giving of written notice. Upon expiration of the sixty (60) days from the giving of written notice, if the event of Force Majeure has not been overcome, this Contract may be terminated at the option of either party. The party claiming Force Majeure shall use its persistent, good faith and commercially reasonable efforts to overcome the event of Force Majeure. Strikes or labor trouble shall be deemed beyond the reasonable control of the party claiming Force Majeure, and such party shall under no circumstances be required to make any concessions or concede any demands to the party or parties causing the strike or labor trouble.
- b. Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable



to perform such action as a result of Force Majeure.

Article 30: Entire Agreement and Severability

This Contract constitutes the entire agreement of the parties regarding the subject matter hereof, and supersedes all prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof.

Article 31: Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

Article 32: Governing law and Dispute Settlement

The governing law shall be the law of the Republic of Rwanda. Any contentious issues arising out of the interpretation and/or application of this contract shall be settled amicably. If such negotiation does not resolve the matter within thirty (30) days after notice of the dispute is given, either party shall be at liberty to seek recourse from a competent court within the Rwandan territory.

Article 33: Language and Notice

- a) The contract as well as all correspondence and documents relating to the Contract exchanged by the Client and the Supplier, shall be written in English;
- b) All notices required to be given under this contract shall be also in English, put in writing, and deemed to have been given:
 - i. on the date actually delivered, if delivered, by hand; or
 - ii. three (3) days after posting with or without feedback from the other party, postage prepaid, return receipt requested, in each case addressed to the individual set out in the table below or as notified by a party to the other from time to time.

Notices shall be sent to the following addresses:

The Client's address shall be:

RWANDA MEDICAL SUPPLY LTD
Attention: Chief Executive Officer,
KN 8 Avenue, No 28- Kacyiru- Gasabo,
Kigali City, P. O. Box 640 Kigali-Rwanda
Email address: rms.procurement@rms.rw

The Consultant's address shall be:



Any party may, by notice to the other party, change its chosen address to another physical address and such change shall take effect on eighth (8th) day after the date of receipt by the party who last receives the notice.

Article 34: Waiver

No waiver of any provision or of any breach of this Contract shall constitute a waiver of any other provisions or any other or further breach, and no such waiver shall be effective unless made in writing and signed by an authorized representative of the party to be charged with such a waiver. Nor shall a one-time waiver of a single provision constitute a permanent waiver of that party's rights under said provision.

Article 35: Counterparts

This Contract may be executed in two counterparts, each of which shall be deemed an original, and both of which together shall constitute one and the same instrument.

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THE PARTIES HAVE AGREED TO AND ACCEPTED THIS CONTRACT:

For and on behalf of

For and on behalf of RMS LTD

Date:/...../2025

Date:/...../2025

Names:

Dr. Loko Abraham

Title:

Chief Executive Officer

WITNESSED BY:

Date:/...../2025

Names:

Company Secretary-

