Rwanda Biomedical Centre
Healthy People, Wealthy Nation

COUNTRY: RWANDA

NAME OF PROJECT: EIB-RWANDA HEALTH RESILIENCE PROJECT

Loan No./Credit No./ Grant No.: __ Ref. No: FIN N° 92940 _____

Reference No. (as per Procurement Plan): C03/REOI/2022/2023/RBC

REQUEST FOR EXPRESSION OF INTEREST (REOI) (CONSULTING SERVICES – FIRMS SELECTION)

FOR

CONSULTANCY SERVICE FOR A FEASIBILITY STUDY

FOR THE CONSTRUCTION OF A NEW BUILDING OF THE NATIONAL HEALTH LABORATORY SERVICES (NHLS) IN RWANDA

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1. Terms of Reference

1.1. Background

The Government of Rwanda received a loan from EIB[1] to finance the construction of an integrated institution-National Health Laboratory Services (NHLS) with high containment capabilities (BSL 3/4)[2]. The project will be co-financed by the EU[3] and the Government of Rwanda and implemented through the RBC[4] as a government implementing agency with a Technical Assistance of the WHO[5] to ensure that the new laboratory meets the applicable standards and regulations. The primary objective of the project is to create a modern integrated and sustainable laboratory complex that will become a reference laboratory for the region and a global collaboration centre for conducting advanced research, outbreak investigations and international training towards the preparedness, response and surveillance of the infectious diseases and outbreaks caused by high pathogens such as Covid-19, EVB[6], Marburg virus among other respiratory pathogens of global concern[7].
The proposed NHLS facility will host the four divisions of the RBC:

1. National Reference Laboratory (NRL),
2. National Centre for Blood Transfusion (NCBT),
3. Medical Technology Division (MTD),
4. Research Innovation and Data Science (RIDS).

The new laboratory will meet international and relevant national standards for a reference laboratory with biosafety level 3/4 (BSL 3/4) requirements to handle highly contagious in a maximum containment environment. NHLS will work closely with regional and international organizations in research, outbreak investigations and control, upgrade existing capacities in new and re-emerging viral infections, use advanced technologies to detect pathogens, genomic sequencing technology, develop a strong laboratory workforce, establish a laboratory devices' lab simulation, equipment testing and calibration capabilities, implement informatics and data science approaches, as well as research and development (R&D) projects towards high quality, affordable and sustainable laboratory care services in Rwanda and within the region.

[1] European Investment Bank
[2] Final decision on Biosafety Level shall be informed by the findings of the feasibility study
[3] European Union
[4] Rwanda Biomedical Centre
[5] World Health Organization
[6] Ebola Virus Disease
[7] See the Annex-1 of the list of expected services to be carried out in NHLS

The new laboratory is intended to be constructed on a 3-hectare land under the plot No.: UPI:1/02/07/01/2178 (Plot can be checked via Kigali Master Plan Portal) located at near King Faisal Hospital in Kamatamu Cell, Kacyiru Sector, Gasabo District, Kigali City, Rwanda (Central Africa). The proposed cumulative time for its feasibility study shall not go over the six (6) calendar months including the time for reviews and approvals.

1.2. Objectives of the Assignment

The aim of this consultancy is to provide the required expertise for the initial development of the project through carrying out a comprehensive feasibility study of the project. The Feasibility Study will accept, modify, revise or provide alternatives to the initial concept prior to embarking on the further phases of the detailed design, construction, and operation. The results should feed directly into the actual architectural designs and related documentation.

Following the first step, the outcomes of this assignment will support the client in taking the informed decisions for the next stages of the project.

1.3. Scope of the Assignment

The NHLS feasibility study shall cover the major components including a technical feasibility, an economic feasibility including a cost-benefit analysis, a legal framework analysis, the operationalization feasibility as well as a project scheduling feasibility.

1.3.1. Under the NHLS Technical Feasibility

- Review the existing laboratory and non-laboratory facilities including the existing operations: (existing buildings, services, equipment, staff, space, institutional organization structures, work processes and workflows) and identify gaps that need to be addressed by the new NHLS facility.
- Conduct the risks and needs assessment in accordance with the WHO Laboratory Biosafety Manual (LBM)8 for a high containment laboratory: identify the biological, radiological and chemical hazardous agents, risks control measures and required practices towards the determination and/or justification of the risks management strategy (Biosecurity and Biosafety Level either BSL 3, or BSL3 with BSL-4 Cabinet or BSL-4 Suit);

[8] Risk assessment and needs assessment shall be conducted in Accordance with WHO Laboratory Biosafety Manual (LBM), 4th edition and associated monographs, see https://www.who.int/publications/i/item/9789240011311.

- Identify applicable national and international standards, manuals and regulations which could be additional to WHO manual and associated monographs including all required licenses or permits.
- Develop User requirement brief (URB) and User Requirements Specifications.
- Develop room data sheets including list of all laboratory equipment, list of non-medical equipment to inform the NHLS facility design.
- Develop the NHLS conceptual design, including but not limited to site analysis with preliminary surveys (both geotechnical and engineering surveys), technical studies including geologic and seismic assessment, laws and regulation conformity review, infrastructure pre-programming, site master plan and context, site layouts, workflow diagrams, space allocation /Surface Areas by Functional Unit, functional plans and functional architectural orientations, technical program and technical specifications.
- Conceptual services plan (water, wastewater &decontamination systems, electricity, IT, etc.), air flow control techniques (HVAC), and breathing air supply system, biosecurity and biosafety conceptual plans including access control, material selection and definition (conceptual specifications book) and finally the conceptual Bills of Quantities (BoQ) with cost estimates.
- Complete list of medical, laboratory and non-laboratory equipment (considering the existing to be kept and the new equipment to be purchased).
- Propose NHLS IT and LIS[9] Technologies.
- Assess the available national and international human and equipment resources required to undertake NHLS Project.
- Conduct the environmental and social impact assessment (ESIA)[10];
- Identifying additional energy and sustainability measures to be considered in the designs including a rough estimate of their effectiveness and cost to increase the environmental sustainability of the project,
- Assess different project delivery and procurement methods to recommend which ones would be the most advantageous in terms of technical and economic considerations.
- Preparation of the tender dossiers for next stages of procurement including design and build tender

[9] Laboratory Information System
[10] ESIA shall be conducted to satisfy the GoR and EIB's requirements on ESIA

1.3.2. Under the NHLS Financial and Economic Analysis

- Budget assessment, financial engineering, construction cost assessment, equipment cost assessment, revenue, and operating costs assessment
- Determine both direct and indirect budget cost estimates of the project over its lifetime including planning, design and supervision, construction, commissioning, trainings, accreditation, and operation.
- Outline of business case which will cover procurement routes, value for money assessment, Co-ordination processes
- Provide a Strategic Outline case which must include Strategic context and health service needs, formulation of options, affordability in capital and revenue terms, timetable, and deliverability
- Determine the project benefits over its life span.
- Carry out the cost-benefit analysis. The study shall provide a full CBA[11] taking into consideration 3 alternative options (low-case, mid-case and high-case option), cost estimates and pros and cons for each option and to make final recommendations.
- Carry out an assessment about the project's sustainability over its economic lifetime i.e., a flow of future revenue to cover initial investment cost (consultancy & construction), operating and post-construction maintenance costs.
- Develop Business Plan and business model

1.3.3. Under Legal Framework Analysis

- A detailed legal due diligence of all foreseeable legal requirements to ensure the project can be implemented.
- Highlight potential legislative and/or regulatory changes required to ensure compliance of the project to international norms (e.g., urban planning, waste management, public health protection measures, or energy performance)
- Anticipate legal risks and changes that can potentially affect public facilities and may require mitigation across the lifecycle of the project (e.g., environmental norms and effectiveness, CO2 emission reductions)
- Identify national and international licenses required to meet local, regional, and international biosecurity requirements.
- Identify materials like highly dangerous agents, equipment and services that may require the specific permits for manufacturing, shipping, and using for the purpose of the NHLS.

[11] Cost-Benefit Analysis

- Developing a plan stating at which stage and which licences need to be obtained to ensure a timely completion and – eventually phased – commissioning.

1.3.4. Under Operationalization Feasibility

- Support the client to provide all necessary documentation required for an accreditation.
- Assessment of the required human resources and equipment for the operation of the NHSL.
- Assessment of the required conditions to consider an extension at a later stage.
- Develop a Quality Assurance and Control manual which includes among others the Standard Operation Procedures (SoP), laboratory manual and procedures to ensure biosecurity and save procedures in line with best international practice.

1.3.5. Under Scheduling Feasibility

- Detailed practical NHLS implementation plan for each project delivery option including the proposed schedule and sequence of the activities, practical start and finish date, management stages, constraints, and milestones.

2. Duration and Deliverables of the Assignment

The proposed indicative duration of the assignment is twenty-four (24) calendar weeks (approximately 6 months) from the commencement date of the service order. The main deliverables shall be captured as in the table below:

Table 1: Study deliverables and proposed schedule

No.	Deliverables	Schedule of Submission
1	**Inception Report** which shall contain final and detailed methodology, including any questionnaires, survey forms, analytical tools, software, and strategy for conducting the study. The inception report shall further summarize the preliminary observations on the determinants of the study and shall give status of mobilization of the Consultant's staff assigned to the study as well as a revised program of execution of the study. More details of the content of the inception report shall be provided in RFP[12]	Within 3 weeks after commencement date of the services
2	**Stakeholder's Review Workshop:** Consultant shall be required to make a presentation of the inception report to all stakeholders. The purpose of this workshop is to approve the inception report and allow Consultant to move to next steps.	Within a maximum of 2 weeks after submission of the inception report
3	**Draft report** which shall constitute a summary of the accomplished work and actual progress made while undertaking the various tasks. More details of the content of the draft report shall be provided in RFP[13]	8 weeks following the stakeholder's workshop
4	**Stakeholder's Review Workshop**: Consultant shall be required to make a presentation of the draft report to all stakeholders. The purpose of this workshop is to approve the draft report and allow Consultant to move to next steps	Within a maximum of 2 weeks after submission of the draft report
5	**Final report**: The details of the content of the final report shall be provided in RFP. More details of the content of the final report shall be provided in RFP[14]	Within 6 weeks following the stakeholder's workshop on the draft report.
6	**Stakeholder's Review Workshop**: Consultant shall be required to make a presentation of the final report to all stakeholders. The purpose of this workshop is to approve the final report and allow Consultant to submit the final report.	Within a maximum of 3 weeks after submission of the draft report

[12] Request for Proposal
[13] Request for Proposal
[14] Request for Proposal

3. Institutional Arrangement and Approvals

The consultant's primary contact will be the Single Projects' Implementation Unit of Rwanda Biomedical Centre (SPIU/RBC). For project monitoring purposes, the Client has established a dedicated Project Team. The Consultant is obliged to closely cooperate with the Project Team, ensure constant contact and be prepared to promptly make potential corrections in the prepared documents. The Project Team shall assist the Consultant to collect the necessary background documents, organize working meetings and potential presentations, as well as to ensure the necessary reviews. The Project Team shall also ensure other necessary support to the Consultant in contract implementation.

All deliverables shall be subjected to the reviews of WHO and EIB's non-objection, in accordance with the project agreements. Therefore, the consultant shall submit all documents to RBC, then the latter shall liaise with WHO and EIB for review, comments and approvals which shall be sent back to RBC for transmission to the consultant.

4. Applicable Procurement Rules

The tender procedure will be carried out in line with the EIB Guide to procurement The EIB's GtP is available on EIB's website: https://www.eib.org/en/publications/guide-to-procurement.htm

5. Pre-qualification and Evaluation criteria

This procurement process has two consecutive stages, this first stage which is pre-qualification (REOI) and selection (RFP) stages. Pre-qualified/shortlisted firms at first stage will be requested to submit proposals that will include a technical and a financial proposal.

6. Prequalification Criteria

Pre-qualification will be based on the following criteria:

No.	Criteria/Document	Description
1	Eligibility	Certificate of Company registration in their country of incorporation (e.g., with Rwanda Development Board for local firms). The candidate must provide evidence to prove the following: • That itself and its legal representative have not been convicted for some of the criminal acts as a member of organised criminal group, criminal acts against

		economy, criminal acts against environment, criminal acts of bribery, criminal acts of fraud. • That it has settled due tax obligations, contributions, and other public charges in accordance with the regulations of Rwanda or foreign state where it has the seat. • The candidate must also prove that it is not bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations. • In case of a JV, each member shall satisfy this criterion.
2	General Experience (Bidder to submit a filled and duly signed: Annex-2 - Previous Reference Projects Form)	Demonstrate the past general experience in conducting feasibility studies for at least 5 large- scale health care facilities (hospitals or equivalent) or biomedical laboratory projects (each project above 20 million Euros investment costs) completed during the past 10 years. Consultants must provide the address and contact details of the contracting bodies for each of the completed feasibility studies. In case of a JV consortium, this criterion shall be met cumulatively by its members.
3	Specific Experience of the firm in Biosafety Laboratory Projects (Bidder to submit a filled and duly signed: Annex-2 - Previous Reference Projects Form)	Having completed at least, the feasibility studies for 2 (two) laboratories with BSL 3or BSL 4 standard during the last 10 years. Consultants must provide the address and contact details of the contracting bodies for each of the completed Feasibility Studies. In case of a JV, the JV leader shall had at least completed the feasibility study for 1 (one) laboratory with BSL 3 or BSL 4 standard during the last 10 years.
4	Consultant's technical capacity to undertake to the feasibility study including the conceptual design	Consultants are required to submit an overview of their company's structure, their main activities, number of personnel proving to have at least one Team Leader, one

	(Bidder to submit a filled and duly signed: **Annex-3 Overview of their company's structure**)	Lead Architect, one Lead Civil Engineer, Senior Services Engineers (Technical Installations), one Environmental and Social Impact Assessment (ESIA) Expert, one Senior Health Economist, one Senior Laboratory Specialist, Lead Biocontainment Engineer and Lead Biosafety and Biosecurity Specialist. In case of a JV consortium, these criteria shall be met cumulatively by its members. **Note:** CVs shall not be submitted at the expression of interest stage as it should be evaluated in the next stage as part of the technical proposals.
5	**Financial capacity** (Bidder to submit a filled and duly signed **Annex-4: Financial Capacity Form**)	Minimum average annual turnover of 500,000 Euro for the past 5 years. The Consultant must submit the audited financial statements for the past 5 years (2018, 2019, 2020, 2021, 2022). In case of a joint venture or consortium the JV lead shall meet at least 40% of this requirement.
6	International, regional and local experience (under the company profile, **Annex-2 - Previous Reference Projects Form)**	Minimum specific experience in developing at least one Feasibility Study for a similar project financed by a Multilateral Development Banks and/or Agencies (e.g., World Bank Group, ADB, EIB, African Development Bank, etc). In case of a JV, the JV leader shall satisfy this requirement.
Evaluation: **Pass/ fail** basis		

In case of a joint venture or consortium, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum requirements of a single contract has been met. Instead, each contract performed by each member contributing to meeting the requirement shall satisfy the minimum requirement of a single contract as required for single entity. In determining whether the joint venture or consortium meets the requirement of total number of contracts, only the number of contracts completed by all members each fulfilling the minimum requirements shall be aggregated.

7. Shortlisting of candidates and prequalification decision

Shortlisting shall be based on all requirements of the present REOI[15] as stipulated in section 6 above. If more than 6 eligible candidates meet the above prequalification criteria, their relative strengths and weaknesses must be re-examined to rank their applications and identify the 6 best candidates. The comparative criteria that will be taken into consideration during this re-examination, in the priority order in which they appear below, are:

1. The highest number of similar feasibility studies for projects with BSL 3 laboratories with BSL-4 Cabinets or BSL-4 Suits.
2. The highest number of similar feasibility studies projects with BSL 3 laboratories;
3. The cumulative value of contracts of the Feasibility Studies for BSL3/4 laboratories the candidate prepared during the last ten years.

The Rwanda Biomedical Centre will inform all consultants of the pre-qualification decision, including a summary of the relevant reasons for that decision.

8. Pre-qualification criteria for Joint Venture

Consultants may associate with other firms in the form of a joint venture or consortium to enhance their qualifications and shall be evaluated as indicated in Section 6 above. Any combination of such entities supported by a letter of intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association (JVCA). In the case of a joint venture, consortium, or association:

a) unless otherwise specified in the tender document and contract, all partners shall be jointly and severally liable, however
b) the JVCA shall nominate a Representative/lead partner who shall have the authority to conduct all businesses for and on behalf of all the partners of the JVCA during their Expression of Interest process, and in the event the JVCA is pre-qualified to the next proposals stage (selection), contract award and during contract execution in case the JVCA is finally selected.

[15] Request for Expression of Interest

10. Eligibility

All international, regional, and national firms from all countries meeting the pre-qualification criteria, are eligible to express their interest except the firms and /or firms from the countries in the following situation: Pursuant to its Sanctions Policy, the Bank shall not provide finance, directly or indirectly, to or for the benefit of an individual or entity that is subject to financial sanctions imposed by the EU, either autonomously or pursuant to the financial sanctions decided by the United Nations Security Council on the basis of article 41 of the UN Charter. Bidders who are subject to such sanctions are not eligible for contract award under this procurement.
No more than one application can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting an application). If a natural or legal person submits more than one application, all applications in which that person has participated will be excluded.

11. Conflict of Interest

With reference to EIB's GtP, section 1.5, conflict of interest occurs when the impartial and objective exercise of the functions of the promoter, or the respect of the principles of competition, non-discrimination, or equality of treatment about the procurement procedures or contract, is compromised for reasons involving family, emotional life, political or national affinity, economic interest or other shared interest. The concept of conflict of interest covers any situation where staff members (or consultants acting on behalf) of the promoter who are involved in the conduct of the procedures, a financial, economic, or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedures or contract execution[16].

The assessment of whether there is a conflict of interest has to be carried out on a case-by-case basis, considering the actual risk of conflict based on the specific circumstances of the case at stake. The individual or entity in question should declare whether they have any conflict of interest and, if so, present supporting evidence which might remove or remedy a conflict of interest. In cases where a conflict of interest cannot be effectively remedied by other less intrusive measures, the Bank requires promoters to exclude from participation in an EIB-financed procurement procedure or contract any tenderer or contractor affected by such a conflict of interest.

[16] Refer to EIB's GtP article 1.5

12. Prohibited Conduct

With reference to EIB's GtP, section 1.4, EIB's Anti-Fraud Policy, EIB Exclusion Policy and EIB's prohibited conduct policy, all interested tenderers shall require observing the highest standard of ethics during the procurement and execution of contract.

It is the Bank's policy to require that promoters, as well as tenderers, contractors, suppliers, and consultants under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. The Bank reserves the right to take all appropriate action to enforce this policy. Moreover, the Bank is committed to ensuring that its loans are used for the purposes intended and its operations are free from Prohibited Conduct (including but not limited to, fraud, corruption, collusion, coercion, obstruction, money laundering and terrorist financing[17]. In pursuance of this policy as set out in EIB's Anti-Fraud Policy, if it is established to the required standards[18] that a project-related party[19] has engaged in Prohibited Conduct in the course of a procurement process or implementation of a contract (to be) financed, the Bank: a) May seek appropriate remediation of the Prohibited Conduct to its satisfaction; b) May declare ineligible such project-related party to be awarded the contract; and/or c) May withhold the Bank's no objection to contract award[20] and may apply appropriate contractual remedies, which may include suspension and cancellation, unless the Prohibited Conduct has been dealt with to the satisfaction of the Bank.

Furthermore, within the framework of its Exclusion Policy, the Bank may declare such project related party ineligible to be awarded a contract under any EIB project or to enter any relationship with the Bank. The EIB exclusion policy is available on the following link: https://www.eib.org/attachments/strategies/eib_exclusion_policy_en.pdf

13. Covenants

It should be noted that, in the Covenant of Integrity, the tenderer is requested to self-declare all sanctions and/or exclusions (including any similar decisions having the effect of imposing conditions on the tenderer or its subsidiaries or to exclude the said tenderer or its subsidiaries, such as temporary suspension, conditional non-exclusion, etc.) imposed by the European Institutions or any Multilateral Development Banks (including the World Bank Group, the African Development Bank, the Asian Development Bank, European Bank for Reconstruction and Development, European Investment Bank or Inter-American Development Bank), regardless of the date of issue

[17] See the EIB's Anti-Fraud Policy for definitions (http://www.eib.org/en/infocentre/publications/all/anti-fraud-policy.htm)
[18] In accordance with the EIB's Investigation Procedures.
[19] See the EIB's Anti-Fraud Policy
[20] For contracts subject to prior review in operations outside the EU.

and the expiration or not of such decisions and of the current status of any sanction and/or exclusion. In this regard, any omission or misrepresentation, made knowingly or recklessly, may be considered as fraud under the EIB Anti-Fraud Policy. Therefore, the Client reserves the right to reject any offer presenting an inaccurate or incomplete Covenant of Integrity and may cause the rejection of the offer for prohibited conduct.

All tenderers shall submit the EOIs along with the **Covenant of Integrity**, in accordance with the EIB's GtP., section 3.6 (see Annex-5 attached herewith) and Environmental and Social Covenant, in accordance with EIB's GtP. Section 3.8 (see Annex6 attached herewith) (signed by a duly authorized person. For JVCA, each partner shall have to sign its own covenant of integrity as stipulated above. The EIB Covenant of Integrity (COIs) shall be included in the list of documents to be submitted as part of the candidate's EOI. The COIs must be signed by all consultants (including all Joint Venture/consortium members in case of a JV) (EIB GtP, Annex 3).

14. Clarification

A prospective tenderer requiring any clarification on REOI tender document, may notify the procuring entity (RBC) via email at least not less than 14 days prior to deadline for submitting the EOIs.

Email/ Address for submission of all queries: spiu.secretariat@rbc.gov.rw
(Use subject: Bid Ref.: C03/REOI/2022/2023/RBC)

RBC shall respond in writing (via email) within a week, to any request for clarification of the REOI that it receives by the deadline indicated above. The summarised queries and answers, without identifying the source of query, will be distributed to the bidders who declared interest and shall be published on the website of the RBC, see www.rbc.gov.rw .

15. Language of the Expression of Interest

Tenderers shall submit their EOIs and any request for clarification in English.

16. Submission deadline of EOI

All Interested firms eligible shall submit their duly complete expressions of interest latest at the date mentioned below. The well-sealed envelope containing EOI shall be submitted to the following address until the submission deadline stated below:

SPIU/RBC, KG 644 St, Kigali, SPIU Secretariat Office on
26th July 2023, 11:00 am, Kigali, Rwanda time.

EOIs received after the deadline for receipt shall not be considered. Each EOI must include a Completeness Form 4 (see Annex7) signed by person or persons duly authorized to represent the bidder. Each EOI shall be marked Bid Ref.: C03/REOI/2022/2023/RBC and be signed by an authorized representative(s). There shall be no individual presentation by or meeting with bidders until after the closing date for submission of EOIs. The tenderer may withdraw its EOI any time after the EOI's submission and before the closing date for expression of interest, provided that a written notice of the withdraw is received by RBC via email or mail as provided in this section. No EOI may be modified after the closing date of submission unless RBC has issued an amendment to REOI allowing such modification and such amendment shall be published in the same channels of advertising the previous REOI.

17. Complaints

17.1. Procurement related complaints

Candidates should alert the procuring entity in writing via email: spiu.secretariat@rbc.gov.rw , with a copy to the European Investment Bank on procurementcomplaints@eib.org, in case they should consider that certain clauses or provisions of the REOI might limit international competition or introduce an unfair advantage to some candidates. (EIB GtP, § 3.7.4)

Tenderers have the right to challenge decisions or actions taken by the procuring entity at any stage from publication of the tender to signing of the contract. If a bidder wishes to make a Procurement-related complaint, the bidder shall submit its complaint in writing (by the quickest means available, such as by email or fax) to:

SPIU Secretariat
Attn: Deputy Director General
KG 644st
P.O. Box 7162, Kigali- Rwanda
Tel: (+250)738507113 / 738565704
E-mail: spiu.secretariat@rbc.gov.rw

17.2. Remedy Mechanism

If the complainant is not satisfied with the Client's outcome, or response, it is entitled to escalate its complaint to the National Independent Review Panel.

National Independent Review Panel
KN3 Av Kigali, Rwanda
10th Floor, Grand Pension Plaza
P.o. Box: 4276
Email: irp@rppa.gov.rw

The procedures to be followed for submitting a complaint to the Independent Review Panel are described in the law nº031/2022 of 21/11/2022 governing public procurement in Rwanda available on the following link:
https://www.rppa.gov.rw/index.php?eID=dumpFile&t=f&f=57729&token=f5b5293da95bb834bf6cc3f6376421b46aee8a3d

Tenderers shall raise their concerns in a timely manner but at the latest 10 (ten) days following the date of receiving the relevant notification of evaluation results.

18. Standstill Period

The Request for proposals shall not be forwarded to the selected consultants earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Calendar Days. The Standstill Period commences the day after the date the Client has transmitted Pre-qualification Decision to all consultants as per Article 7.

19. Other general conditions

The Client undertakes to submit to the Consultant the necessary input data and background documents (available to the Client) for project implementation, as well as to ensure the necessary points of contact in national utility companies, regulation institutions and the local administrative entities when collecting the necessary information and approvals for the purposes of performing the activities required for the project.
The Client shall, at the request of the consultant, make available to the Consultant all available information, reports, documents, etc., related to the execution of the Services. All documents related to the Services are and will remain Client's property until completion of the Services. The Consultant shall cooperate with the authors of previously prepared technical documents, relevant for the preparation of the documents covered by these Terms of Reference, and actively participate in working meetings when it is deemed necessary upon client's invitation. The Consultant cannot use or dispose of this documentation without Client's previous written consent.
The consultant shall be responsible for the costs related to the preparing and submission of his expression of interest.

Annex 1- NHLS BUILDING - INDICATIVE LIST OF MINIMUM SERVICES

The National Health Laboratory Services (NHLS) is expected to have advanced capabilities, not only in the early detection and response to any potential public health threat, but also in the identification of new pathogens, novel biomedical diagnostics and research addressing future threats.

The services below have been identified given their potential to strongly support a high-quality health system that is responsive to scientific advances.

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
NATIONAL REFERENCE LABORATORY, NRL					
NRL management	Existing	Management of NRL day to day activities and strategic coordination	1	1 office room for the Manager	
MOLECULAR AND GENOMICS					
Laboratory central sample reception	Existing but needs to be improved	Automated laboratory sample reception and distribution	1	Pneumatic air tube transportation system	
Molecular and genomics	Genomic sequencing currently: • This is a single unit within NRL • Equipment and infrastructure for next generation	• Genomic sequencing expanded to become a national genomic core facility: specialized diagnostics, genomic surveillance systems and fundamental research.	8 staff + 5 interns and fellows)	• Shared molecular facility o 1 room for general preparations o 1 room for RNA work	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
	sequencing (NGS). • Currently perform: o Classic PCR o Real time PCR o Sanger sequencing o NGS (Whole Genome Sequencing, Amplicon sequencing)	• Expand the scope of next generation sequencing (NGS) in terms of (1) infrastructure (space), (2) equipment (3) qualified staff • Some additional services including: o Single cell sequencing o Multigenome sequencing o Gene expression analysis/Transcriptomics (RNA-seq) o Epigenomics (chip-seq, ATAC-seq) o Genome wide associated studies o Microbiomes and metagenomics		o 1 room for DNA work o Clean room = 2 o PCR room = 2 o Electrophoresis room: 1 o Library preparation room=1 • Sequencing lab = 1 • Dark room • 1 shared office for molecular and genomics (12 people) (with space for Director) • 2 changing rooms (F &M) for molecular, genomics and immunology	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
IOSAFETY LEVEL IV LAB, BIOSAFETY LEVEL III LABORATORIES FOR HIGH OF VIRUSES AND BACTERIA					
Level IV Biosafety laboratory for maximum containment	Non existing	• Detection of High Consequence Pathogens and Toxins (Ebola, Marburg, polio viruses, …) • Virus Cell culture	8 lab technicians, 4 biomedical engineers and 4 biomedical technicians to be trained	Standardized rooms for Biosafety level IV laboratory and equipment	
Level III Biosafety laboratory for high viruses' containment	Non existing	To expand capacity to BSL 3 for surveillance, clinical and research purposes. • Molecular testing for emerging and re-emerging diseases • to be used as BSL3+ as back up for BSL4	4 lab technicians, 4 biomedical engineers and 4 biomedical technicians to be trained	Standardized rooms for Biosafety level III laboratory and equipment	
Level III Biosafety laboratory for bacteria high containment and TB	Existing in outside container model for TB, to be improved	• The existing services to be expanded, with new BSL 3 lab infrastructure and equipment.	4 lab technicians to be trained (same team of engineers and technicians as for viruses' high containment lab)	Standardized rooms for Biosafety level III laboratory and equipment	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
Laboratory with cabinet line (BSC class III for enhanced containment)	Existing currently for EBV handling	To be expanded with new infrastructure and equipment for: • Backup BSL level III laboratories • Handling fungi with level III containment requirements	N/A	1 room to host at least 4 Class III Biosafety cabinets	
VIROLOGY, SEROLOGY AND IMMUNOLOGY					
Virology	Biosafety level 2 laboratory	Services will be improved to expand capacity for: • Surveillance, clinical and research purposes. • Molecular testing of vaccine preventable diseases	8 staff + (5 interns and fellows)	• 1 room for sample processing for virus with safety level 2 (next steps in shared molecular and genomics space) • 1 shared office for Virology (with space for director of unit)	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
				• 2 changing rooms (F &M) for virology and serology	
Serology and Immunology lab	Biosafety level 2 laboratory • Flow cytometry • ELISA	• Sero-surveillance for infectious diseases: measles, rubella, …	7 staff	• 1 testing room for serology • 1 shared office for Serology and immunology	
		• Specialized immunology services • Cell sorting • Cell culture and immune sensitization • Monitoring of disease evolution using cytokine testing (Immune Profile) • Allergy tests	4 + (5 interns and fellows)	• 1 testing room for immunology • 1 shared cell culture area with BSL2 level	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
MICROBIOLOGY					
Mycobacteriology	• Mycobacteriology laboratories • Biosafety level 2 laboratory	• The existing services to be expanded, with new lab infrastructure and equipment with at least 4 operative biosafety cabinets	23 staff + 5 (interns and fellows)	• 1 big room for TB testing • 1 room for reagents storage • 2 shared offices for mycobacteriology (with space for SRL coordinator) • 2 changing rooms for mycobacteriology (F & M)	
Bacteriology	• Biosafety level-2 laboratory (sufficient space to accommodate at least 8 people working at same time and fridges spaces). • Mini stock • Offices spaces	Reinforce molecular microbiology to existing services, and improve infrastructure and equipment for identification, culture, and antimicrobial susceptibility testing, etc	6 staff + (5 interns and fellows)	• 1 room for testing • 2 shared offices for Bacteriology, Food & water, and parasitology (14 people) (with space for director of microbiology) • 2 shared changing rooms (F & M) for	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
				bacteriology, Food & water, and parasitology)	
Food, water and environmental bacteriology	Non existing	• This service will cater for outbreak and disease surveillance in food, water and environment	3 + (5 interns and fellows)	• 1 room for testing	
Parasitology laboratory	• Biosafety level-2 laboratory (sufficient space to accommodate at least 10 people working at same time and fridges spaces) • Mini stock • Offices spaces	This service will need expended infrastructure and equipment	5 + (5 interns and fellows)	• 1 room for testing	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
Mycology	Non existing	Services shall include specialized culture and identification of fungi, anti-mycology susceptibility test	4 + (5 interns and fellows)	• 1 room for testing • Shared office for Mycology and Media preparation	
Shared media preparation	Preparation media for bacteriology, parasitology and mycobacteriology	Activities for media: • Preparation • Storage • distribution	3	• 1 room for media preparation • 1 room for sterilization • 1 room for storage • 1 room for distribution	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
NTOMOLOGY AND ANIMAL FACILITY					
Entomology	Non existing	These services will include identification of vector-borne diseases for surveillance, control and research purposes. • Biochemical tests for insecticide resistance monitoring • Insect microscopy and dissection • Membrane feeding assay • Vector tissue cultures in BSL 3 for viruses	19 + (5 interns and fellows)	• 3 rooms for insectary • 1 room for microscopy and dissection • 1 room for storage • 1 room for testing • 2 shared offices for Entomology, (19 people) (with space for director of Entomology) • 2 changing rooms (F & M) for Entomology, Mycology and Media preparation)	
Animal facility	Non existing	• Animal husbandry • Antibody production • Necropsy	3	• 2 rooms for animal keeping • 1 big room (can host 6 people at a	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
				time) for animal experiment • 2 rooms for necropsy • 1 room for food storage • 1 room for general materials storage • 1 shared office	
IOCHEMISTRY AND TOXICOLOGY					
Toxicology	Toxicology laboratory currently include: • Sample processing room • Reagent preparation room • TDM (Anti-TB drugs) • Quantification of macronutrients (Urine, Iodine, vit A)	These services will be expanded in terms of services, infrastructure, and equipment for: • therapeutic drug monitoring, • environmental toxicology, • drug abuse • Pharmacogenomics	6 + (5 interns and fellows)	• Sample processing room • Reagent preparation room with fume hood • Main laboratory room • Cleaning room	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
	• Testing rooms (at least 2 separate rooms)				
Specialized Biochemistry	This service exists at NRL serves to provide proficiency testing (PT) of clinical chemistry and haematology to the lab network and assist health sector in conducting different research	This service will be expanded in terms of infrastructure and equipment, and will focus on: • Proteomics • Metabolomics • Specialized biochemistry test: micronutrient, organs biomarkers, … • Cancer markers and for other NCDs	7	• 1 room for testing • Shared 2 changing rooms (H & F) with toxicology • 1 Shared office for Biochemistry and Toxicology (with space for director for CPU unit)	
HAEMATOLOGY AND HISTOPATHOLOGY					
Hematology	PT and research	• Pre-transplant tests • HLA typing • Clinical haematology • Cancer markers typing • Karyotyping	6 + (5 interns and fellows)	• 1 room for transplant tests and HLA typing • 1 room for clinical haematology and	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
				cancer markers typing with fume hood • Shared office with histopathology (9 people) (with space for director of Haematology)	
Histopathology and cytology	Non existing	This service is to be expanded with specialized tests for diagnosis and research purposes, such as: • Cell culture • animal experiment • molecular pathology • quality assurance and control • neuropathology	3	• 1 room for sample storage • 1 microscopy room • 1 sample processing room • Shared 2 changing rooms (F & M) with haematology, Biobanking and Bioproduction Services	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
QUALITY ASSURANCE AND LABORATORY NETWORK COORDINATION					
Quality assurance control and coordination	Existent, without proper infrastructure or equipment Coordination, trainings and Mentorships Monitoring and evaluation of Quality management system implementation Lab network accreditation Follow up of equipment maintenance and calibration Development of lab policies, procedures and guidelines Laboratory information (LIS)	This service will need appropriate infrastructure and equipment for: • New test method verification • PT/EQA material production • PT/ EQA distribution • Biosafety and biosecurity • Lab Network accreditation • Lab Network Coordination • Sample reception and management • Sample transportation • Monitoring of equipment maintenance and calibration • Follow up of lab technician internship	14	• 1 room for PT/EQA production • 1 room for document storage • 1 shared office (with space for director of unit) • 2 changing rooms (F&M)	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
Bio-production services	Non existing	The services to be established for the production and distribution of: • Staining reagents and buffers • Dionized and RNAse water • Oligonucleotides and plasmids design • Expression of recombinant proteins • Preparation of competent cells • Generation of antisera • Novel diagnostics • Monoclonal antibodies	3	• 2 rooms for expression of recombinant proteins • 1 room for staining reagents and buffers preparation • 1 shared cold room for experiment • 1 sterile room with class 2 BSC	
IOBANKING					
Biobanking	Existing, but needs improvement. • Sample storage at -80C	Biobank expanded in infrastructure, equipment. A biobank that can store various sample types for clinical and research purposes, including: • Store all biological samples • Electronic system for sample management and monitoring • Internal supply of liquid nitrogen	3	• 1 big room for deep freezing (with at least 10 freezers) • 1 room for high consequence agents and toxins storage (at least 4 ultra-freezers) • 1 shared office for Biobanking and Bioproduction	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
				Services (with space for director of Biobanking)	
LOOD TRANSFUSION					
Blood Transfusion management	Existing	Management of Blood transfusion day to day activities and strategic coordination	1	1 office room for the Manager	
Blood donor mobilization and blood donor recording	Existing, need improvement	This service shall include infrastructure and equipment for: • Blood Donor Reception • Blood Donor Recording • Blood Donor Selection • Phlebotomy • Blood Donor Refreshment • Data Archiving	9	• 1 room for Blood Donor Reception • 1 room to be partitioned into 3 small rooms for Blood Donor Recording • 2 rooms for Blood Donor Selection • 2 rooms for Phlebotomy, 1 for 6 blood donor beds	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
				and another one for 4 • 1 room for Blood Donor Refreshment for 5 people	
Blood Donor Recruitment and Retention	Existing but needs improvement	• Blood Collection Planning • Blood Donor Data entry • Blood Donor Notification Preparation • Customer Care Feedback Compilation	6	• 1 room for blood donor management • 2 shared changing rooms (F&M) for blood donor mobilization, communication and recruitment	
Blood Donor communication and Booking	Non Existing	• Communication with blood donors: calls, sms, emails, …	6	1 room	
Blood bank (PLASMA storage room) ``	Non-Existing	This service shall include infrastructure and equipment for storage of plasma: plasma storage (at least 4000L) for exportation/ plasma fractionation		1 room for a blast freezer	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
Blood component processing and storage (Red blood cells and platelet storage area)	Existing, need improvement	This service shall include infrastructure and equipment for • Blood reception and sorting • Blood processing and storage	8	1 room for reception, processing with 3 cold rooms for storage	
Immuno-haematology Testing	Existing, need improvement	This service shall include infrastructure and equipment for • Blood Grouping • Antibody screening • Antibody identification	5	1 room for testing	
Serology Testing	Existing, need improvement	This service shall include infrastructure and equipment for Serological tests	5	1 room for testing	
NAT	Non-existing	This service shall include infrastructure and equipment	2	1 room for testing	
Distribution	Existing, need improvement	This service shall include infrastructure and equipment	6	• 1 room for blood distribution • 2 shared changing rooms (F&M) for component processing, serology, immunohematolog	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
				y testing, NAT, and distribution • 1 shared office for component processing, serology, immunohematology testing, NAT, and distribution (with space for the director of unit) • 1 shared office for 5 central level staff	
ORNEA TISSUE BANK					
Cornea Tissue Bank	Existent	This service shall include infrastructure and equipment as per WHO standards • Cornea reception • Quality control • Storage • Distribution	4	• 1 room for corneal reception and distribution • 1 room for cornea processing • 1 room for consumables storage	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
				• 1 shared office (with space for the director of unit) • 2 changing rooms (F&M)	
HARED WATER DISTILLATION ROOM					
Shared water distillation room	Existing distillation water room	This service is to be expanded with: • PCR grade water preparation • Water distillation • Water storage • Icemaker	1	• 1 room for preparation • 1 storage room	
SHARED WASTE MANAGEMENT ROOM					
Shared waste autoclaving room	Existing but needs to be improved	Solid waste sterilization prior to disposal	2	1 room equipped with 2 big double door autoclaves	
Shared solid waste management	Existing but needs to be improved	Collection and temporally storage of non-infectious waste	Outsource service	1 room	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
Shared laundry area	Existing but needs to be improved	Clothing linen with proper infrastructure and equipment	Outsource services	• 1 room for laundry equipment • 1 room with shelves for linen storage	
ESEARCH, INNOVATION AND DATA SCIENCE					
RIDS management	Existing	Management of RIDS day to day activities and strategic coordination	1	1 office room for the Manager	
Data Science	• Data management and data analysis for RBC programs • Analytics development and management	• Big data collection, analysis and mining • Computational infrastructure for public health and clinical research • National Health Data Warehouse • Building national data capture infrastructure	14	• 1 shared office for 10 staff • 1 shared office for 2 programmers, 2 GIS specialists and Bioinformatics and computational biology	
Bioinformatics and computational biology	Genomic data analysis for surveillance	• High performance computing • infrastructure • Genomic data analysis workflows	5	• Cold room for HPC cluster computers • 1 room for image analysis	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
		• Proteomics and Metabolomics workflows • Image analysis workflows • Transcriptomics workflows • Epigenomics workflows • Microbiomes and metagenomics workflows			
Research innovation, capacity building and technical support (coordination)	• Conduct innovative health research Including clinical trials • Coordinate research in health sector	• Research regulations and protocol review • Research grants writing and management • Organize scientific events such as webinars, seminars, symposia and conferences • Research coordination • Research partnership initiation • Research fellowship • Continuous knowledge gap assessment • Develop training programs such as long term, short term, fellowship programs	20 staff and 12 fellows	• 2 shared offices for staff • 1 shared office for fellows • 1 training room • 1 data science room	
CT					

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
Data Centre and analytics/server room		Infrastructure (specialized room) with equipment to host all the data produced through gene analysis, survey, routine data collected. The equipment (server) should also be powerful enough to facilitate easy computation for big data and data visualization.	5	• 1 shared office (with space for director of unit) • 1 central server room	
MEDICAL TECHNOLOGY AND HEALTH INFRASTRUCTURE					
Medical technology management	Existing	Management of Medical technology day to day activities and strategic coordination	1	1 office room for the Manager	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
Healthcare technology management (HTM)	Exist as the Medical equipment unit, need improvements This unit handles processes that include: • Planning • budgeting • Technology assessment (developing technical specifications with different experts) • Procurement • Logistics • installation and commissioning	Activities may include: • Technology assessment and implementation for manufacturing of medical devices and other medical products • Provide healthcare equipment standards, • Define and Understanding system requirements for new technology	8	1 shared office for HTM and clinical engineering (with space for director of HTM)	
Clinical engineering	Not existing. This is what should be helping us measure the impact of availing new and state of the art technologies to HFs, on patient outcome	• Management of imaging technology • Management of patient's monitoring systems (onsite and remotely) • Calibration and testing of equipment	3		

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
	Another task would be to assess and ensure that different departments are operating properly and safely, advise on new technologies in collaboration with clinical staff, and inform the next planning session	• Management of medical equipment • Robotics: robot's management, maintenance and trainings • Medical devices simulation and testing lab			
Healthcare equipment maintenance surveillance unit	Exists but needs improvements They supervise processes that include: • maintenance • safe operations • decommissioning • Disposal	• Provide guidance to HF technical teams to ensure proper management and maintenance of equipment, • Ensure medical equipment's safe operation • Supervise calibrations, • Guide in disposal and decommissioning of old equipment especially those with radioactive • Provide guidance on medical equipment management related to maintenance	10 (5 engineers and 5 technicians)	1 shared office for health equipment maintenance and oxygen management unit (with space for director of HC equipment maintenance)	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
		• Ensure fire protection in HF • Provide sterilization equipment and ensure its maintenance • Ensure hospital waste systems management • Management of power distribution systems in HFs			
Oxygen management surveillance team	Does not currently exist, however given the investment GoR has made into O2, there is a need for dedicated staff to ensure proper management	Improve medical gas system in HF: • Design medical gases • Management of medical gazes' production, distribution and availability • Ensure sustainability of return investment of medical gas production	3		
Healthcare infrastructure	Supporting in design of HF and manage ongoing projects	• Provide standards for HF infrastructure, • Healthcare projects management • Healthcare infrastructure building maintenance	5	1 shared office for Health infrastructure and medical calibration unit (with space for technical data analyst)	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
		• Assess the status of healthcare infrastructure and advise accordingly • Participate in healthcare infrastructure design process • Innovative designs and building development			
Medical devices quality assessment and calibration	Non existing	• Quality assessment • Calibration processes oversight • Medical devices certification specialist • Monitoring of equipment safe use in hospitals	4		
Technical Data analysis	Not existing	• Medical equipment analytics data management • Develop tools for technical data collection • Analysis of healthcare equipment data collected • Present gaps and advise on area which need improvement	1		

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
Central maintenance workshop (shared service)	Not existing	A technical team dedicated to handling maintenance of the NHLS infrastructure and equipment. These shall include: • 2 medical equipment technicians, • 2 electricians • 1 plumber,	5	1 workshop room	
PUBLIC HEALTH EMERGENCY OPERATIONS CENTRE (PHEOC)					
PHEOC	Non-existing	National health Data compilation and surveillance	12	• 1 big room with screens for data display • 1 office for the director	
STAFF DISPENSARY AND SPORT AREA					
Staff dispensary and psycho-counselling services	Non existing	• Dispensary • Counselling office (for mental health wellbeing/therapy)	2	• 1 room for dispensary and clinical observation • 1 room for psycho-counselling	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
				• 1 waiting area	
Staff sports area	Non existing	• Sport activities for staff	10	• 1 room for sport • 2 changing rooms with washrooms (F&M)	
NHLS MANAGEMENT					
Administration	Existing but need to be improved	NHLS administrative activities	9	• 1 office for the Head of NHLS • 1 office for the administrative assistant • 1 office for the public relations officer with waiting area • 1 shared office for 6 NHLS support staff • 1 meeting room for 30 people	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
Front desk	Existing	• management of incoming and outgoing documents • Management of the reception desk	5	• 1 reception area • 1 office for 4 liaison officers	
Fleet management	Existing but need improvement	• Management of the facility's fleet, drivers and other transport facilitation activities	2	1 room	
Security	Existing but need improvement	• management of security for the premises	2	• 1 shared office for Security and cleaner managers • 2 shared changing rooms (F&M) for security and cleaning staff	
Professional cleaners	Existing but need improvement	• management of waste in BSL2 laboratories and other offices	NA		
STAFF CAFETERIA					
Staff cafeteria		Proper kitchen for the staff	NA	• 1 big room for an open kitchen and	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
		• Food and beverages preparation, • service, washing, storage and receiving areas)		sitting area for 30-50 people • 1 small room for storage • 1 changing room for the cafeteria staff	
MEDICAL STORAGE					
Dry storage		• Reagents and consumables for NRL and BTD • Blood bags	4	1 room with shelves for storage	
Freezers and fridges		• Reagents for NRL and BTD	NA	1 room for 1 cold room and 4 freezers	
NON-MEDICAL STORAGE					
Dry storage		• Needed for non-medical equipment and materials: PPEs, and other dry materials; communication materials:	NA	1 room with shelves for storage	

Services	Current status	New and expanded services	Number of staff	Rooms needed	Required Area
		brochures, guidelines, questionnaires, ….			
LIBRARY AND ARCHIVES					
Library	Non existing	for the facility's research papers or other paperwork for consultation	2	1 room with shelves and for 20 people	
Archives	Non existing	For used documents and paperwork It should be digital and physical	2	1 room with shelves	
Temporally equipment disposal area	Non existing	For temporally "not-in-use" equipment storage prior disposal	NA	1 big room near the parking area	
MEETING AND MEDIA CENTRE					
Meeting rooms	Existing but insufficient	Meeting for staff and others		1 room for 20 people per floor	
General Auditorium	Non existing	General staff meetings and other big events with media facility	NA	1 room for 200 people	

ADDITIONAL POTENTIAL SERVICES TO BE CONDUCTED IN THE NHLS

The following services will be developed in the NHLS, at any moment or another. The consultant will ensure that the facility can accommodate or be used for the below services, field of study and research at any time in future:

- Nanotechnology lab
- Artificial intelligence
- Laboratory devices and equipment test and simulation Centre
- Biotechnology lab
- Robotics lab
- Neuroscience engineering
- Rehabilitation engineering science lab
- Telemedicine Centre
- Quality, safety and calibration lab for laboratory devices

Annex-2 - PREVIOUS REFERENCE PROJECTS FORM

Company Name: ……. General experience: ……Years
Registration No. :…… Experience in healthcare project: ……Projects
Country of Registration: …… Specific Experience in BSL ¾: ……Projects

No.	Names of the project including a brief description.	Project size (m^2 GFA)	Project total cost (Euros)	Project category (General, Healthcare, BSL3, BSL4) laboratory	Consultant involvement (e.g. Feasibility, Design, supervision, construction, commissioning, accreditation)	Start-End (from-to)	Project location (City, Country)	Client/Owner	Proof (Is completion certificate available?[21])
1									
2									
3									
etc									

Authorized representative Names: ----------

Stamp and Signature: ----------
Date: ----------

[21] If yes, please attach the completion certificates to this Form and submit it along with EOI

Annex-3 - Overview of their company's structure

Please provide an overview of the company's structure, their main activities, number of personnel proving to have at least one Team Leader, one Lead Architect, one Lead Civil Engineer, Senior Services Engineers (Technical Installations), one Environmental and Social Impact Assessment (ESIA) Expert, one Senior Health Economist, one Senior Laboratory Specialist, Lead Biocontainment Engineer and Lead Biosafety and Biosecurity Specialist.

(Format to the discretion of the consultant).

Authorized representative Names: ----------

Stamp and Signature: ----------

Date: ----------

Annex-4 - FINANCIAL CAPACITY FORM

Company Name: …….

No.	Audited Annual Turnover for the last 5 years [Euros)				
	2018	2019	2020	2021	2022

Authorized representative Names: ----------

Stamp and Signature: ----------

Date: ----------

Annex-5 - COVENANT OF INTEGRITY'S

COVENANT OF INTEGRITY'S TEMPLATE
to the Promoter
from a Tenderer, Contractor, Supplier or Consultant to be attached to its Tender

"We declare and covenant that neither we nor anyone, including any of our directors, employees, agents, joint venture partners or sub-contractors, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, has engaged, or will engage, in any Prohibited Conduct (as defined below) in connection with the tendering process or in the execution or supply of any works, goods or services for Consultancy service of a feasibility study for the construction of a new building for the National Health Laboratory Service (NHLS) in Rwanda (the "Contract") and covenant to so inform you if any instance of any such Prohibited Conduct shall come to the attention of any person in our organisation having responsibility for ensuring compliance with this Covenant.

We shall, for the duration of the tender process and, if we are successful in our tender, for the duration of the Contract, appoint and maintain in office an officer, who shall be a person reasonably satisfactory to you and to whom you shall have full and immediate access, having the duty, and the necessary powers, to ensure compliance with this Covenant.

We declare and covenant that neither we nor anyone, including any of our directors, employees, agents, joint venture partners or sub-contractors, where these exist, acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, (i) is listed or otherwise subject to EU/UN Sanctions and (ii) in connection with the execution or supply of any works, goods or services for the Contract, will act in contravention of EU/UN Sanctions. We covenant to so inform you if any instance shall come to the attention of any person in our organisation having responsibility for ensuring compliance with this Covenant.

If (i) we have been, or any such director, employee, agent or joint venture partner, where this exists, acting as aforesaid has been, convicted in any court or sanctioned by any authority of any offence involving a Prohibited Conduct in connection with any tendering process or provision of works, goods or services during the five years immediately preceding the date of this Covenant, or (ii) any such director, employee, agent or a representative of a joint venture partner, where this exists, has been dismissed or has resigned from any employment on the grounds of being implicated in any Prohibited Conduct, or (iii) we have been, or any of our directors, employees, agents or joint venture partners, where these exist, acting as aforesaid has been excluded or otherwise sanctioned by the EU Institutions or any major Multi-lateral Development Bank (including World Bank Group,

African Development Bank, Asian Development Bank, European Bank for Reconstruction and Development, European Investment Bank or Inter-American Development Bank) from participation in a tendering procedure on the grounds of Prohibited Conduct, we give details of that conviction, dismissal or resignation, or exclusion below, together with details of the measures that we have taken, or shall take, to ensure that neither this company nor any of our directors, employees or agents commits any Prohibited Conduct in connection with the Contract.

We acknowledge that if we are subject to an exclusion decision by the European Investment Bank (EIB) or an EU and/or UN Sanction (as defined above), we will not be eligible for funding by the EIB.

We Rwanda Biomedical Centre grant the European Investment Bank and auditors appointed by either of them, as well as any authority or European Union institution or body having competence under European Union law, the right to inspect and copy our books and records and those of all our sub-contractors under the Contract. We accept to preserve these books and records generally in accordance with applicable law but in any case for at least six years from the date of tender submission and in the event we are awarded the Contract, at least six years from the date of substantial performance of the Contract."

For the purpose of this Covenant, Prohibited Conduct has the meaning provided in EIB's Anti-Fraud Policy.[22]

Name In the capacity of

Signed

Duly authorised to sign the contract for and on behalf of

Date

[22] EIB's Anti-Fraud Policy for definitions (http://www.eib.org/infocentre/publications/all/anti-fraud-policy.htm).

Annex-6 - ENVIRONMENTAL AND SOCIAL COVENANT

ENVIRONMENTAL AND SOCIAL COVENANT TEMPLATE

We, the undersigned, commit to comply with – and ensuring that all of our sub-contractors comply with – all labour laws and regulations applicable in the country of implementation of the contract, as well as all national legislation and regulations and any obligation in the relevant international conventions and multilateral agreements on environment applicable in the country of implementation of the contract.

Labour standards. We further commit to the principles of the eight Core ILO standards[23] pertaining to: child labour, forced labour, non-discrimination and freedom of association and the right to collective bargaining. We will (i) pay rates of wages and benefits and observe conditions of work (including hours of work and days of rest) which are not lower than those established for the trade or industry where the work is carried out; and (ii) keep complete and accurate records of employment of workers at the site.

Workers relations. We therefore commit to developing and implementing a Human Resources Policy and Procedures applicable to all workers employed for the project in line with Standard 8 of the EIB's Environmental and Social Handbook. We will regularly monitor and report on its application to Rwanda Biomedical Centre as well as on any corrective measures periodically deemed necessary.

Occupational and Public Health, Safety and Security. We commit to (i) complying with all applicable health and safety at work laws in the country of implementation of the contract; (ii) developing and implementing the necessary health and safety management plans and systems, in accordance with the measures defined in the Project's Environmental and Social Management Plan (ESMP) and the ILO Guidelines on occupational safety and management systems[24]20; (iii) providing workers employed for the project access to adequate, safe and hygienic facilities as well as living quarters in line with the provisions of Standard 9 of the EIB's Environmental and Social Handbook for workers living on-site; and (iv) using security management arrangements that are consistent with international human rights standards and principles, if such arrangements are required for the project.

[23] https://www.ilo.org/global/standards/introduction-to-international-labour-standards/conventions-and-recommendations/lang--en/index.htm

[24] https://www.ilo.org/safework/info/standards-and-instruments/WCMS_107727/lang--en/index.htm

Protection of the Environment. We commit to taking all reasonable steps to protect the environment on and off the site and to limit the nuisance to people and property resulting from pollution, noise, traffic and other outcomes of the operations. To this end, emissions, surface discharges and effluent from our activities will comply with the limits, specifications or stipulations as defined by regulations of Rwanda Environmental Management Authority (REMA) available at https://www.rema.gov.rw/resources and EIB[25] and the international and national legislation and regulations applicable in the country of implementation of the contract.

Environmental and social performance. We commit to (i) submitting quarterly environmental and social monitoring reports to Rwanda Biomedical Centre; and (ii) complying with the measures assigned to us as set forth in the environmental permits issued by Rwanda Environmental Management Authority (REMA) and EIB[26] and any corrective or preventative actions set forth in the annual environmental and social monitoring report. To this end, we will develop and implement an Environmental and Social Management System commensurate to the size and complexity of the Contract and provide Rwanda Biomedical Centre with the details of the (i) plans and procedures, (ii) roles and responsibilities and (iii) relevant monitoring and review reports.

We hereby declare that our tender price as offered for this contract includes all costs related to our environmental and social performance obligations as part of this contract. We commit to (i) reassessing, in consultation with Rwanda Biomedical Centre , any changes to the project design that may potentially cause negative environmental or social impacts; (ii) providing Rwanda Biomedical Centre with a written notice and in a timely manner of any unanticipated environmental or social risks or impacts that arise during the execution of the contract and the implementation of the project previously not taken into account; and (iii) in consultation with Rwanda Biomedical Centre , adjusting environmental and social monitoring and mitigation measures as necessary to assure compliance with our environmental and social obligations.

Environmental and social staff. We shall facilitate the contracting authority's ongoing monitoring and supervision of our compliance with the environmental and social obligations described above. For this purpose, we shall appoint and maintain in office until the completion of the contract an Environmental and Social Management Team (scaled to the size and complexity of the Contract) that shall be reasonably satisfactory to the Contracting Authority and to whom the Contracting

[25] https://www.rema.gov.rw/fileadmin/user_upload/13-RW_EIA_Guidelines_Final_versionl_Nov_2006.pdf and https://www.eib.org/en/publications/environmental-and-social-principles-and-standards.htm
[26] https://www.rema.gov.rw/fileadmin/user_upload/13-RW_EIA_Guidelines_Final_versionl_Nov_2006.pdf and https://www.eib.org/en/publications/environmental-and-social-principles-and-standards.htm

Authority shall have full and immediate access, having the duty and the necessary powers to ensure compliance with this Environmental and Social Covenant.

We accord the Contracting Authority and the EIB and auditors appointed by either of them, the right of inspection of all our accounts, records, electronic data and documents related to the environmental and social aspects of the current contract, as well as all those of our subcontractors.

Name In the capacity of

Signed

Duly authorised to sign the contract for and on behalf of

Date

Annex-7 - EOI COMPLETENESS FORM

No.	EOI Documents to be submitted	Included (Check the box)
1	Company Registration Certificate plus all other required eligibility documents	☐
2	If applicable, letter of intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium, or association (JVCA)	☐
3	Annex-2: Previous Reference Projects Form (General and specific experience)	☐
4	Supporting completion certificates of the previous reference projects	☐
5	Annex-3: Overview of the company structure (duly signed)	☐
6	Annex-4: Financial Capacity Form (see Annex-4)	☐
7	Annex-5 Covenant of Integrity (duly signed)	☐
8	Annex-6 -Environmental and social covenant (duly signed)	☐
9	Annex-7: EOI completeness form (duly signed)	☐

Company name: ----------

Authorized representative Names: ----------

Stamp and Signature: ----------

Date: ----------