



RWANDA MEDICAL SUPPLY Ltd

TITLE OF THE TENDER:	RECRUITMENT OF THE INDIVIDUAL CONSULTANT TO DO INTERIOR DESIGN OF AN ADMINISTRATIVE BLOCK
SELECTION METHOD:	INDIVIDUAL CONSULTANCY /QUALITY BASED SELECTION
TENDER REFERENCE	029/IC/NCB/2025/2026/RMS
DATE OF ISSUE:	19/09/2025



Section 1. Letter of Invitation (LOI)

Invitation No **029/IC/NCB/2025/2026/RMS**

1. The **RWANDA MEDICAL SUPPLY LTD** (hereinafter called "Client") has allocated a part of its ordinary budget towards the cost of recruitment of the individual consultant to do interior Design of an Administrative Block
2. The Client intends to apply a portion of the funds for payments under the contract for which this tender is issued.
3. This Request for expression of interest (REOI) is for specialized individual local consultants in that area and the participation is open on equal conditions to all.
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 **07./10./2025 at 10:00am** local time. Late bids will not be accepted.

RWANDA MEDICAL SUPPLY (RMS) LIMITED

Village: Virunga

Cell: Kibaza

Sector: Kacyiru

District: Gasabo

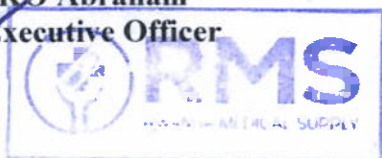
KN 8 Ave, Kigali

All interested bidders may obtain some complementary information by writing on the email rms.procurement@rms.rw and copy yihirwe@rms.rw and aishimwe@rms.rw within three-sixths (3/6) of the deadline period for the submission of tenders as of the date of tender notice publication before the fixed deadline for the submission of bids.

Sincerely

Done: **19/09/2025**

Dr. LOKO Abraham
Chief Executive Officer



TERMS OF REFERENCE (TOR)

Interior Designer – Administrative Block

1. Project Title

Interior Design of an Administrative Block

2. Project Location

Kigali Special Economic Zone (KSEZ) – Phase II, Masoro, Gasabo District, Ndera Sector, Masoro Cell, approximately 10 km east of Kigali City Center, Rwanda.

3. Background

Rwanda Medical Supply Ltd (RMS) is constructing a modern pharmaceutical transshipment warehouse and administrative block in KSEZ. The facility comprises:

- A pharmaceutical warehouse (approx. 2,500 m²)
- A G+4 Administrative Block with:
 - Basement (parking and utilities)
 - Ground Floor (public reception, restaurant, cafeteria, and support facilities)
 - 1st to 4th Floors (open/closed offices, meeting rooms, and support facilities)
 - Rooftop

Construction began in January 2025 and is expected to be completed by November 2025, with possible minor extensions. RMS seeks to engage an experienced **Individual Interior Designer Consultant** to develop user-oriented, functional, and aesthetic interior designs aligned with the ongoing architectural and structural implementation.

4. Objective of the Assignment

To deliver comprehensive interior design solutions for the Administrative Block, ensuring:

- Functionality and ergonomic comfort
- Aesthetic quality aligned with RMS standards
- Safety and accessibility
- Integration with building systems
- Cost-effectiveness through detailed BoQs

5. Scope of Work

5.1. Interior Design Development

- Develop interior design concepts for all floors, reflecting modern, user-friendly, and standard-compliant designs.
- Prepare detailed plans, sections, elevations, and 3D renderings showing:



- Furniture layouts
- Finishes
- Lighting and built-in features

5.2. Space Planning and Optimization

- Plan and optimize space usage for 105 personnel and related support functions.
- Ensure efficient circulation, accessibility, and comfort.

5.3. Material and Finishes Specification

- Select materials, finishes, and color schemes ensuring durability and ease of maintenance.
- Include:
 - Ceilings, partitions, and access flooring
 - Reflected ceiling plans (lighting, HVAC, sprinklers)
 - Electrical and lighting plans
 - Interior detailing and millwork drawings
 - Hardware schedules
 - Acoustic specifications
 - Lighting calculations and photometric analysis
 - Code compliance documentation

5.4. Furniture, Fixtures, and Equipment (FF&E)

- Specify:
 - Office furniture, storage, and seating
 - Commercial kitchen and cafeteria equipment
 - Sanitary ware
 - Specialized lab, call center, and A/V conference equipment
 - Office appliances (water coolers, microwaves, etc.)
 - Conference room FF&E
 - Laboratory & Call centre FF&E

5.5. Integration with Building Systems

- Coordinate with MEP, IT, and structural teams to integrate:
 - HVAC (central VRF system, mechanical air extract systems)



- Plumbing, fire safety
- Electrical, data, and security systems
- Kitchen gas pipeline

5.6. Accessibility and Safety Compliance

- Ensure designs comply with Rwandan and international standards related to safety, accessibility, and fire protection.

5.7. Bill of Quantities (BoQ) Contribution

- Provide detailed specifications and quantities for all design elements contributing to the overall BoQ.

6. Floor-Specific Interior Features

Floor	Key Functional Areas
Basement	Parking, Control Room, Electrical Room, Maintenance, Cleaner Room
Ground Floor	Reception, Laboratory, Breastfeeding Room, Changing Rooms, Canteen, Kitchen, Toilets, Showers
First Floor	Data Centre, Call Centre, Meeting Room, Offices, Storage, Archives
Second Floor	Offices, Toilets, Waiting Areas
Third Floor	Conference Room, Research Centre, Trainers' Offices, Toilets
Fourth Floor	Reception Area, Two Conference Rooms, Storage, Toilets

7. Deliverables

- Detailed design drawings (plans, sections, elevations, 3D views)
- Reflected ceiling plans
- Lighting and electrical layouts
- Millwork and construction detailing
- Door, window, and hardware schedules
- Code compliance and acoustic documentation
- Material and finish schedules
- Room data sheets for each functional space
- FF&E schedules and specifications
- Cost estimates for inclusion in the BoQ



- Supporting documentation for approvals and permits

8. Assignment Duration

Interior Design: 6 weeks from the date of contract signing. However, the implementation supervision to be aligned with actual project implementation

9. Payment Schedule

Milestone	Payment	Timeline
Completion of interior conceptual design	10%	1 week
Approval of complete draft interior design	30%	3 weeks
Approval of final complete interior design package	30%	3 week
Implementation Supervision (approval of contractor's materials, equipment, shop drawings, installation)	30%	Throughout implementation

10. Required Qualifications & Experience

10.1. Academic Requirements

- Bachelor's or Master's degree in Interior Design, Architecture, or related field.

10.2. Professional Experience

- Minimum 5 years of interior design experience on similar-scale projects.
- Proven expertise in space planning, FF&E, and system integration.
- Experience with institutional/commercial/medical/logistics facilities.
- Knowledge of Rwandan building codes and international standards.
- Experience in Rwanda is an asset.

10.3. Technical Proficiency

- Proficiency in AutoCAD, Revit, SketchUp, 3ds Max, ArchiCAD, Adobe Suite.
- Skilled in high-quality design documentation and renderings.

10.4. Soft Skills

- Strong interpersonal and communication skills.
- Teamwork, problem-solving ability, attention to detail.
- Capability to handle multiple tasks and deadlines.

11. Application Process

Interested individuals must submit:

1. **Expression of Interest** – Cover letter demonstrating understanding of the TORs.
2. **CV/Profile** – Relevant qualifications and experience.
3. **Portfolio** – Samples of similar past projects.



4. **Methodology & Work Plan** – Approach to deliver the scope.
5. **Financial Proposal** – Detailed cost breakdown.
6. **References** – At least one reference per similar past assignment with contact details and completion certificates.

12. Evaluation Criteria

I. Technical Proposal

Evaluation criteria /Technical proposal	Weight/100
A.Relevant experience and portfolio(50 points)	50
A1. Profile of the individual consultant highlighting affiliations and relevant projects accomplished <i>(the consultant with highest profile in this selection will get the full marks)</i>	10
A2. General experience in consultancy of interior designer (0.5pts for each year)	5
A3. Specific experience: Recommendation letters/ good completion certificates from the most recent clients who benefited from similar services <i>(5pts for each submitted recent verifiable reference of similar project executed successfully with certificate of good completion.</i>	20
A4. Submission of certificate of registration in a professional body recognised in Rwanda .	5
A5. Required qualifications Bachelor's (5-7 points)or master's(8-10 points) degree in interior design, Architecture, or related field	10
B. Proposed Methodology and Approach (30 points)	30

Proposed Methodology and Approach (30 points): Quality and appropriateness of the proposed methodology, and the clarity and feasibility of the work plan. <ul style="list-style-type: none"> i. A well-structured and clear methodology and approach to accomplish each task(20 points) ii. A detailed work plan with clear timelines for all deliverables (10 points) 	30
C. Understanding of the Context (20 points):	20
Demonstrated understanding of the assignment. Expressing interest and briefly stating why you are the most suitable candidate for the assignment. (10 points) A brief explanation of your understanding of the TOR. (10 points)	

II. Financial Proposal

1. **Reasonableness of Costs:** Should be Competitiveness and justification of the proposed fees and expenses.
2. **Value for Money:** Should be overall cost-effectiveness in relation to the quality of services offered.
3. **Price should be tax-inclusive;** however, for evaluation purposes, the financial proposal must indicate the tax-exclusive amount.
4. **The total Price shall be clearly stated in the Financial Price.**

13. Selection Method

The evaluation shall be based on the relevant qualifications, experience and capability to carry out the assignment. Only consultants who are qualified and able to carry out the assignment shall be subjected to further consideration.

All individual consultants will be ranked, and the financial proposal of only the most qualified consultant shall be opened and the consultant shall be invited for contract negotiations and retained for the assignment if the proposed financial proposal falls within the limits of the available budget.

The same process will continue with the next ranked consultant if the negotiations stated in the preceding paragraph fail to result in an acceptable contract.

NB: This is strictly an individual consultancy tender; companies are not allowed to submit their bids.



14. LANGUAGE OF BID

The bid, as well as all correspondence and documents relating to the bid shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English.

15. CURRENCY OF BID

All financial information should be provided in Rwandan francs for consultants operating in Rwanda. However, international consultants shall submit their offers in US Dollar.

Hard copy (sealed and signed) quotations or soft scanned copies of proposals should be submitted. A detailed cost calculation should be submitted in an unprotected Excel sheet.

16. PERIOD OF VALIDITY OF BIDS

Bids shall remain valid for the period of 90 days after the date of bid submission. A bid valid for a shorter period shall be rejected by the Purchaser as non- responsive.

17. HOW TO SEND THE BID/PROPOSAL

Interested eligible individual consultants must submit both technical and financial proposals at the same time but in separate sealed envelopes (two-envelop system). The bids submitted in hard copies, the outer envelope should specify the tender reference number, type of proposal (technical or financial proposal), and name of the consultant.

