

Pakistan High Commission
No 54. KG 552 Street, Kibiraro, Nyarutarama Cell, Remera Sector, Gasabo, ,
Kigali, Rwanda
Tel: +250-252-515-562 & 3

Bidding Document for hiring of Services of Authorized Medical Attendant (AMA) for the Officers /Officials and their family members. Interested healthcare providers are requested to submit their proposals containing the following information.

Procurement Reference: Admn-1/5/2021-(AMA)

Subject of Procurement	Tender for hiring of services of Authorized Medical Attendant (AMA)
Procurement Reference Number	Admn-1/5/2021-(AMA)
Date of Bid Issue	16 th July 2026 (PPRA website)
Deadline for Submission of Bids	3 rd August 2026 (Monday) 14:00 pm local time
Public Bid Opening	3 rd August 2026 (Monday) 15:00 pm local time

Queries/Questions can be sent by email only to:

Email Address: pahickigali@mofa.gov.pk

Attention:

Mr. Pervaiz Iqbal Bhatti (Head of Chancery)
Mr. Shoaib Pervaiz Qureshi (Accountant)

(Subject of Procurement and Tender Reference number must be included in email subject title)

Declaration

Issuance of this bid document does not constitute a contractual commitment on the part of the Pakistan High Commission, nor does it commit to pay for costs incurred on the submission of a proposal. All costs of the application in the preparation and submission of an offer shall be borne by that applicant. Pakistan High Commission reserves the right to reject any or all proposals and to make no award at all, or to make an award without further discussion or negotiations if it is considered to be in the best interest of the Procurement

Each bidder is required to submit **Single Stage One Envelope Proposal**.

Description	Volume
Tender for hiring of services of Authorized Medical Attendant (AMA)	Details mentioned in Section III

Planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Bid publish date (PPRA website)	16 th July 2026 (PPRA website)
b. Bid closing date	3 rd August 2026 (Monday) 14:00 pm Local time
c. public bid opening date	3 rd August 2026 (Monday) 15:00 pm Local time
d. Concluding evaluation process	3 rd August 2026 (Monday)

Documents making part of the bidding documents:

Section - I	Instructions to bidders
Section – II	Scope Of Services
Section – III	Eligibility Criteria
Section - IV	Submission Requirements
Section - V	Evaluation Criteria
Section - VI	Submission Of EOI

SECTION I – INSTRUCTIONS FOR BIDDERS

Introduction

The High Commission of the Islamic Republic Pakistan in Kigali, Rwanda serves as the official diplomatic mission of Pakistan in Rwanda, fostering bilateral relations through promoting cultural and economic cooperation. It provides consular services to Pakistani nationals, such as processing passports and assisting with legal matters, and acts as a key point of contact for strengthening ties between the two countries. The high commission is located in Nyarutarama, Kigali.

- **Diplomatic Role:** The high commission's primary function is to strengthen diplomatic relations between Pakistan and Rwanda, focusing on economic cooperation, cultural exchange, and dialogue.
- **Consular Services:** It offers a range of consular services to Pakistani citizens, including passport processing, document legalization, and assistance in emergencies.
- **Bilateral Relations:** Its presence helps in promoting trade and fostering a stronger connection between the governments and people of both nations.

SECTION II - SCOPE OF SERVICES

The selected healthcare provider(s) shall be required to provide comprehensive medical services, including but not limited to:

- Consultations Fee and medical examinations.
- Emergency medical treatment and services.
- hospitalization services.(out door & Indoor patients)
- Laboratory Test and diagnostic services.
- Specialist consultations.
- Pharmacy services.
- Vaccination and preventive healthcare services.
- Medical referrals, where required.
- Corporate billing arrangements for services rendered.
- Admission Charges if any

SECTION III -ELIGIBILITY CRITERIA

Interested hospitals and healthcare institutions must:-

- Be duly registered and license holder from the local government to operate in Rwanda.
- Have adequate medical facilities and qualified healthcare professionals.
- Possess experience in providing healthcare services to corporate and diplomatic clients.
- Offer 24/7 emergency medical treatment/ services or arrangements.
- Be capable of providing itemized billing and maintaining proper medical record.
- Demonstrate financial and operational capability to deliver quality healthcare services.
- National tax Number / Tax Registration Certificate

SECTION IV-SUBMISSION REQUIREMENTS

1. Company/Hospital profile.
2. Copy of valid registration and operating licenses.
3. Details of medical facilities and services offered.
4. List of specialist doctors and medical departments.
5. Proposed corporate rates or medical tariff schedule.
6. Details of billing and payment procedures.
7. Information on emergency and after-hours medical services.
8. Contact details of the designated focal person for coordination.
9. Any additional information relevant to the provision of healthcare services.

SECTION V- EVALUATION CRITERIA

The Expressions of Interest will be evaluated based on:

- Quality and range of medical services offered.
- Availability of specialist and emergency medical services.
- Experience and reputation of the institution.
- Cost-effectiveness of the proposed rates.

- Administrative and billing arrangements.
- Accessibility and responsiveness of services.

SECTION VI -SUBMISSION OF EOI

Interested healthcare institutions are requested to submit their sealed Expressions of Interest marked on:

"EOI – Authorized Healthcare Service Provider for the High Commission of the Islamic Republic Pakistan, Kigali"

The High Commission reserves the right to accept or reject any or all Expressions of Interest without assigning any reason and to empanel one or more healthcare service providers as deemed appropriate.

High Commission of the Islamic Republic of Pakistan
Kigali, Republic of Rwanda
