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Planning

## **Provision of Broker Services for Medical Insurance Scheme for CBS staff - BHC Kigali**

Foreign, Commonwealth and Development Office

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-010880

Procurement identifier (OCID): ocds-h6vhtk-0649e7

Published 6 February 2026, 11:45am

### **Scope**

### **Reference**

12720

### **Description**

The purpose of the Tender is to identify a single medical aid brokerage service provider in Kigali, Rwanda to deliver comprehensive health insurance solutions aligned with organizational needs, local regulations, and cost-efficiency goals. The contract will be for a period of 3 years with an option to renew for 2 years subject to good performance of the service provider for an amount of £252,035

### **Total value (estimated)**

- £0 excluding VAT

- £0 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 August 2026 to 31 July 2029
- Possible extension to 31 July 2030
- 4 years

### **Main procurement category**

Services

### **CPV classifications**

- 66518100 - Insurance brokerage services

### **Contract locations**

- RW - Rwanda

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### **Engagement**

#### **Engagement deadline**

13 February 2026

## **Engagement process description**

The Authority wishes to undertake Preliminary Market Engagement (PME) in a proportionate and transparent manner to help refine the upcoming procurement for Medical Aid Brokerage Services for the British High Commission Kigali.

The purpose of this engagement is to gather market insight, test deliverability of the draft requirements, and ensure the specification, KPIs, Conditions of Participation, and commercial approach are suitable, realistic, and attractive to the market.

The PME aims to:

Understand brokerage capabilities for Rwanda-based employee populations (benefit design advisory, market testing, placements with insurers/medical schemes, renewal strategy).

Explore service models (local brokerage, regional hubs, global networks) and fee structures (fixed fee, capped fee, success-linked, hybrid).

Validate compliance, governance and data protection approaches (including handling of personal/health data and local regulatory requirements).

Test approaches to member servicing (onboarding, helpdesk, claims escalation), provider network stewardship, and reporting/analytics.

This engagement is conducted under PA23 s.16 to help prepare the procurement and will be managed to avoid unfair advantage or distortion of competition.

### Registration Instructions

Register on portal ? Express Interest ? Download Pack ? Submit questionnaire by deadline.

### Disclaimer

This engagement is not a call for competition. Participation is optional, not evaluated, and does not affect eligibility to bid. Participation will not affect the ability of suppliers to compete in any future procurement.

### PME Questionnaire Pack

Suppliers are requested to answer the following questions:

1. Organisation legal name, registration number, and Kigali presence.
2. Broker/intermediary licence details under BNR.
3. Experience delivering medical aid brokerage in Rwanda.
4. Service delivery model for member support and renewals.
5. Data protection and information security controls.
6. Commission model transparency (non-binding).
7. Operational risks and market constraints.
8. Conflicts of interest declaration.

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## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Publication date of tender notice (estimated)**

24 February 2026

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## Contracting authority

### Foreign, Commonwealth and Development Office

- Public Procurement Organisation Number: PXRR-8771-PHVX

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Organisation type: Public authority - central government