



TENDER FOR HIRING OF GYM INSTRUCTOR

Date: November 28, 2025

Dear Sir/Madam,

1. Background:

The University of Global Health Equity (UGHE) operates a fully equipped gym facility to promote the health and well-being of its students, staff, and faculty. To ensure consistent and high-quality fitness services, UGHE is seeking qualified:

- **Gym Instructor (Male)**
- **Gym Instructor (Female)**

In line with this objective, UGHE invites experienced individuals to submit their proposals, accompanied by updated CVs, relevant certifications, and supporting documents demonstrating their qualifications and experience in delivering professional fitness and training services.

1. More details on the services are provided in the Terms of Reference.
2. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Firms (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

3. Well prepared proposals in PDF format should be submitted electronically through the UGHE Procurement System.: <https://ughe.app/eprocurement/index.php> Tender No 03575/25 on or before Dec 8, 2025 at 11:59 am.
4. Any clarification requests can be sent by email to the procurement email addresses no later than December 5, 2025. ughe-procurement@ughe.org
5. All documents must be submitted in one PDF document, and it shall remain the responsibility of the firm to ensure that your proposals should be submitted by email to the above-mentioned emails. Kindly ensure that they are signed, in PDF format, and free from any virus or corrupted files.

6. Services offered shall be reviewed based on completeness and compliance of the Proposals with the minimum specifications described above and any other annexes providing details of UGHE requirements.
7. The Proposal that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected.
8. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UGHE. The unit price shall prevail, and the total price shall be corrected.
9. At any time during the validity of the Proposals, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UGHE after it has received the Proposals.
10. UGHE is not bound to accept any Proposals, nor award a contract/Purchase Order, nor be responsible for any costs incurred by the bidder while conducting the selection process.

Thank you and we look forward to receiving your Proposals.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shivon Byamukama', with a stylized flourish at the end.

Shivon Byamukama, PhD

Deputy Vice Chancellor for Administrative and Financial Affairs

University of Global Health Equity

Instructions to Consultants, Data Sheet

Item No.	Description
1	Name of the Client: UNIVERSITY OF GLOBAL HEALTH EQUITY Method of selection: Quality & Cost Based
2	The Financial Proposal must be submitted together with the Administrative Documents and the Technical Proposal as part of a complete submission package Name of the assignment is: GYM INSTRUCTOR
3	A pre-proposal site visit will be held N/A The Client's representative is: Operations Department University of Global Health Equity
4	The Client will provide the following inputs and facilities: None
5	Proposals must remain valid 120 days after the submission date.
6	Clarifications may be requested not later than 5/12/2025. The address for requesting clarifications is: ughe-procurement@ughe.org
7	Proposals shall be submitted in ENGLISH
8	The format of the Technical Proposal to be submitted is: As per the forms provided
9	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES.
10	Firms to state price in the national currency: YES
11	Expected Timeline of the Assignment 6 Months
12	Documents to be submitted: A) Technical Proposal <ul style="list-style-type: none"> • Brief description of relevant experience • Proposed approach and availability B) Updated Curriculum Vitae (CV)

	<p>C) Fitness Training Certification</p> <p>D)CPR and First Aid Certification (if available)</p> <p>C)Copies of National ID / Passport/RDB Certificates for companies</p> <p>D)Recommendation Letters</p> <p>E) Evidence of Experience</p>
13	<p>Evaluation Criteria:</p> <p>Technical Proposal: LOT 1</p> <ul style="list-style-type: none"> • Certified fitness trainer (male and female) from a recognized institution- 30% • Minimum 1–2 years of experience as a gym/fitness instructor – 20% • Strong understanding of exercise physiology and safe workout practices – 20% • Good communication and motivational skills – 10% • Experience working in diverse environments and with varying fitness levels – 10% • CPR and First Aid certification is an added advantage – 10% <p>Total for each LOT= 100</p>
14	<p>Financial Evaluation:</p> <p>Consultants are invited to submit budget proposals covering all aspects of the project.</p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum. financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (F) Proposals are: Technical = 70%, and Financial = 30%</p>

	<p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) as following:</p> <p>$S = St \times T\% + Sf \times F\%$.</p>
15	UGHE will award contract to: One Vendor/ Individual
16	Type of Contract to be Signed: 6 Months contract
17	Conditions for Release of Payment: Approval of invoice of services rendered
18	<p>Annexes to this RFP:</p> <ul style="list-style-type: none"> a) Technical proposal submission forms b) Financial proposal submission forms c) Terms of Reference d) Form of Contract
19	<p>Date of Submission of proposals:</p> <p>Date of Submission: On or before December 8, 2025 at 11:59AM</p>

Technical Proposal – Standard Forms /Annexes

{*Notes to Consultant* shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for *(insert Title of Assignment)*.
in accordance with your Request for Proposal dated *(Insert date)* and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

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

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than 7 days after the signature of the contract.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet

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

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Consultant

Address:

Contact information (phone and email):

FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your consultancy]

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last 10 years. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

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

FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) Technical Approach and Methodology
- b) Work Plan

a) Technical Approach and Methodology. *{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}*

b) Work Plan. *{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}*

c) Organization and Staffing. *{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}*

Annex 1. TERMS OF REFERENCE Gym Instructor **LOT 1**

Position Title: Temporary Gym Instructor

Duration: 6month

Location: UGHE GYM, Butaro Campus

Reporting To: Director of Campus Operations/ Campus life

1. Background

The University of Global Health Equity (UGHE)] operates a fully equipped gym facility to promote the health and well-being of its students, staff, and faculty. To ensure uninterrupted access to quality fitness services, we are seeking a qualified Gym Instructor female and male. Preference will be given to instructors from the gym with which UGHE has an active partnership. This is to strengthen collaboration, ensure familiarity with professional standards, and maintain consistency in service delivery.

2. Objectives of the Gym Instructor

- Provide professional fitness instruction and group or individual training sessions.
- Support and encourage gym users in achieving their personal fitness goals.
- Maintain safety and proper use of all gym equipment.
- Foster a culture of wellness and inclusive participation across the campus.

3. Scope of Work and Responsibilities

- Conduct group fitness classes (e.g., aerobics, cardio, strength training, flexibility).
- Develop personalized or group workout plans suited to different fitness levels.
- Educate users on proper form, technique, and injury prevention and provide guidance on how to use equipment correctly and safely.
- Motivate users and promote a healthy lifestyle.
- Support first-time or less experienced users with friendly and approachable coaching.

4. Deliverables

- Daily report on gym usage and activities conducted.
- Fitness plans and summaries for individual or group sessions.
- End-of-assignment report, including recommendations for improvement

5. Required Qualifications and Experience

- Certified fitness trainer (male and Female) from a recognized institution.
- Minimum 1–2 years of experience as a gym/fitness instructor
- Strong understanding of exercise physiology and safe workout practices
- Good communication and motivational skills
- Experience working in diverse environments and with varying fitness levels
- CPR and First Aid certification is an added advantage

6. Preferred Source of Engagement and Duration

In line with our commitment to partnership and consistency, priority will be given to instructors affiliated with the gym partner currently collaborating with UGHE. External applicants may be considered if no suitable candidate is available from the partner facility. The engagement shall be for a period of six (6) months, subject to review, extension, or termination based on performance, institutional requirements, or mutual agreement.

7. Gym Instructor Compliance (Male and Female)

All instructors must comply with UGHE campus policies, ethical standards, dress codes, and safety protocols. Professional behaviour and confidentiality are always mandatory.

8. EVALUATION CRITERIAS THREE LOTS

EVALUATION CRITERIA FOR **LOT 1**

Certified fitness trainer (male and female) from a recognized institution – 30%

Must hold an accredited fitness training certification from a nationally accredited institution.

Certification should cover personal training, group fitness, or specialized fitness programs.

- Minimum 1–2 years of experience as a gym/fitness instructor – 20%

Should demonstrate hands-on experience in conducting fitness sessions, guiding clients through structured workout routines, and using gym equipment safely and effectively.

- Strong understanding of exercise physiology and safe workout practices – 20%

Must have knowledge of body mechanics, injury prevention, workout progression, and the development of individualized training programs suitable for different fitness levels.

- Good communication and motivational skills – 10%

Ability to clearly explain workout techniques, provide constructive feedback, engage clients positively, and encourage continued participation in fitness programs.

- Experience working in diverse environments and with varying fitness levels – 10%
Should have experience training individuals and groups of varied ages, backgrounds, and physical abilities, adapting sessions to meet individual needs.

- CPR and First Aid certification is an added advantage – 10%
Possessing valid CPR and First Aid certification, demonstrating preparedness to respond to emergencies and ensure client safety during fitness sessions.