World Health Organization

Request for Quotation

Title of Requirement:

SUPPLY OF LABORATORY TEST KITS

RFQ Reference No	**RFQ05.03/11/2026**
WHO Office:	RWANDA/ AFRO
Issued On:	Monday, November 9, 2026
Closing date:	Sunday, November 22, 2026
Closing Time:	11:00 PM
Time Zone:	UTC + 2 hours

Section 1: Cover Letter

Dear Bidder

The World Health Organization, hereinafter referred to as WHO, kindly requests your quotation for the provision of goods, works and/or services as detailed in Annex 3 -Terms of reference of this RFQ.

This Request for Quotation comprises the following documents:

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When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that vendors quotations must be submitted using returnable forms in Section 3 by the method and by the date and time indicated. It is your responsibility to ensure that your quotation is submitted on or before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Please prepare your proposal in accordance with the requirements and procedures outlined in this RFQ and submit it no later than Sunday, November 22, 2026
The Proposal shall have the following title: **Proposal to Supply LABORATORY TEST KITS: RFQ05.03/11/2026**

The proposals submitted through shared drive are not accepted.

All WHO vendors are required to comply with the United Nations Supplier Code of Conduct. We encourage all bidders to join the United Nations Global Compact and support the Women's Empowerment Principles (WEP).

Thank you and we look forward to receiving your quotations.

Section 2: RFQ Instructions and Data Sheet

1. About WHO	The World Health Organization (WHO) was established in 1948 as a specialized agency of the United Nations. The objective of WHO (www.who.int) is the attainment by all peoples of the highest possible level of health. "Health", as defined in the WHO Constitution, is a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity. WHO's main function is to act as the directing and coordinating authority on international health work. The World Health Organization (WHO) is dependent on the budgetary and extrabudgetary contributions it receives for the implementation of its activities. Bidders are therefore requested to quote the best and most cost-effective solution to meet WHO requirements, while ensuring a high level of service.
2. Deadline for the Submission of Quotation	Closing Date: 11/22/2026 Closing Time 11:00 PM Time Zone: UTC + 2 hours If any doubt exists as to the time zone in which the quotation should be submitted, refer to the Time and Date website.
3. Method of Submission	Quotations must be submitted as follows: ☒ Email: afwcorwbids@who.int
4. Cost of preparation of quotation	WHO shall not be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.
5. Eligible bidders	Bidders shall have the legal capacity to enter into a binding contract with WHO. All WHO suppliers must abide to the UN Supplier Code of Conduct, which is available at the following link: UN Supplier Code of Conduct In addition, bidders shall submit a signed Self Declaration form, included in this ITB. Bidders will be excluded if: • They are bankrupt, undergoing court administration, have suspended business, are under creditor arrangements, or in similar situations under national law. • They or individuals with decision-making power have been found guilty of fraud, corruption, involvement in criminal organizations, money laundering, terrorism-related offenses, child labor, or human trafficking. • They or such individuals have been found guilty of financial irregularities. • They misrepresent or fail to provide required information under this ITB or during evaluation. • They have a conflict of interest, as determined solely by WHO. This includes associations with firms involved in preparing specifications for this procurement or any other conflicting situation. • They appear on sanction or ineligibility lists, including the UN Security Council, UN Ineligibility List, World Bank's non-responsible vendors list, or World Bank ineligible firms and individuals list. WHO may decide to exclude bidders for other reasons.
6. Conflict of Interest	**WHO encourages every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to WHO if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.
7. General Terms and conditions of Contract	Any Purchase Order or contract that will be issued as a result of this RFQ shall be subject to the WHO General Terms and conditions of the contract, which are available on the WHO Website Prospective Suppliers are required to read the General Terms and Conditions of Contract prior to submitting an offer. By submitting an offer,

	prospective Suppliers confirm that they have accessed, read, understood and accepted the WHO General Terms and Conditions of Contract/ Purchase Order. If for one reason or the other, the bidder has not accessed these terms and conditions, please contact us at afwcorwbids@who.int The hard copy of the Terms and conditions will be sent to you by email.
8. Currency	Prices may be quoted in Rwandan Franc (RWF) or in USD. Local suppliers shall follow the national rules. However, if prices from bidders are in different currencies, then for the purposes of comparison of all proposals, WHO will convert the currency quoted in the bid to USD, in accordance with the UN Operational Rate of Exchange on the closing date for bid submission
9. Language of quotation and documentation	All bids, information, documents and correspondence exchanged between WHO and the bidders in relation to this bid process shall be in English. The vendors can however provide response to this RFQ (catalogues, operating manuals, reference letters etc) using the language of manufacturer.
10. Documents to be submitted	Bidders shall include the following documents in their quotation: Form A: Technical Offer duly completed and signed. Form B: Financial Offer duly completed and signed. Form C: Self Declaration Form. Other (if applicable)
11. Quotation validity period	Quotations shall remain valid for 90 days from the deadline for the Submission of Quotation.
12. Payment Terms	100% within 30 days after receipt of goods, or services upon receipt of invoice as well as receipt and acceptance of goods or services, or upon receipt of required shipping documentation, depending on the Incoterm used.
13. Clarifications	Requests for clarification from bidders will not be accepted any later 02 November 2026. Responses to request for clarification will be communicated via the following-mail address: afwcorwbids@who.int
14. Evaluation method	☒ The contract will be awarded to the lowest priced, most technically acceptable offer. ☐ Other
15. Publication of Contract Award	WHO may publish the contract award on United Nations Global Marketplace, with the RFQ Reference number and information of the awarded Bidder company name, contract amount or LTA and the date of the contract.
16. Policies and procedures	WHO publishes on its contract awards webpage the list of contracts for acquired goods and services of a value of USD 25 000 or more. This information is published with due observance of the requirements of confidentiality and security. Further procurement data about WHO can be obtained through WHO's Procurement Report or at UNGM's Annual Statistical Report on UN Procurement.

Section 3: Terms of reference

TECHNICAL SPECIFICATIONS

S/N	ITEMS	Technical Specifications	Kit component	Pack size	Quantity
1	Pouches for Biofire Global Fever panel	-Pouches for Biofire Global Fever panel -Sample preparation, amplification and detection in one pouch	Pouches, Hydration injection vial, Sample injection vial, transfer pipette, sample buffer ampoule	6 pouches per kit	30 kits

Delivery Requirements

Delivery Requirements	
Delivery date and time	Bidder shall specify the delivery time
Delivery Terms (INCOTERMS 2010)	DAP
Exact Address(es) of Delivery Location(s)	WHO Rwanda
Packing Requirements (if required)	Please, specify
Training on Operations and Maintenance (If required)	Please, specify, if necessary
Warranty Period (If required)	Please, specify
Others (Please specify)	Please, specify

Section 4: Returnable Forms

Form A: Technical Offer

Item Description	Detail
Legal name of bidder	Click or tap here to enter text.
Legal Address, City, Country	Click or tap here to enter text.
Website	Click or tap here to enter text.
Year of Registration	Click or tap here to enter text.
Legal structure	Choose an item.

Please indicate previous relevant experience: 3 contracts				
Name of previous contracts	**Client & Reference Contact Details**	**Contract Value**	**Period of activity**	**Types of activities undertaken**

Form B: Financial offer

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Currency of the Quotation: Click or tap here to enter text.

INCOTERMS (if applicable): Click or tap here to enter text.

Item No	Description	UOM	Qty	Unit price	Total price
1.	Click or tap here to enter text.				
2.	Click or tap here to enter text.				
3.	Click or tap here to enter text.				
4.	Click or tap here to enter text.				
5.	Click or tap here to enter text.				
				Total Price	
Other Prices (e.g. Transportation, insurance, installation, Training - please specify which applies)					
				Total Final and All-inclusive Price	

Compliance with Requirements

	Bidder to also fill the form below in addition to above prices		
	Yes, we will comply	**No, we cannot comply**	**If you cannot comply, pls. indicate counter proposal**
Minimum Technical Specifications	☐	☐	Click or tap here to enter text.
Delivery Term (INCOTERMS)	☐	☐	Click or tap here to enter text.
Delivery Lead Time	☐	☐	Click or tap here to enter text.
Warranty and After-Sales Requirements	☐	☐	Click or tap here to enter text.
Validity of Quotation	☐	☐	Click or tap here to enter text.
Other requirements *[pls. specify]*	☐	☐	Click or tap here to enter text.

Form C: Self Declaration Form

COMPANY.(the "Company") hereby declares to the World Health Organization (WHO) that:

a) it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

b) it is solvent and, in a position, to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by WHO.

c) it or persons having powers of representation, decision making or control over the Company have not been convicted of an offence concerning their professional conduct by a final judgment.

d) it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity.

e) it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established.

f) it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information.

g) it has declared to WHO any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action.

h) it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from a procurement contract or the award thereof.

i) It adheres to the UN Supplier Code of Conduct.

j) it has zero tolerance for sexual misconduct (an all-inclusive term which includes sexual exploitation, sexual abuse, sexual harassment, and all forms of prohibited sexual behaviour), harassment and other types of abusive conduct and has appropriate procedures in place to prevent and respond to sexual misconduct, harassment and other types of abusive conduct

The Company understands that a false statement or failure to disclose any relevant information which may impact upon WHO's decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any proposal of a contract with WHO. Furthermore, in case a contract has already been awarded, WHO shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which WHO may have by contract or by law.

(Please fill the details below)

Company Name:	
Mailing Address:	
Name and Title of duly authorized representative:	
Signature:	
Date:	