Clinton Health Access Initiative, Inc.
Request for Proposals

Request for Proposals (RFP) for the provision of WHO-prequalified HPV DNA test kits to screen 23,965 women in Huye and Rusizi Districts

Funded by: CHAI RWANDA

Date Issued: 19 November 2026

Ethical Conduct and Conflicts of Interest

In accordance with CHAI's Global Code of Conduct and Conflict of Interest policy, CHAI is committed to conducting procurements with integrity and objectively selecting suppliers and vendors. CHAI maintains a zero-tolerance policy for acts including but not limited to collusion among vendors, submitting falsified bids, bribery, and/or other forms of fraud. Vendors engaging in such conduct will be disqualified from current and future opportunities. CHAI employees and others acting on CHAI's behalf are prohibited from accepting or asking for bribes, gifts, fees, or any other object of value or compensation related to doing business. Please contact ethics@clintonhealthaccess.org with any questions or concerns or to report any violations, or the CHAI Whistleblower Hotline at chai@integritycounts.ca (+1 866-921-6714 [Toll-Free U.S.] or +1 604-922-5953 [International]).

Summary of terms

A. Background

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and improving health outcomes in low- and middle-income countries by enabling the government and private sector to strengthen and sustain quality health systems. For more information, please visit www.clintonhealthaccess.org

Cervical cancer is the second most common cancer among Rwandan women and the leading cause of cancer deaths in women, with an estimated 866 new cases in 2022 (Global Cancer Observatory). Rwanda has committed to reaching the WHO elimination targets by December 2027: 90% of girls vaccinated against HPV, 70% of eligible women screened and 90% of women with cervical cancer adequately treated (90-70-90).

To support this goal, CHAI has been selected by Unitaid, a hosted partnership of the World Health Organization, as the implementing partner for the project 'Scale-up lifesaving screening and early treatment of cervical cancer to accelerate progress towards cervical cancer elimination'. In Rwanda, the project runs from 2025 to 2027 in four CHAI-supported districts: Nyagatare, Huye, Musanze and Rusizi. Through this project, CHAI supports the Rwanda Biomedical Centre (RBC) to expand HPV DNA screening in these districts, demonstrating an integrated, community-based elimination model with high-quality, cost-effective and equitable screening and treatment services.

CHAI invites interested and capable organizations to submit proposals to supply, deliver and support WHO-prequalified HPV DNA test kits, with the related controls, sample collection kits and consumables, to screen 23,965 women in the Huye and Rusizi districts. Proposals must be submitted in accordance with Section D, Instructions for Preparation of Proposal.

This RFP does not oblige CHAI to make an award or fund an applicant, nor does it commit CHAI to reimburse for the costs incurred for proposal preparation. All costs related to proposal preparation must be borne by the offeror. CHAI will accept no fee for the submission of these applications. CHAI makes no representations or warranties and will not incur any liability under any law as to the accuracy, reliability, or completeness of the information contained in the RFP.

B. Proposal Dates and Requirements

The table below summarizes key dates in the RFP process. Offerors are expected to comply with these dates and deadlines. CHAI reserves the right to modify the dates at its discretion.

Milestone	**Date and time**
RFP Released	19 November 2026
Deadline for Written Questions	26 November 2026
Answers for Questions Released	30 November 2026
Proposals due	5 December 2026, 05:00PM Rwanda local time (CAT)
Estimated award	16 December 2026

1. Questions and Answers

All questions regarding this RFP must be submitted by the date above and in writing to rwandaprocurement@clintonhealthaccess.org . Questions and CHAI responses will be posted at the same

location as the RFP. CHAI will only consider written requests for clarification. Only written answers from CHAI will be considered official and carry weight in the RFP process and subsequent evaluation. Answers or guidance received outside of the official channel from employees or representatives of CHAI will not be considered official information regarding this RFP.

2. Proposal Submission and Validity

All responses to this RFP must be submitted by the date and time above and must comply with the instructions in Section D, Instructions for Preparation of Proposal. Offers must be submitted electronically to rwandaprocurement@clintonhealthaccess.org Offers received after the deadline are invalid. By submitting this proposal, the offeror confirms that the proposal is valid for a period of 60 days.

3. Award

CHAI will examine the offers to determine if they are complete, comply with all the conditions of the RFP, and have been duly signed and are in general order. CHAI will select the offer that represents the best overall value. CHAI anticipates making one award to one entity, but reserves the right to make no awards, or to make multiple awards (for example, splitting the quantity between suppliers).

C. Eligibility Requirements

Offerors, regardless of entity status (for profit, not-for-profit, etc.), must be legally registered to conduct business in their country of registration and able to supply in vitro diagnostics to Rwanda. A valid copy of a business license and/or registration must be provided in the offer submission. All offers must be submitted using Annex A below and must be signed by cognizant officers of the organization. In addition, offerors must:

- Be the manufacturer of the offered assay, or a supplier that can show traceability to the manufacturer through one of the following: a letter of authorization from the manufacturer to the supplier, proof of the relationship between the supplier and the manufacturer, or a purchase order showing both the supplier's and the manufacturer's addresses. If this proof is not available at submission, it must be provided before award.
- Meet the quality assurance requirements for medical devices: the assay must be WHO-prequalified on the proposal due date, the manufacturer must hold a valid ISO 13485 certificate, and the assay must have approval from a stringent regulatory authority (SRA), such as CE marking, US FDA approval or MHRA approval.
- Have delivered at least two similar contracts for HPV or other molecular diagnostics in the last three years.
- Provide, in the technical proposal, a point-by-point justification showing how the offer meets each requirement, with supporting evidence.
- Commit to delivering all goods DDP Kigali in a single delivery, no later than three weeks after the purchase order, and state the proposed delivery timeline in the proposal.

All offerors must:

1. Be legally registered to conduct business in Rwanda or their country of registration;
2. Be able to supply in vitro diagnostics to Rwanda;
3. Submit a valid business license or certificate of registration with their technical proposal;

4. Be the manufacturer of the assay offered, or show traceability to the manufacturer through a letter of authorization, proof of the relationship, or a purchase order showing both the supplier's and manufacturer's addresses;
5. Offer an assay that is WHO-prequalified on the proposal due date, from a manufacturer holding a valid ISO 13485 certificate, and approved by a stringent regulatory authority (CE marking, US FDA or MHRA);
6. Be registered with, or eligible for import authorization from, the Rwanda Food and Drugs Authority (Rwanda FDA);
7. Have delivered at least two similar contracts for HPV or other molecular diagnostics in the last three years;

Offerors registered in Rwanda must also submit:

- RDB certificate of registration with the list of shareholders;
- Valid RSSB clearance certificate;
- Valid RRA clearance certificate;
- Latest tax declaration; and
- Proof of EBM use.

Offerors not registered in Rwanda must provide the equivalent documents from their country of registration, to match Annex A of the RFP.

Interested suppliers are requested to adhere to the deadline; applications submitted after the deadline will be automatically rejected.

D. Instructions for Preparation of Proposal

Offerors are required to use the form in Annex A, below, to reply to this RFP. Failure to provide all the information required by the RFP or submitting an offer that does not respond to the RFP in all respects may result in the rejection or disqualification of the offer.

1. Technical Proposal

Offerors are required to write a technical response to the scope of work in Section G, Scope of Work and Deliverables. The technical proposal should not exceed 10 pages, excluding product documentation, and must include:

- **Product information:** assay name, catalogue numbers, tests per kit, instructions for use, and the WHO prequalification reference number and public report.
- **Compliance statement:** a point-by-point justification showing how the offer meets each eligibility requirement in Section C and each mandatory requirement in Section G.2, with supporting evidence.
- **Platform compatibility:** the platform(s) the kits run on and, if an instrument is offered on placement, its specifications, installation and maintenance plan.
- **Performance and operations:** genotyping range, validated sample types and transport media, throughput, turnaround time, and storage and cold chain needs.
- **Regulatory status:** Rwanda Food and Drugs Authority (Rwanda FDA) registration or import authorization status.

- **Delivery plan:** proposed delivery timeline from purchase order to delivery in Kigali, which must not exceed three weeks.
- **Training and support:** a training plan covering laboratory staff (sample reception, DNA extraction, running the assay, interpretation and reporting, quality control and troubleshooting), in-country or regional technical support contact, and warranty terms.
- **Capabilities and past performance:** relevant experience supplying HPV or other molecular diagnostics.

2. References

Offerors must complete the table in Annex A with past performance references.

3. Budget

The resultant award will be a purchase order or supply agreement, with payment on delivery and acceptance of the goods. Offerors must provide an itemized budget, using the table in Annex A, showing the unit price, quantity and total for each item, and the total landed cost per reportable result. Once the award is signed, no additional fees, taxes, or costs may be added to the post award. All budgets must be made in US Dollars (USD). Budgets must be accompanied by a brief cost narrative that describes each line item and the assumptions made regarding the total cost. Training and technical support must be provided free of charge and must not be included in the budget.

Prices must be quoted DDP Kigali (see Section G.3). Offerors must state clearly whether prices include VAT and import duties.

E. Evaluation Criteria and Negotiation

CHAI will make an award based on which proposal represents best value to CHAI. CHAI may award to a higher priced offeror if a higher technical evaluation justifies the additional cost.

Proposals will first be screened on a pass/fail basis against the eligibility requirements in Section C and the mandatory technical requirements in Section G.1. Only proposals that pass will be scored as follows:

Category	Criteria	Points
Price	Total landed cost per reportable result, including controls, collection kits, consumables and freight	40
Technical merit	Genotyping range, throughput, turnaround time, storage needs (preference for kits that do not need a cold chain), and compatibility with platforms already set in country.	30
Delivery	Lead time from purchase order to delivery in Kigali. Full points will be awarded for the shortest lead time and scaled for others	20
Support and past performance	Training, in-country or regional technical support, warranty, and references for similar supply contracts	10
Total		**100**

Offerors are expected to submit their best offer. CHAI reserves the right to hold further discussions, conduct negotiations, ask for additional information, or request clarifications before making an award. CHAI reserves the right to hold a best and final offer or competitive range stage prior to award. CHAI may, at its sole discretion, ask for offerors to conduct oral presentations.

F. Terms and Conditions of Resultant Agreement

Any agreement that results from this solicitation will be subject to CHAI's standard agreement terms and conditions. A copy is available upon request. For the purpose of this solicitation, please note that the following terms apply:

I. **Confidentiality:** Information which the offeror considers to be confidential or proprietary must be clearly marked as such. All such information is treated as confidential by CHAI for assessment purposes only. Should the offeror anticipate submitting confidential or propriety information to CHAI, please contact the POC for this procurement to request a copy of CHAI's standard NDA.

II. **Data Protection and Consent**: In compliance with the data protection law of Rwanda and by submitting your proposals, you explicitly consent to the collection, processing, and storage of your personal data by Clinton Health Access Initiative for the sole purpose of managing and conducting the selection process for the tender to which you have applied.

III. **Conflict of Interest Declaration**: By submitting an application, you confirm that no conflicts of interest exist between yourself and any CHAI staff involved in the selection or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office.

G. Scope of Work and Deliverables

1. Scope of Work

The selected offeror(s) will supply, deliver and support WHO-prequalified HPV DNA test kits to screen 23,965 women, with all controls, sample collection kits and consumables needed to produce valid results. Each proposal must cover this complete solution.

Item	Quantity	Notes
HPV DNA test kits (reagents)	Enough for 23,965 reportable client results	State tests per kit and number of kits quoted
Run controls and calibrators	As needed for the tests above	Quote separately if not included in the kit
Sample collection kits (Only self-collection)	23,965	Swabs or brushes plus transport medium validated for the assay
Laboratory consumables (e.g. tips, plates, tubes)	As needed for the tests above	List each item with its quantity
Training and technical support	As needed always	Free of charge, must not be priced; see Section G.3

2. Mandatory technical requirements

A proposal that does not meet the following requirements will be rejected:

- **WHO prequalification:** the assay must be listed on the WHO list of prequalified in vitro diagnostics on the proposal due date.
- **Target:** high-risk HPV DNA detection that reports at least HPV 16 and HPV 18 separately from other high-risk types. Extended genotyping is an advantage.
- Sample adequacy control: each reaction must include a sample adequacy control (for example, a human gene internal control), so that inadequate samples are not reported as HPV-negative.

- **Platform compatibility:** the kits (extraction & amplification kits) must run on HPV testing platforms already installed in Rwanda
- **Sample types:** validated for self-collected vaginal samples. The offer must list sample transport, storage conditions and media if any.
- **Registration:** registered with, or eligible for import authorization from, the Rwanda FDA.
- **Shelf life:** at least 12 months of remaining shelf life on delivery in Kigali.
- **Documentation:** instructions for use, certificate of analysis for each lot

3. Deliverables and Deliverables Schedule

Deliverable	Due date	Verification
Delivery of test kits, controls, collection kits and consumables in a single delivery (partial or phased deliveries are not accepted)	No later than 3 weeks after the purchase order	Goods received note signed by the CHAI Rwanda office in Kigali, with temperature records for cold-chain items
Training of laboratory staff (where the platform or assay is new to a site)	Before testing starts at each site	Training report and attendance list
Technical support and replacement of defective or expired-on-arrival kits	Throughout the period of performance; response within 48 hours	Support log listing each request, the date raised, the response time and the action taken (including kits replaced), shared with CHAI on request

Delivery terms: DDP Kigali to the address named by the CHAI Rwanda office. Kits must be shipped and stored within the manufacturer's temperature range, with temperature monitoring for cold-chain items. Packaging and labelling must be in English. The supplier handles export documents and supports Rwanda FDA import authorization and customs clearance.

4. Warranty and Insurance Requirements (if applicable)

- Defective, damaged or expired-on-arrival kits must be replaced at no cost to CHAI.
- The supplier bears the risk of loss and must insure the goods until delivery and acceptance in Kigali.

5. Period of Performance

From contract signature, expected 18 December 2026 to 30 April 2027. Test kits and reagents must be delivered no later than 3 weeks after the purchase order. Technical support must continue throughout testing until the end of the contract.

Annex A: Proposal Application Form

To: [Insert name of Procurement Lead]
Reference: [Insert CHAI RFP number]
Company Name: [Insert your company name]

General
We, the undersigned, hereby provide this offer to perform the work described in the referenced RFP. We acknowledge and agree to all terms and conditions. We certify that our organization, as well as our principal officers and key individuals, are eligible to participate in this procurement and are not debarred, nor on any watchlist or sanctions list. We further certify that, to the best of our knowledge, we have no close, familial, or financial relationships with CHAI staff or individuals representing CHAI; and that we have no close, familial, or financial relationships with any other bidders on this RFP. If we become aware of a potential conflict we will immediately notify ethics@clintonhealthaccess.org. We also certify that our business license, attached is accurate and up to date with the relevant authorities.

Our offer remains valid for 60 days from the date of submission.

General Information	
Company Address	
Company Telephone	
Company Website (if applicable)	
Company Registration or Tax ID	
Does the company have a bank account?	
Name of Bank, if applicable	
Brief company description	

Past Performance
We hereby provide three references for similar work that we acknowledge may be contacted at any time by CHAI.

Past Performance	
Reference 1 • Company, Entity, or Individual Name • Contact Information • Brief description of work	
Reference 2 • Company, Entity, or Individual Name • Contact Information • Brief description of work	
Reference 3 • Company, Entity, or Individual Name • Contact Information • Brief description of work	

Technical Proposal

Provide the technical proposal described in Section D.1, not exceeding 10 pages excluding product documentation. Include the point-by-point compliance statement against each mandatory requirement in Section G.2.

Attach: WHO prequalification reference and public report; instructions for use, a sample certificate of analysis and safety data sheets; evidence of Rwanda FDA registration or import authorization status; and the itemized budget with cost narrative.

Below are the required administrative documents. Offerors not registered in Rwanda must provide the equivalent documents from their country of registration:

- RDB registration certificate with the list of shareholders;
- Valid RRA tax clearance certificate;
- Valid RSSB clearance certificate;
- Latest tax declaration; and
- Proof of EBM usage.
- The required quality assurance documents are:
- ISO 13485 certificate for the manufacturer;
- Proof of stringent regulatory authority (SRA) approval, such as CE marking, US FDA approval or MHRA approval; and
- If the offeror is not the manufacturer, proof of traceability: a letter of authorization from the manufacturer, proof of the relationship between the offeror and the manufacturer, or a purchase order showing both addresses. This may be provided once available, but before award.

Budget
Complete the table below in USD and attach a brief budget narrative that explains each line item and the assumptions made. Prices must cover a complete test, meaning all reagents and materials needed to test one woman (sample collection kits, extraction and amplification kits, and other laboratory consumables). List any item needed to complete the test that is not already in the table in the 'Other item' rows; add rows if needed. Items not quoted will not be paid for separately after award.

Item	Unit	Unit price (USD)	Quantity	Total (USD)
HPV DNA test kits				
Run controls and calibrators				
Self-Sample collection kits				
Laboratory consumables				
Other item needed to complete the test (specify):				
Other item needed to complete the test (specify):				
Other item needed to complete the test (specify):				
Freight, insurance and delivery (DDP Kigali)				
Training and technical support (free of charge – do not price)				
Instrument placement (if applicable)				

Item	Unit	Unit price (USD)	Quantity	Total (USD)
Total				
Total landed cost per reportable result				

Key officer signatures:
Name (Printed):
Title
Signature
Date

Name (Printed):
Title
Signature
Date

Name (Printed):
Title
Signature
Date