Request for Quotations

Service: Supply, Delivery, Installation and Commissioning of Minimally Invasive Gynecologic Surgery (MIS) Equipment

RFQ Number: RSOG-RFQ-2026/10/005

Issue Date: November 03, 2026

Submission Deadline: November 11, 2026

Contracting Entity: Rwanda Society of Obstetricians and Gynecologists (RSOG)

TERMS OF REFERENCE

1. Background:

The Rwanda Society of Obstetricians and Gynecologists (RSOG) is a professional society dedicated to improving women's health in Rwanda through the promotion of clinical excellence, medical training, research, and professional development.

In collaboration with the Ministry of Health, RSOG is implementing a hospital-based Continuing Professional Development (CPD) Programme in Minimally Invasive Gynaecologic Surgery (MIS). The programme combines structured theoretical learning, practical skills development, mentorship, and supervised clinical practice to strengthen healthcare professionals' competencies in minimally invasive gynecological procedures.

To support the implementation of the programme, RSOG intends to procure MIS equipment for immediate use and establish a one-year Framework Agreement with the selected supplier for the subsequent supply of the same equipment as need arise. The Framework Agreement will establish fixed unit prices and agreed terms and conditions for the listed items throughout its validity period.

RSOG therefore invites eligible and qualified suppliers to submit quotations for the supply, delivery, installation, and commissioning of the specified equipment and related services in accordance with this Terms of Reference (ToR).

2. Objective:

The objective is to select one qualified and reputable supplier to provide compatible, reliable, and clinically suitable MIS equipment and accessories for immediate use and enter into a one-year Framework Agreement establishing fixed unit prices and agreed terms for subsequent purchases of the same items through call-off orders as needs arise.

Specifically, the procurement aims to:

- Procure equipment that meets the technical specifications and applicable medical-device safety and quality requirements.
- Secure a complete and compatible system for the initial purchase and any subsequent orders.
- Establish agreed unit prices, delivery conditions, warranty provisions, and other contractual terms for the framework period.
- Ensure professional delivery, installation, testing, commissioning, and user training, where applicable.
- Secure appropriate warranty coverage, preventive maintenance guidance, technical support, and access to spare parts.
- Ensure a fair, transparent, and competitive procurement process that delivers value for money.

3. Scope of Supply:

The successful bidder shall supply the items listed in Lots A to E in the quantities specified for the initial purchase, together with the applicable accessories and services.

The same item list shall form the basis of the one-year Framework Agreement, under which RSOG may place additional orders as needs arise.

Lot	Description	Line Items	Units
A	Laparoscopic instruments	42	98
B	Hysteroscopy set	14	14
C	Equipment	8	9
D	Telescopes	4	4
E	Instrument trays	2	2

Rules for reading the schedule:

- **Single award:** Bidders must quote for all items listed across Lots A to E. Partial bids will be rejected.

- **Initial purchase:** The quantities specified in the schedule shall be supplied following the award and issuance of the initial Purchase Order.
- **Future call-off orders**: During the twelve-month Framework Agreement period, RSOG may order additional quantities of the listed items through subsequent Purchase Orders as needs arise.
- **Fixed unit prices:** Bidders shall quote a unit price for each item. The agreed unit prices shall remain fixed throughout the Framework Agreement period and apply to both the initial purchase and subsequent call-off orders.
- **Compatibility:** All supplied equipment and accessories shall be compatible with the intended MIS system and meet the technical requirements specified in the annexed List.

4. Framework Agreement and Call-Off Orders:

RSOG intends to enter into a Framework Agreement with the selected supplier for a period of twelve (12) months from the effective date of the signed agreement.

The Framework Agreement shall establish the agreed unit prices, technical specifications, delivery conditions, warranty provisions, and other applicable terms for the items in the Annexed list.

The initial purchase shall be formalized through a Purchase Order issued by RSOG following the award and signing of the agreement. During the agreement period, RSOG may issue additional Purchase Orders for the same listed items as requirements arise.

All subsequent orders shall be subject to the agreed unit prices and terms of the Framework Agreement, available budget, and applicable approval procedures. RSOG shall not be obligated to purchase additional quantities unless a subsequent Purchase Order is issued.

Delivery timelines, quantities, and any applicable installation, commissioning, or training requirements shall be specified in the relevant Purchase Order.

5. Technical Requirement

All equipment offered shall meet the minimum requirements below. Bidders shall indicate compliance with each requirement in Annexed list and provide supporting documentation where applicable.

- **Quality and safety:** All equipment shall be new, unused, genuine, and intended for medical use. Refurbished or reconditioned equipment will not be accepted.
- **Regulatory compliance:** All equipment shall comply with applicable requirements of the Rwanda Food and Drugs Authority (Rwanda FDA). Bidders shall provide evidence of registration, authorization, or eligibility for importation, as applicable.

- **System compatibility:** All proposed components shall be compatible and capable of operating together as an integrated system. Bidders shall confirm compatibility among cables, connectors, telescopes, instruments, electrodes, and other components wherever required by the technical schedule.
- **Power supply and protection:** Bidders shall specify the electrical requirements of all powered equipment, including voltage, frequency, plugs, and any required surge protection, voltage stabilization, or other power protection measures.
- **Reprocessing and sterilization:** All reusable instruments and accessories shall be supplied with the manufacturer's documented instructions for cleaning, disinfection, and sterilization, including steam sterilization where applicable.
- **Documentation:** Each item shall be supplied with the relevant manufacturer's user manual, technical specifications, maintenance instructions, and safety documentation in English.
- **Warranty:** A minimum warranty of twelve (12) months shall apply to each supplied item from the date of acceptance, following delivery or, where installation and commissioning are required, completion of installation and commissioning, as evidenced by the applicable signed acceptance documentation. Any longer warranty offered shall be clearly stated.
- **Maintenance and spare parts:** The bidder shall provide a preventive maintenance schedule, details of available spare parts, and information on authorized service personnel or service arrangements available in Rwanda.
- **Packaging and traceability:** All items shall be delivered in original manufacturer's packaging, where applicable, with serial numbers, lot or batch numbers, and other relevant identification details recorded on the delivery documentation.
- **No substitution:** The manufacturer, brand, and model of the equipment approved for award shall not be changed after award without prior written approval from RSOG.
- **Technical deviations and equivalents:** Any proposed equivalent product or deviation from the specified requirements shall be clearly identified, justified, and supported by relevant technical documentation. Acceptance of equivalents shall be subject to RSOG's assessment and approval.

6. Scope of Services required from the supplier:

The successful supplier shall provide the goods and services specified in the initial Purchase Order and any subsequent call-off orders, in accordance with the Framework Agreement.

The successful supplier shall:

- Supply and deliver all items, in specified quantities, to RSOG's designated receiving location, as communicated by RSOG.
- Provide all standard and necessary accessories, cables, connectors, and components required for the complete and safe operation of the supplied system.

- Install, test, and commission the equipment at the designated hospital, whose location will be communicated by RSOG.
- Verify the compatibility and functionality of the complete system following installation and commissioning.
- Provide practical user orientation and training for designated clinical and technical staff on equipment operation, setup, cleaning and reprocessing requirements, routine checks, first-line troubleshooting, and preventive maintenance, where applicable.
- Hand over all relevant user manuals, warranty certificates, maintenance schedules, technical documents, and other applicable documentation.
- Provide after-sales technical support and guidance on maintenance throughout the applicable warranty period.
- Repair or replace, at no additional cost to RSOG, any items found to be defective, damaged, incomplete, or non-compliant during delivery, installation, commissioning, or the warranty period, subject to the applicable warranty terms.
- Coordinate delivery, installation, testing, commissioning, and training with RSOG and the designated hospital to minimize disruption to clinical and training activities.

7. Supplier eligibility requirements:

Only suppliers submitting the following mandatory documents will be considered for evaluation:

- Valid company registration documents.
- Valid tax clearance certificate.
- Valid Rwanda Social Security Board (RSSB) clearance certificate.
- Evidence that the offered medical devices are registered with, authorized by, or eligible for importation under applicable Rwanda FDA requirements, as applicable.
- Product catalogues and detailed technical specifications for every item offered.
- At least two references for similar medical equipment supplied to hospitals or medical training institutions within the last three (3) years.

RSOG reserves the right to verify the authenticity of submitted documents and contact the references provided.

8. Bid submission requirements:

Bids shall be prepared in English and submitted in two separate sections: a Technical Proposal and a Financial Proposal.

A. Technical Proposal

The supplier shall submit a comprehensive technical proposal containing:

- The supplier's profile and relevant experience in supplying similar medical equipment.
- Evidence of the technical capacity to supply, install, commission, and support the required equipment.
- A completed technical compliance schedule indicating compliance or non-compliance with each specified requirement.
- The manufacturer, brand, model, catalogue or reference number, and detailed specifications of every item offered.
- Product catalogues, brochures, and supporting technical documentation.
- Details of warranty coverage, after-sales technical support, maintenance arrangements, and spare parts availability.
- A proposed schedule for delivery, installation, testing, commissioning, and user training.
- Identification of any additional or unlisted accessories, instruments, or components necessary for the safe, complete, and effective operation of the proposed system.
- A clear statement of any proposed equivalents, deviations, exclusions, or exceptions to the requirements, with supporting justification.

Note: RSOG reserves the right to request shortlisted suppliers to demonstrate the proposed equipment or provide samples, where necessary, to verify compliance with the specified technical requirements and performance standards.

B. Financial Proposal

The bidder shall submit a signed and stamped financial proposal indicating the unit price and total price for each item specified in Annexed list, together with applicable taxes, delivery, installation, commissioning, training, and other relevant charges.

The financial proposal shall:

- Provide the unit price and total price for every line item, grouped by lot.
- State the total price for each lot and the grand total for all Lots A to E.
- Clearly identify applicable taxes, duties, and other charges.
- Separately identify any costs associated with delivery, installation, testing, commissioning, and user training.
- Clearly state any costs associated with maintenance or other services not included in the warranty.
- Identify and price any optional items separately without including them in the mandatory bid total.

All prices shall be quoted in Rwandan Francs (RWF). The bidder shall disclose all costs required to supply and deliver the complete set of equipment in accordance with this RFQ. No undisclosed charges shall be accepted.

The quoted unit prices shall form the basis of the Framework Agreement and shall remain fixed throughout its twelve-month validity period, applying to both the initial purchase and subsequent call-off orders.

9. Evaluation criteria:

RSOG will evaluate bids in four stages using the following criteria:

Stage	Assessment
1. Preliminary	Completeness of the submission and verification of mandatory eligibility documents listed in Section 6.
2. Technical	Compliance with the technical specifications, completeness and compatibility of the proposed system, product quality, warranty coverage, delivery and installation arrangements, and after-sales support.
3. Financial	Evaluation of the detailed itemized quotation, completeness of pricing, total cost of the complete system, and value for money.
4. Due diligence	Verification of supplier credentials, manufacturer authorization where applicable, submitted references, and other relevant supporting documents.

Only bids that meet the mandatory preliminary requirements shall proceed to technical evaluation. Financial evaluation shall be conducted in accordance with the stated procurement requirements and the approved evaluation methodology.

RSOG reserves the right to seek clarifications from bidders where necessary, provided that such clarifications do not permit material changes to submitted bids or compromise the fairness and transparency of the procurement process.

10. Submission Instructions:

The complete Technical and Financial Proposals must be submitted no later than **November 11, 2026, at 5:00 PM Rwanda time**.

All submissions shall:

- Be submitted in PDF Format
- Be sent via email procurement.rsog@rsog.org.rw
- Include the following subject line: "Submission of Proposals – RSOG-RFQ-2026/10/005"

Bidders are responsible for ensuring that their submissions are received by RSOG before the stated deadline. Late submissions will not be considered.

11. Clarifications:

All inquiries and requests for clarification regarding this RFQ shall be submitted in writing to procurement.rsog@rsog.org.rw

All requests for clarification must be received by **06 November 2026**. Responses to material clarifications will be communicated in a manner that ensures fairness and equal treatment of all participating bidders.

Thank you for your interest in supplying RSOG.

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