



## **SECTION 1: REQUEST FOR PROPOSAL (RFP) - PURCHASE OF SOFTWARE FOR IMPLEMENTATION NETWORK OF MEDICAL LABORATORY DEVICES IN BURUNDI**

UNDP kindly requests your proposal for the provision of the services described in Annex 1 of this Invitation to Tender.

This call for proposals includes the following documents:

- Section 1: This letter of request
- Section 2: Tender Instructions and Data
- Annex 1: List of requirements
- Appendix 2: Tender Submission Form
- Appendix 3: Technical proposal
- Appendix 4: Financial proposal

When preparing your offer, please refer to the instructions and data in the tender. Please note that offers must be submitted using Annex 2: Tender Submission Form and Annex 3:

Technical and financial proposals, according to the method and by the date and time indicated in Section 2. It is your responsibility to ensure that your proposal is submitted before or on the deadline. Proposals received after the submission deadline, for any reason, will not be considered for evaluation.

Proposals should be submitted directly to the NextGenERP Supplier Portal by following this link: <http://supplier.quantum.partneragencies.org> using the [profile you have in the portal.](#)

Follow the instructions in the user guide to search for the tender using the negotiation ID in this document.

If you have never registered before, you can create a profile using the registration link communicated via the tender notice and following the instructions in the guides available on the UNDP website : <https://www.undp.org/procurement/business/resources-for-bidders>.

Do not create a new profile if you already have one.

Use the "forgot password" function if you do not remember the password or username from the previous registration.

Thank you and we look forward to receiving your offers.



**Overview of the call for  
tenders**

NETWORKING OF MEDICAL LABORATORY DEVICES IN BURUNDI



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## 1 Overview

### 1.1 General information

**Title** PURCHASE OF SOFTWARE FOR NETWORKING DEVICES  
MEDICAL LABORATORIES

**Point de contact** Aline Niyizonkiza

**Result**

**Two-part evaluation** Yes

**phases**

**Email** aline.niyizonkiza@undp.org

**Reference number** REQUISITION ID-1007858

**BDI beneficiary country**

**Introduction**

Please indicate if you intend to submit a bid by creating a draft response without submitting it directly into the system. This will allow the system to send notifications in case the bid requirements change. If you require further clarification, please contact us using the system's messaging function. Bids should be submitted directly into the system by following this link: [http:](http://supplier.quantum.partneragencies.org/)

[//supplier.quantum.partneragencies.org/](http://supplier.quantum.partneragencies.org/) using the profile you have on the portal.

If you have never registered before, you can register a profile using the registration link shared via the recruitment notice and following the instructions in the guides available on the UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new [profile if you already have one. Use the forgot password feature in case you do not remember the password or username from the previous registration.](#)

UNDP BURUNDI OFFICE

GLOBAL FUND PROJECT

This is a two-phase negotiation and all responses will be evaluated in two phases.

### 1.2 Tender schedule

**Preview date**

**Opening Date** 05/14/25 1:45 PM

**Closing date** 28/05/25 10:00 AM



**Estimated award date** 2025-06-10T10:00:00.000+00:00  
 Coordinated Universal Time **time zone**

### 1.3 Response Rules

This negotiation is governed by all the rules displayed below.

<b>Reign</b>	
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

### 1.4 Terms

Trading currency BIF

#### Eligible response currencies

Check the currency in which you will enter your response.

	Motto of The	description the answer	Price accuracy
<input type="checkbox"/>	BIF	Burundi Franc	0
<input type="checkbox"/>	USD	US Dollar	2



## 2 Conditions

\*An answer is required

Please read the questions carefully and answer the questions by selecting an appropriate answer. Please also download

Upload the financial proposal documents in the financial section (Financial Evaluation - Commercial) only.

If your economic proposal is visible anywhere in the technical section, your proposal will be disqualified.

PLEASE REVIEW THE REQUIREMENTS BELOW AND COMPLETE THE NECESSARY INFORMATION. SOME REQUIREMENTS CONTAIN WORD TEMPLATES, E.G. ANNEX 1 AND ANNEX 2. USERS SHOULD USE THEM TO COMPLETE THE INFORMATION ON EACH CASE AND THEN REPLACE THE

### 2.1 Section 1. General Provisions

#### 1. Introduction

Proposers must comply with all requirements of this Request for Proposals, including any amendments made in writing by UNDP. This RFP is conducted in accordance with the policies and UNDP Programme and Operations Procedures (POPP) on contracts and procurement.

Any bid submitted will be considered an offer by the bidder and does not constitute or imply the acceptance of the offer by UNDP. UNDP is not obligated to award a contract to any bidder as a result of this invitation to tender.

UNDP reserves the right to cancel the procurement process at any time, without any liability whatsoever to UNDP, upon notification to the Proposers or posting of a cancellation notice on the UNDP website.

#### 2. General instructions

Please read carefully the attached SECTION 2 - GENERAL INSTRUCTIONS and Annex 1 describing the main scope of requirements and other provisions of this process.

Attachments:

File name or URL	Taper	The description
FR RFP Low Value - Section 2 I	File	Section 2: Tender Instructions and Data

#### 3. special instructions

Please read and follow the specific instructions included in the attached Specific Instructions Document.

Attachments:

File name or URL	Taper	The description
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Section 2-Specific Instructions	File	Specific instructions to bidders
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**\*4. General Conditions**

Do you confirm your acceptance of the UNDP general conditions available at: <https://www.undp.org/procurement/business/how-we-buy> et ci-jointes ?

[General conditions of contracts \(goods and/or services\)](#)

Target: Confirm acceptance of the T&Cs

**5. Evaluation and contract award criteria**

Highest combined score (based on a 70% technical bid and a 30% price weight distribution)

Full acceptance of the UNDP General Conditions of Contract (GCC). This is a mandatory criterion and cannot be omitted regardless of the nature of the services requested. Failure to accept the GTC may constitute grounds for rejection of the Proposal.

Technical proposal (70%)

- Expertise of the Firm - Qualification, capacity and expertise of the bidder
- Methodology, its suitability to the state and compliance with the deadlines of the implementation plan-

Proposed methodology, approach and implementation plan

- Management structure and qualification of key personnel-Management structure and key personnel

Financial proposal (30%)

To be calculated as the ratio of the proposal's bid to the lowest price among the proposals received by UNDP.

**2.2 Section 2. Documents to be submitted**

**\*1. Company Profile**

Have you provided the company profile? It should not exceed fifteen (15) pages, including printed brochures and product catalogs relating to the goods/services purchased.

Target: Company profile provided

**\*2. Have you completed the attached bid submission form?**

Attachments:

File name or URL FR	Taper	The description
-RFP Low Value - Annex 2-Fo	File	

**\*3. Legal documents**

Have you provided legal documents, including company registration certificate, legal representation, etc. These include:

1) **Quality certificate** (e.g. ISO, etc.)

**2) Certificate of registration/tax payment issued by the Internal Revenue Authority**

**3) Quality certificate** (e.g. ISO, etc.)

4) TDR (see form D) attached

Attachments:

File name or URL	Taper	The description
D-BID FORM INFORMATION-I	File	

Target: Quality certificate (e.g. ISO, etc.)

**\*4. Financial statements**

Have you provided the latest audited financial statements - income statement and balance sheet - to indicate stability financial, liquidity, solvency and reputation in the market?

Financial statements for the last 3 years, see form F

Attachments:

File name or URL	Taper	The description
FORM F- ADMISSIBILITY AND	File	

**\*5. List of recent projects**

Have you provided a list of recent projects from the last 3 years and their value, including contact details of clients who can be contacted for further information on these contracts?  
See form F

Attachments:

File name or URL	Taper	The description
FORM F- ADMISSIBILITY AND	File	

Target: List of projects provided

**\*6. Annex 2 - Proposal Submission Form**

Have you downloaded the completed Appendix 2 – Proposal Submission Form?

Attachments:

File name or URL	Taper	The description
FR -RFP Low Value - Annex 2-Fo	File	

**\*7. List of ongoing projects with UNDP and other national/multinational organizations**



Have you provided a list of ongoing projects and their values with UNDP and other national or multinational organizations, including client contact details and the current completion rate of each project?

**\*8. Declaration of satisfactory performance**

Have you provided the satisfactory performance statement (certificates) from the top three clients in terms of contract value in a similar field as required by UNDP.

\*9. Have you provided a list of contracts relatively similar to this contract as well as copies of other less 3 contracts?

See Form F

Attachments:

File name or URL	Taper	The description
FORM F- ADMISSIBILITY AND	File	

\*10. In case the submission is made in consortium, please complete the following form: form E

Attachments:

File name or URL	Taper	The description
E-FORM Information on the	File	

## 2.3 Section 3. Technical Evaluation

**\*1. Technical proposal**

Please attach the technical proposal in accordance with the terms of reference in Annex 1 of the timetable requirements.

For english bidders, please fill in the returnable forms attached

Attachments:

File name or URL	Taper	The description
TECHNI~1.DOC	File	Returnable forms for english bidders
FR RFP Low Value - Annex 3-For	File	Technical Proposal Form
TDR_Networking of devices	File	TDR

\*2.

**Service provider expertise - 40%**

Provide the following elements in the technical proposal (see attached form):



- a brief description of your qualifications, abilities and expertise as they relate to the terms of reference. Marks will be awarded as follows:

Section 1. Qualification, capacity and expertise of the tenderer	
1.1	Organizational reputation and staff credibility / reliability / sta
1.2	General organizational capacity likely to affect the financial implementation and financing capacity of projects, management controls would be outsourced.
1.3	General experience (years of organization existence)  1-6 years (25 points)  7 years and older (50 points)
1.4	Relevance of specialized knowledge and experience on laboratory devices, implementation of the platform) carried out  At national level 1-2 projects (40 points)  At the national level, projects of 3 and more (80 points)
1.5	Quality assurance procedures and risk mitigation measures
1.6	Organization's commitment to sustainability  •€€€€€€ The organization complies with ISO 14001 or ISO 14064  •€€€€€€ The organization demonstrates a significant commitment to (e.g., internal policy documents on empowerment and membership in business institutions that promote these issues)

Attachments:

File name or URL	Taper	The description
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FR RFP Low Value - Annex 3-For	File	Technical Proposal Form
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**\*3. Methodology and implementation plan - 20%**

Please attach the proposed methodology, its suitability to the status and timeliness of the implementation plan. Scores will be distributed as follows:

Section 2. Proposed methodological approach and <b>implementation plan</b>		Points
2.1	Understanding the requirement: Have the important aspects of the task been addressed in sufficient detail?	2
2.2	Description of the bidder's approach and methodology to meet or exceed the requirements of the terms of reference	7
2.3	Description of available performance monitoring and evaluation mechanisms and tools; how they will be adopted and used for a particular requirement	50
2.4	Evaluation of the proposed implementation plan, including whether activities are correctly sequenced and whether they are logical and realistic	5
<b>Total Section 2</b>		<b>20</b>

**\*4. Management structure and qualification of key personnel - 40%**

Please attach the proposed management structure and qualification of key personnel as required by the terms of reference, along with signed CVs of key personnel, with mention of availability. Grades will be awarded as follows:

Section 3. Management Structure and Key Personnel		Points
3.1	Proposed qualifications of key personnel	
3.1 a	<b>Manager or Project Leader</b>	10



	• Academic Qualification	20	
	• Years of relevant experience in similar assignments o 1-6 ans (15 points) o 7 years and older (30 points)	30	
	• Number of similar missions executed o 1-6 project (15 points) o 7 and more (30 points)	30	
	• Regional or international experience	10	
	• Language skills	10	
3.1 b	<b>Business Analyst or Technical Analyst • Academic</b>		100
	Qualification	20	
	• Years of relevant experience in assignments similar o 1-4 ans (15 points) o 5 years and older (30 points)	30	
	• Number of similar missions executed o 1-3 project (15 points) o 4 projects or more (30 points)	30	
	• Regional or international experience	10	
	• Language skills	10	
3.1 c	<b>Infrastructure/Software Development • Academic</b>		100
	Qualification	20	
	• Years of relevant experience in similar assignments o 1-5 ans (15 points) o 5 years and older (30 points)	30	



	<ul style="list-style-type: none"> <li>• Number of similar missions executed               <ul style="list-style-type: none"> <li>o 1-3 project (15 points)</li> <li>o 4 projects or more (30 points)</li> </ul> </li> </ul>	30	
	<ul style="list-style-type: none"> <li>• Regional or international experience</li> </ul>	10	
	<ul style="list-style-type: none"> <li>• Language skills</li> </ul>	10	
3.1d	<b>Configuration Manager/System Analyst</b>		10
	<ul style="list-style-type: none"> <li>• Academic Qualification</li> </ul>	20	
	<ul style="list-style-type: none"> <li>• Years of relevant experience in similar assignments               <ul style="list-style-type: none"> <li>o 1-4 ans (15 points)</li> <li>o 5 years and older (30 points)</li> </ul> </li> </ul>	30	
	<ul style="list-style-type: none"> <li>• Number of similar missions executed               <ul style="list-style-type: none"> <li>o 1-3 project (15 points)</li> <li>o 4 projects or more (30 points)</li> </ul> </li> </ul>	30	
	<ul style="list-style-type: none"> <li>• Regional or international experience</li> </ul>	10	
	<ul style="list-style-type: none"> <li>• Language skills</li> </ul>	10	
<b>Total Section 3</b>			<b>40</b>

## 2.4 Section 4. Bidder's Declaration

### \*1. General Requirements and Conditions: I/

We have read and fully understood the Invitation to Tender, including the information and data in the call for proposals, the terms of reference and the specific instructions. I/we confirm that the bidder agrees to be bound by these documents.

### \*2. Capacity and competence:

I/We confirm that the Bidder has the necessary capacity, skills and licenses to fully meet or exceed the requirements and will be available to provide the services for the entire duration of the contract.

### \*3. Ethics :



By submitting this quotation, I/we warrant that the bidder: has not entered into any improper, illegal, collusive or anti-competitive agreements with any competitor; has not directly or indirectly approached any representative of the buyer (other than the point of contact) to pressure or solicit information in connection with the tender; has not attempted to influence or provide any form

any incentive, reward or personal benefit to a representative of the buyer.

**\*4. Code of Conduct**

I/We confirm that we undertake not to engage in prohibited practices, or to any other unethical practices, with the United Nations or any other party, and to conduct our business in a manner that avoids undue financial, operational, reputational or other risk to the United Nations. We have read the United Nations Supplier Code of Conduct: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct> and recognize that it defines the minimum standards expected of UN suppliers.

**\*5. Conflict of interest:**

I/We warrant that the Bidder has no actual, potential, or perceived conflict of interest in submitting this bid or entering into a contract to meet the requirements. If a conflict of interest arises during the tender process, the Bidder will immediately report it to the Contracting Organization's point of contact.

**\*6. Prohibitions, Sanctions : I/We**

hereby declare that our company, its ultimate beneficial owners, affiliates, subsidiaries or employees, including any member of a joint venture or consortium or any subcontractor or supplier for any part of the contract, is not subject to any UN procurement prohibition, including, but not limited to, prohibitions arising from the Compendium

United Nations Security Council sanctions lists, and has not been suspended, delisted, sanctioned, or otherwise identified as ineligible by any United Nations organization, the World Bank Group, or any other international organization.

**\*7.**

**Bankruptcy :** We have not declared bankruptcy, are not involved in any bankruptcy or receivership proceedings, and there are no judgments or legal actions pending against us that could harm our business in the foreseeable future.

**\*8. Offer validity period :**

I/We confirm that this offer, including the price, remains open for acceptance during the offer validity period.

**\*9. Acceptance of the contract:**

I/We understand and acknowledge that you are not obliged to accept any proposal you receive, and we certify that the goods offered in our proposal are new and have not been used.

**\*10. Signatory person**

By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization(s) to make this declaration on his/her/their behalf.

## 2.5 Section 5. Financial Evaluation

**\*1. Financial proposal**



Please provide the cost breakdown of your financial proposal in accordance with the template and instructions provided: 1) on the attached Financial

Proposal Form.

2) also the amounts in the system.

Attachments:

File name or URL	Taper	The description
APPENDIX 4- Price schedule.docx	File	Price schedule for english bidders
APPENDIX 4- PROPOSITION FINANCIER	File	
English Returnable forms temple	File	Form to be returned for English-speaking bidders

## 2.6 Section I-1.

## 2.7 Section I-2.

## 2.8 Section I-3.



### 3 Lines

Instructions **Note for buyer:**

List the deliverables in the lines section below, as copied from the purchase requisition. Share the cost breakdown template as a returnable Word form for vendors to provide the cost breakdown.

#### Instructions for the supplier

Provide a fixed cost per deliverable for the provision of the services indicated in the terms of reference of your technical offer.

A detailed breakdown of costs must be submitted in accordance with Schedule 4, including all costs of preparing and providing the services. All daily rates are based on an eight-hour working day.

### 3.1 Line Information

Line	Category Name	UOM Item	Estimated Quantity	Unit price ire	Total price	Additional attributes ntaries
1-Database interface for the data management, API for integration with molecular biology platforms	43231500		Yes 1			
2-Integrated automatic notification system, functionality for tracking notifications sent	43231500		Yes 1			
3-Results visualization interface	43231500		Yes 1			



Line	Category Name	UOM Item	Estimated	Quantity	Unit price ire	Total price	Additional attributes ntaries
4-Security plan	43231500		Yes	1			
5-Training, user manual, video, maintenance plan	43231500		Yes	1			
6-Other charges if applicable	43231500						
7-TVA is applicable	93161603						