



World Organisation for Animal Health

SRR/EA/FB/001/25

SIMPLIFIED CONSULTATION OF SUPPLIERS

A. TENDER PROCEDURE RULES

TECHNICAL ASSISTANCE TO THE DEVELOPMENT OF A
NATIONAL BIOLOGICAL RISK MANAGEMENT MANUAL FOR
VETERINARY LABORATORIES IN MADAGASCAR

WORLD ORGANISATION FOR ANIMAL HEALTH (WOAH)

whose statutory name is
“OFFICE INTERNATIONAL DES EPIZOOTIES”

DEADLINE TO SUBMIT OFFERS: 15 OCTOBER 2025

Contracting authority

World Organisation for Animal Health (WOAH)

whose statutory name is

“Office international des epizooties”

12 Rue de Prony

F-75017 Paris

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1. FRAMEWORK OF THE TENDER PROCEDURE

1.1. CONTRACTING AUTHORITY

World Organisation for Animal Health (WOAH) whose statutory name is “Office International des Epizooties”.

12 Rue de Prony

75017 Paris

France

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Website : [Home - WOAH - World Organisation for Animal Health](http://www.woah.org)

WOAH was founded on 25 January 1924.

WOAH is an intergovernmental organisation governed by international public law.

Its mission is to improve animal health worldwide. The standards it draws up for trade in live animals and animal products are recognised by the World Trade Organisation (WTO) as international health rules of reference.

WOAH 's mission is to:

Ensure transparency of the animal disease situation worldwide;

Collect, analyse and disseminate scientific veterinary information;

Provide expertise and stimulate international solidarity to control animal diseases;

To guarantee the safety of world trade by drawing up health standards for international trade in animals and animal products within the framework of the mandate given to WOAH by the WTO SPS Agreement;

Promote the legal framework and resources of veterinary services;

Better guarantee food safety and promote animal welfare using a scientific approach.

As established by the International Treaty of 25 January 1924 creating the Organisation, its headquarters are located in Paris.

It has 183 Members and is present on every continent through a total of 13 Representations or Offices.

The Organisation employs more than 250 staff, divided between the headquarters (60% of the workforce) and its 13 Representations on 5 continents.

WOAH maintains permanent contact with 71 other international organisations and 301 Reference Centres and Laboratories in its 3 official languages, French, English and Spanish, through the staff at its Paris headquarters and its 13 Regional and Sub-Regional Representations on every continent.

The signatory of the contract will be WOAH Director General.



WOAH Point of contact

Dr Neo Mapitse

WOAH Sub-Regional Representation for Eastern Africa

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1.2. DEFINITIONS

Awarded Tenderer: the economic operator having, through the simplified consultation of suppliers process, been awarded the contract, prior to its signature.

Contract: the definitive agreement for Services entered into by WOAHA and the Supplier, including any annexes attached thereto, as amended, modified and supplemented from time to time.

Supplier: the economic operator having signed the contract with WOAHA for the provision of the services detailed in this simplified consultation of suppliers, together with all its subcontractors. This operator will be the sole interlocutor of WOAHA.

Services: the services, functions, responsibilities, tasks and deliverables to be carried out by the Supplier, as described in the Contract.

Tenderers: all economic operators responding to this tender procedure.

1.3. PURPOSE

This simplified consultation of suppliers ("tender procedure") is an invitation for interested service providers to submit a proposal regarding technical assistance to the development of a national biological risk management manual for the veterinary laboratories in Madagascar.

The development of a biological risk management manual will significantly strengthen Madagascar's ability to detect and respond to biothreats, ensuring a swift and effective approach to managing potential outbreaks. Enhancing this capacity will also support national efforts to mitigate the risks of agro-crime and agro-terrorism, safeguarding the country's agriculture-dependent economy and protecting the livelihoods of its citizens.

1.4. PROJECT BACKGROUND

WOAH supports its Members in strengthening the governance and capacity of national Veterinary Services to effectively contribute to a safer, healthier and more sustainable world. Recognising risks from accidental or deliberate release of animal pathogens and zoonoses, WOAHA developed and adopted a biological threat reduction strategy through which it collaborates with key partners at the health security interface, including the Global Partnership Against the Spread of Weapons and Materials of Mass Destruction (GPWMD). The WOAHA Preparedness and Resilience Department (PRD) supports Veterinary Services to prepare for, adapt to, withstand, recover, and advance from critical events in a dynamic environment, and provides technical support to WOAHA for institutional emergency management and incident coordination including in the event of deliberate release of an animal pathogen.

Under the supervision of the Preparedness and Resilience Department (PRD) and the WOAHA Sub-Regional Representation for Eastern Africa, and with the financial support from Global Affairs Canada's Weapons Threat Reduction Program, WOAHA is undertaking a project to Fortify institutional resilience against biological threats (FIRABioT). This project - being implemented in support of the Global Partnership Against the Spread of Weapons and Materials of Mass Destruction (GP)'s *Signature*



Initiative to Mitigate Biological Threats in Africa - covers multiple workstreams including building capacity within the organisation to respond to events of a deliberate or accidental nature and to support its Members in Africa to improve their own capacity to respond to biological threats. To launch activities in Africa, an inception workshop was held in 2023 to identify, in collaboration with the nine participating countries [Algeria, Congo (Rep), Kenya, Madagascar, Malawi, Morocco, Namibia, Tanzania and Zimbabwe], needs across four areas: disease intelligence, sustainable laboratories, emergency management, and veterinary legislation.

Following a national training on biosafety and biosecurity in animal health laboratories held in Atsimondrano, Madagascar, from September 25–29, 2023, and a regional training on biological waste management in animal health laboratories in Johannesburg, South Africa, from November 13–17, 2023, Madagascar, through its Directorate of Veterinary Services, requested support for the development and validation of biosafety manuals for the country's veterinary laboratories. Madagascar has one national veterinary laboratory, 9 regional veterinary laboratories and 3 private veterinary laboratories.

1.5. PROJECT OBJECTIVES

This simplified consultation of suppliers is an invitation to potential service providers to submit a proposal regarding technical assistance to the development of a national biological risk management manual for veterinary laboratories in Madagascar.

The consultant will collaborate closely with national stakeholders, WOA's Preparedness and Resilience Department, and relevant (sub) regional officers. WOA's Sub-regional Representation for Eastern Africa will coordinate all relevant logistics. The primary objectives of this consultancy are to:

- Review existing relevant resources (national biological risk management policies, PVS and Sustainable Laboratories Support reports, JEE, international guidelines, etc.)
- Support the government veterinary laboratories to conduct biological risk assessments.
- Support the veterinary laboratories to develop biological risk management manuals based on the assessments and aligning with relevant international standards.
- Support the development of a national biological risk management manual for veterinary laboratories in Madagascar, including an implementation and sustainability plan for the manual.

1.6. DURATION OF THE CONTRACT-RENEWAL-TIMEFRAMES

1.1.1 Duration and renewal

The Contract is expected to be performed from January 2026 for a duration of 6 months. The contract will not be renewed.

1.1.2 Timeframes

The timeframe will be studied according to the solutions proposed during the negotiation with the selected Tenderers and specified by WOA before the submission of the final offer. The actual schedule will depend on the real date of the contract signing and the time assessment of the chosen Service Provider.

1.7. FINANCIAL ESTIMATE

WOA has decided not to indicate the budget. Tenderers are invited to submit the most favourable and adapted financial offer; this financial offer will be part of the assessment.



1.8. TYPOLOGY OF PROCUREMENTS AND PRICES

The contract will be concluded on the basis of fixed prices expressed in euros (€).

2. GENERAL TENDER RULES

2.1. CONDITION OF PARTICIPATION

Natural and legal persons as well as consortia (either officially established or constituted specifically for this simplified consultation of suppliers) may apply.

No more than one tender may be submitted by a person whether as a natural or legal person or member of a consortium. **If a person submits more than one response, all responses in which they participate will be excluded from the selection process.**

1.1.3 Co-contracting

Co-contracting is not allowed.

1.1.4 Subcontracting

Subcontracting is not allowed.

2.2. REQUIREMENT TO ACCESS

In participating to this simplified consultation of suppliers, a tenderer represents and warrants by doing so that:

is not bankrupt or under mandatory liquidation, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, is not the subject of proceedings concerning its business activities, or is not in any similar situation arising from a procedure provided for in national legislation or regulations;

it or a person having powers of representation, decision-making or control over it or a member of an administrative, a management or a supervisory body has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering, offences linked to terrorist activities, child labour, human trafficking, creating or being a shell company or any other irregular or illegal activity;

it or persons having powers of representation, decision-making or control over it have not been guilty of professional misconduct, including misrepresentation.

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

Tenderers undertake to provide documentary evidence related to the items mentioned above upon request by WOAHA at any point during the tender procedure and/or contracting process. Should a tenderer fail to produce reasonable evidence, **WOAH reserves the right to reject the tenderer's response, and, in the event, it has already entered into a Contract with the tenderer as a result of the tender process, to terminate such Contract with immediate effect.**

The REFINITIV WORLD-CHEK ONE global compliance screening platform will be consulted. In accordance with WOAHA's internal rules, the identification of a tenderer by this platform may lead to its exclusion.



2.3. CONFLICTS OF INTEREST

Under no circumstances is a tenderer to contact any person employed by or representing WOAH regarding the tender procedure other than the person(s) mentioned in this document.

In participating to this simplified consultation of suppliers, a tenderer represents and warrants that:

It does not have any conflict of interest arising from economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest in connection with any Contract that may be entered into between the tenderer and WOAH as a result of the simplified consultation of suppliers;

It will inform, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;

No offer of any type whatsoever from which an advantage can be derived under the Contract has been or will be made;

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 advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the Contract;

It has not misrepresented, either knowingly or negligently, in supplying any of the information requested by WOAH.

2.4. CONFIDENTIALITY

Unless otherwise authorised in writing by WOAH, all information, whether disclosed either directly or indirectly, formally or informally, in writing, orally, or by visual inspection, which are part of the tender procedure or provided for its purpose or any amendment thereto, shall not be disclosed, copied, used or modified in any manner and shall only be used for the sole purpose of the tender procedure.

Consequently, tenderers agree to take all the necessary steps to ensure compliance with such confidentiality obligations by its directors, officers and employees who need to know such information for purposes of the tender procedure. In addition, the tenderer undertakes to return to WOAH, upon first demand, any document transmitted, in line with the Confidentiality Undertaking signed.

All information received in response to this initiative that is marked proprietary will be handled accordingly. Responses will not be returned.

2.5. COSTS OF RESPONSES

Tenderers are responsible for all costs and expenses, including professional fees, incurred in connection with the preparation and submission of responses to, and generally their participation in, the tender procedure.

2.6. NON-BINDING EFFECT

The information included in the tender documents are provided to Tenderers so they may prepare a proposal in response. This tender procedure may lead to the signature of a Contract between WOAH and a tenderer selected by WOAH. However, the transmission of the tender documents to tenderers does not imply any legal obligation on the part of WOAH to entrust the provision of the services to any tenderer. WOAH has the right to reject any proposal in its sole discretion. WOAH remains strictly independent of any tenderer, and none of the provisions of the tender documentation may be interpreted as creating a contractual relation of any sort.



WOAH is under no obligation to accept a given tenderer's proposal and reserves the right not to proceed with, at any time prior to the signature of a Contract.

In this case, WOAH shall not have any liability whatsoever and tenderers who have not signed a Contract with WOAH waive their right to claim any compensation or damages.

2.7. WOAH'S RIGHT

WOAH reserves itself the right to:

- qualify, accept or reject any or all tenderers as deemed to be the interest of WOAH,
- accept or reject any exception taken by the tenderers to the terms and conditions of the Specifications,
- cancel or modify the present tendering procedure,
- seek clarification from the tenderers about questions during the evaluation process,
- reject any tenderer who do not answer questions asked by WOAH during the evaluation process.

2.8. MODIFICATION

WOAH reserves the right to introduce non-substantial modifications to the tender documents. In the event that WOAH, either following a request from a candidate / tenderer or on its own initiative, introduces a modification of the tender documents, all candidates / tenderers having downloaded the tender documents form, the WOAH contact point will be notified of such modification. WOAH may extend the deadline for submission of tenders to all candidates / tenderers to allow them to take into account these changes.

The fact that WOAH decides not to extend the deadline does not entitle candidate / tenderers to claim any compensation or to any form of complain whatsoever.

Cancellation of the simplified consultation of suppliers

WOAH is not bound to follow up the tender.

WOAH also reserves the right to sign a Contract for only part of the Services. Such decisions would not entitle tenderers to any form of compensation whatsoever.

2.9. APPEAL

Tenderers believing that they have been harmed by an error or irregularity during the award process may lodge a complaint with WOAH by addressing their request to woah-procurement@woah.org or by letter to WOAH 12 rue de Prony 75017 Paris.

WOAH will be required to reply within ten working days after receipt of the complaint. If WOAH fails to address the complaint, the unsuccessful tenderer may request arbitration by the Permanent Court of Arbitration (PCA) at The Hague, governed by the PCA arbitration rules 2012 and the PCA Optional Rules for Arbitration between International Organisations and Private Parties.



3. TENDER PROCESS DETAILS

3.1. PROCEDURE

The table below is an estimated schedule of the procedure. These dates are subject to be changed by WOAHA depending on the length of the procedure.

All bidders will be informed should WOAHA change any of these dates.

Launching of the Simplified consultation of suppliers	25 September 2025
Deadline to receive bids	15 October 2025
Supplier selection	24 October 2025

3.2. TENDER DOSSIER

The tender documents are the following :

- Doc A - Tender procedure rules and its annex:
- Declaration of integrity (Annex 2)
- Doc C - Financial Offer (to be filled and submitted as financial offer)

3.3. QUESTIONS

During the simplified consultation of suppliers and up until WOAHA starts discussions with one or several tenderers, the latter shall refrain from contacting the personnel of WOAHA.

The Procurement Unit and the prescribing department are the only representatives of the Organisation authorised to answer any questions.

Tenderers may wish to ask with the sole aim of obtaining additional technical, legal or administrative explanations, namely should they observe contradictions or omissions in the Specifications. They should send their questions to WOAHA contact point. Questions may be asked up until 10 October 2025 at 05:00 p.m. (Paris Time).

To ensure fairness, any information given to one Candidate shall be immediately passed on to all the others. Likewise, during assessment of the applications and tenders, WOAHA may request additional information from applications and tenders.

3.4. CONTENT OF TENDERS AND ITS SELECTION

Please make specific reference in the response to any legitimately and appropriately confidential or proprietary material contained in the response. Such information included in the responses to the simplified consultation of suppliers will be kept confidential by WOAHA.

Reminder: responses should be submitted by 15 October 2025 **1800hrs (EAT)**. Any proposal received past this deadline will be excluded from the simplified consultation of suppliers process.

To facilitate upload and management of your bid, you are invited:

To limit your bid at 70Mb,

Favor the following formats .doc / .rtf / .pdf / .xls / zip. For the technical and financial bid, **scanned documents will not be authorised and will not be analysed.**



Avoid using other formats such as “.exe”

Avoid using certain tools such as “macros”

Check all files for viruses before sending them to the WOAHA contact point

For each document that requires signature, signature shall emanate from a duly authorized person. This person is either the bidder's legal representative or any person enjoying a delegation of powers or of signature emanating from the bidder's legal representative.

1.1.5 Proposal structure

Each tender must contain the following elements. If the tender does not contain all of these documents, WOAHA reserves the right to exclude the tenderer.

Information and Administrative documents

Bidder must complete and sign the following documents:

- Declaration of integrity (Annex 2),
- Financial offer Doc C

1.1.6 Technical response

a. Management and implementation

The consultant(s) are expected to facilitate the national stakeholders through the development of the national biological risk management manual and not necessarily draft it for them. Below are the expected deliverables.

1. An inception report including the methodology and work plan
2. Biological risk assessment reports
3. Stakeholder workshops
4. Draft biological risk management manuals
5. Validated national biological risk management manual
6. Activity report detailing the process, challenges, and recommendations

The activities taking place under this contract will be undertaken remotely and on-site. The consultant will report to the WOAHA Sub-Regional Representation for Eastern Africa. The inception and activity reports should be written in English while the biological risk assessment reports and biological risk management manuals should be written in French.

The assignment is expected to require a total of 25 person-days. Consultants should note that outsourcing is not allowed. All necessary support and documentation (including PVS reports) will be provided to the Consultant(s) by the WOAHA Sub-Regional Representation for Eastern Africa (srr.eastern-africa@woah.org).

The Consultant(s) is/are not authorised to contact the WOAHA Delegate or any other Member Country representatives directly. All introductions and appointments are to be made through the WOAHA Sub-Regional Representative. Only after an initial introduction may the Consultant(s) fine-tune appointments.

b. Team and profiles

The consultant(s) should demonstrate the skills and expertise listed below, and adhere to the highest standards and code of ethics expected by the World Organisation for Animal Health:

- Advanced degree in laboratory science, microbiology, veterinary medicine, or a related field.



- At least 8 years of experience working with laboratory safety protocols (for example as a laboratory biosafety officer or biosafety trainer), or related areas, including risk assessment, mitigation strategies, containment measures, training and risk communication (risk analysis).
- Proven experience in developing and implementing laboratory biological risk management guidance at national or regional levels.
- Excellent analytical, communication, and facilitation skills.
- Experience working in Sub-Saharan Africa is highly desirable.
- Understanding of biological risk management practices in Sub-Saharan Africa.
- Fluent in English and French (writing and speaking skills).
- It will be considered an asset if the consultant is certified in a related field such as by IFBA, IATA etc.

1.1.7 Financial response

The financial offer should be provided in Euros; Document C must be completed by each bidder. **Only this appendix will be taken into account for the financial analysis of the bids (workshop expenses such as travel, accommodation, per diem will be covered separately by WOAHA and thus should not be included in the financial offer).**

- Financial offers should be provided in Euros and all applicable taxes and any other charges.
- Prices must be details as follows :
- Price excluding VAT,
- the amount of VAT if applicable,
- Price including VAT
- any other charges or duties must be detailed.

The tenders are invited to provide their estimated offer even if it exceeds the estimated budget.

Core Components

- The financial offer should provide on the document C with the following information:
- An overall cost;
- A cost breakdown (of man hours and applicable taxes)

1.1.8 Evaluation of tenders

WOAH will proceed to an evaluation of the provider according to the criteria described below:

Technical criteria (70%)

Understanding of the assignment (30%)

Previous experiences (30%)

Proposed methodology (10%)

Financial criteria (30%) will be assessed on the basis of the financial document to be completed.

WOAH may ask tenderers to provide clarifications needed to evaluate their tender; tenderers will be requested to reply in writing.



3.5. REGULARISATION OF TENDERS

Any offer containing one or more substantial irregularities cannot be regularised and must therefore be rejected.

WOAH, at its sole discretion:

may ask tenderers/applicants having submitted an irregular offer (with no substantial irregularities) to regularise their offer within an appropriate period of time. If the tender is not regularised within the deadline, the tender/application will be rejected;

may decide not to regularise any irregular tenders/applications (with no substantial irregularities); in such case all irregular tenders/applications will be rejected.

In the event of a regularisation decision, WOAH may request any missing document or information, except for substantial ones (such as the Financial and Technical offers). If the tender is not regularised within the deadline, it will be rejected.

Period of Proposal Validity

Tenderers are bound by their proposals for 180 days after the deadline for submission or until they have been notified of non-award. The successful tenderer must maintain its offer until the signature of the contract.

3.6. PERSONAL DATA

WOAH, as a data controller, will process the personal data you provide in the bidder for the purposes of identifying a suitable supplier, to support its work.

The data collected will be processed internally for the aforementioned purposes and for the resulting administrative acts, it shall be kept for the duration of the contract with you and in an intermediate archive for a duration of 10 during the audit period.

You have rights to access and rectify your personal data, as well as to request erasure and obtain data portability under certain circumstances.

To exercise these rights or If you have any questions about the processing of your data, you can contact our data protection officer at dpo@woah.org. For more information check our Privacy Policy: [Privacy Policy - WOAH - World Organisation for Animal Health](#)".

3.7. PUBLICATION OF INFORMATION ON RECIPIENTS

To comply with disclosure requirements and enhance transparency, WOAH shall publish on its website the following information about the Contract which shall be concluded with the awarded contractor: (i) the nature of the contract (ii) year of award (iii) name and locality of the Service provider; (iv) the title, purpose of the Service provider; and (v) the amount of this Agreement. WOAH will not release or publish information that could reasonably be considered confidential or proprietary.

3.8. AWARDING CONTRACT

WOAH will award the contract to the most technically and economically advantageous proposal, based on the above criteria (section 3.4.4.). Tenderers will be informed through electronic correspondence of the results of the selection process.

WOAH will submit to the selected bidder a service agreement.

If WOAH is unable to finalise a Contract with the Bidder ranked first, WOAH may proceed for the next ranked Bidder, and so on until a Contract is awarded.



World
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animale

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Mundial
de Sanidad
Animal

ANNEXES

Annex No. 1 – WOAHP contract template

Annex 2. Declaration of integrity

Annex 3. Financial offer