

Request For Proposal (RFP)

Perform end-to-end procurement to prioritized medical equipment for the city of Kumasi



November 2025

Contents.

1. City Cancer Challenge Overview	3
2. Background and context	3
3. Scope of work	5
4. Project Stakeholders	6
5. Required Information	7
A. Business Information	7
B. Technical approach	7
C. Team	8
6. Evaluation and Selection Criteria	8
7. Contact for bid inquiries	9
8. RFP calendar/timeline	9
9. Other terms and conditions	9
A. Withdrawal of RFP	9
B. RFP costs	10
C. Award basis	10

1. City Cancer Challenge Overview

City Cancer Challenge Foundation (C/Can) was launched in 2017 by the Union for International Cancer Control (UICC). City Cancer Challenge (C/Can) is now a standalone foundation active in nine cities around the world. In the coming years, C/Can will continue to grow as it pursues its mission of supporting cities around the world as they work to improve access to equitable, quality cancer care. C/Can's mission is to support cities around the world as they work to improve access to equitable, quality cancer care. With 54% of the world's population living in cities, C/Can believes cities are uniquely positioned to drive innovation in cancer care and build resilient health systems from the ground up.

C/Can's support at city level is delivered through a City Engagement Process involving the following 6 Phases. The process is undertaken by local stakeholders (local and regional authorities, health service providers, civil society organisations) who form a City Executive Committee (CEC), supported by a locally based C/Can City Manager, overseen by a C/Can Regional Director.

Today, C/Can is operating in 16 cities on 4 continents (Cali - Colombia, Asunción - Paraguay, Yangon - Myanmar, Kumasi - Ghana, Kigali - Rwanda, Porto Alegre - Brazil, Tbilisi - Georgia, León - Mexico, Greater Petaling - Malaysia, Arequipa - Perú, Nairobi - Kenya, Rosario - Argentina, Phnom Penh - Cambodia, Abuja - Nigeria, Concepción - Chile, and Abidjan - Côte d'Ivoire).

2. Background and context

Since becoming the first African C/Can city in 2018, Kumasi, with technical support from C/Can and its partners, has made significant strides through locally-led projects. These projects engaged with multidisciplinary specialists to enhance health service delivery, including adapting breast and cervical cancer management guidelines to local resource constraints, establishing quality control standards in pathology and radiotherapy, and developing integrated health service expansion plans.

However, a critical barrier to effective breast cancer care persists: the severe limitation in diagnostic imaging capacity within the public health system. Currently, Kumasi's public health facilities lack mammography equipment entirely and have only limited ultrasound capability. This gap fundamentally undermines the ability to perform comprehensive and early diagnosis of breast cancer, a foundational step for effective treatment and care continuity.

The consequences of this diagnostic gap are compounded by the fragility of the existing equipment fleet. Regular and prolonged interruptions in service delivery due to machine breakdowns pose a serious risk to patient outcomes. This fragile infrastructure is ill-prepared to handle the current patient load, let alone the expected rise in the cancer burden in Kumasi. Patients face significant delays in diagnosis, leading to suboptimal staging, treatment delays, and unacceptably high rates of patient abandonment, although the exact scale of this loss to follow-up has not yet been fully quantified.

Under the collaboration with C/Can for its City Programme 2025/2026, the city of Kumasi has prioritized a project focused on addressing these critical infrastructure and technological gaps. This project aims to strengthen the conventional radiology capacity to diagnose breast cancer by ensuring the availability of essential diagnostic equipment, thereby improving the continuity and quality of breast cancer care services.

To support this objective, C/Can invites qualified organizations to submit proposals to act as a Local Procurement Agent. The selected agent will be responsible for managing the entire procurement process on behalf of C/Can to secure mammography and ultrasound equipment for designated public health facilities in Kumasi. The successful procurement and installation of this equipment is a vital step towards upscaling health service infrastructure, improving the patient journey, and preventing harmful gaps in care.

The need for equipment has been validated by the 3 (three) local recipient institutions through the C/Can process and the equipment specifications have been agreed upon by the end users. It should include the following:

- Three (3) digital ultrasound cart-based systems, whose primary and essential configuration is for advanced breast radiology.
- One (1) high-end digital mammography system with 3D tomosynthesis capabilities.

Each of the three recipient hospitals in Kumasi will receive one digital ultrasound system. One of these hospitals will also receive the digital mammography system.

This specific need and the detailed technical specifications have been formally validated and agreed upon by the three local recipient institutions through the C/Can city engagement process.

The procurement process managed by the selected agent must ensure that all equipment fully complies with applicable quality and safety standards set by relevant national and international regulatory authorities. The successful procurement,

installation, and commissioning of this equipment are critical to upscaling diagnostic infrastructure in Kumasi. This will directly contribute to a more efficient patient journey, earlier cancer detection, and the prevention of harmful care discontinuities.

3. Scope of work

C/Can invites proposals from qualified organizations to design and manage the end-to-end procurement of mammography and ultrasound equipment for three healthcare institutions in Kumasi. Applicants must demonstrate proven technical expertise and maintain a current local presence in Ghana.

In coordination with C/Can and local institutions from Ghana, the selected organization is expected to lead the following phases and activities:

Phase 1: Procurement Planning

- Conduct a comprehensive market analysis within Ghana to identify potential suppliers, establish benchmark pricing, and develop a detailed budget. This budget must encompass all costs associated with the acquisition, shipping, insurance, customs clearance, and installation of the equipment at the designated healthcare facilities.
- Research and compile a complete dossier of all relevant Ghanaian regulations, standards, import duties, taxes, and potential exemptions for medical equipment. The procurement strategy must be designed to ensure full compliance with these national requirements, as well as international standards.
- Develop a procurement strategy document outlining the recommended tender method and a risk register identifying potential risks (e.g., supply chain delays, currency fluctuation, regulatory hurdles), with corresponding concrete mitigation strategies for each.

Phase 2: Conduct the Procurement Process

- Draft, finalize, and issue all tender documents, including detailed technical specifications, eligibility criteria, and the bid evaluation framework, ensuring clarity, fairness, and competitiveness.
- Manage the entire bidding cycle, including issuing clarifications to potential bidders, receiving and securely storing proposals, and ensuring the process is transparent and adheres to the published timeline.

- Establish and implement a rigorous, multi-stage evaluation system to objectively assess bids. This includes forming an evaluation committee, defining technical and financial scoring criteria, and leading the evaluation process to shortlist and recommend the most advantageous proposals.

Phase 3: Contracting with Suppliers

- Lead negotiations with the pre-selected supplier(s) on behalf of C/Can to finalize all contractual terms.
- Prepare the final contract for signature based on the negotiated terms and following transparency principles.
- Facilitate the formal contract award process upon successful conclusion of negotiations and C/Can's final financial approval.
- Warranty and after-sales service oversight

Phase 4: Delivery, Installation, Commissioning, and Acceptance

- Proactively manage the supply chain to coordinate the timely and secure delivery of all equipment and accessories to the specified healthcare facilities in Kumasi, including all customs clearance and in-country logistics.
- Manage and communicate regularly risk and issue tracking during implementation to C/Can and recipient institutions.
- Manage the supplier to ensure their qualified technicians complete the correct installation, calibration, and commissioning of the equipment. This includes verifying that all necessary site preparations are completed by the recipient facilities beforehand.
- Manage the supplier to deliver a structured training program for designated technical and clinical staff, covering safe operation, basic troubleshooting, and routine maintenance of the equipment.
- Ensure project closure by documenting the on-site acceptance testing protocol in collaboration with the local recipient organizations and the supplier(s). Upon successful testing, facilitate, in coordination with C/Can, the formal handover of equipment to the recipient organizations

4. Project Stakeholders

The key stakeholders in the procurement process are as follows:

- The **Procurement Team** from the contractual partner is responsible for the end-to-end designing and procurement of the specified equipment.
- The **Project Team** in Kumasi is composed of institutional focal points from the various participating institutions in Kumasi. The Project Team is responsible for ensuring the activities in the project plan are sound and appropriate for meeting the project goals.
- The **C/Can Team** is composed of a Regional Director, responsible for overall execution of the C/Can initiative in the city, a City Manager, based in Kumasi, responsible for supporting the Project Team in implementing the various activities and progressing with the overall project implementation, and various staff members from the Global Team, responsible to provide technical support and guidance to the contractual partner, in accordance with the relevant C/Can policies and procedures.

5. Required Information

In the proposal, bidders should address all sections below, in the order in which they appear.

A. Business Information

In addition to the basic information about the organization, please describe your organization's specific, recent experience (within the last 5 years) in managing the procurement and importation of specialized medical equipment into Ghana. In your response, please:

- Detail your understanding of the key regulatory steps, lead times, and potential bottlenecks for clearing medical equipment through Ghanaian institutions.
- Provide 2 (two) client (or partner) references, including a contact name, contact information and a brief description of the service provided.

B. Technical approach

Please outline your proposed methodology for the end-to-end management of this project. Your response should specifically address:

- Proposed timeline from initial market analysis through to final equipment handover.
- Your approach to developing a comprehensive budget that includes all "hidden costs" (e.g., port charges, inland transportation, site preparation).
- Your plan for coordinating with multiple healthcare institutions in Kumasi to ensure site readiness and a smooth installation timeline."

C. Team

Please provide:

- Introduction to the team member and structure.
- Provide a role description and a short biography of team members.
- Explain what day-to-day account management looks like. Outline how you would expect your team to work with C/Can.

6. Evaluation and Selection Criteria

C/Can is committed to selecting the most competitive offer out of proposals received. Our evaluation will be geared to identify those proposals that offer the best combination of expertise and value, considering the following:

- Demonstrated prior experience in delivering similar medical equipment procurement projects in Ghana
- Demonstrated strong understanding of the local Ghanaian context
- Clarity, logic and completeness of the proposal
- Ability to provide strong client/partner references
- Proven expertise and experience of the assigned key personnel to the project
- Budget approach.

The proposal that will include these elements in the most comprehensive manner will be selected. C/Can will not, however, base its evaluation solely on price and reserves the right to make an award to a proposer who may not necessarily be the lowest bidder.

7. Contact for bid inquiries

All inquiries concerning this solicitation shall be addressed to the following contacts. No telephone questions will be answered.

- capacity.development@citycancerchallenge.org

8. RFP calendar/timeline [REVISED]

Date	Element
28 November 2025	RFP Posting
13 February 2026	Proposals due
17 Feb 2026 - 27 Feb 2026	Internal selection
5 March 2026	Announcement of selection
19 March 2026	Signing of agreement/contract
1 April 2026	Start date of project
30 July 2026	Expected completion of project

9. Other terms and conditions

A. Withdrawal of RFP

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made; however, they may not be re-submitted after the deadline.

B. RFP costs

All costs incurred in the preparation and presentation of proposals to the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of C/Can. Any material submitted that is confidential must be clearly marked as such.

C. Award basis

C/Can reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which C/Can, acting in the sole and exclusive exercise of its discretion, deems to be in C/Can's best interest.

