

Request for Quotations (RFQ)

RFQ Number: GHSC-PSM-2017-Medical-Equipment-Moz
For the procurement: **Medical Equipment**

Issuance Date: Monday, April 10, 2017

Closing date: Friday, April 28, 2017 - 5:00 pm EST local
Washington DC time

For: USAID Global Health Supply Chain (GHSC) Program
Procurement and Supply Management (PSM) project

Funded By: United States Agency for International
Development (USAID), Contract No./Task Order No. AID-
OAA-I-15-00004/AID-OAA-TO-15-00010 (TO3)

Implemented By: Chemonics International Inc.
("Chemonics" or "GHSC-PSM")

Attachments: Annex 1 – General Terms & Conditions
Annex 2 – Required Certifications
Annex 3 – Offer Cover letter Template
Annex4 - Technical Specifications
Annex 5 – Price Quotation Form
Annex 7 – Company Information

******* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS *******

Chemonics and its partners on GHSC-PSM (the GHSC-PSM Project) are committed to integrity in procurement, and only selects suppliers based on objective business criteria such as price and technical merit. Chemonics expects suppliers to comply with our Standards of Business Conduct, available at <http://www.chemonics.com/OurStory/OurMissionAndValues/Standards-of-Business-Conduct/Pages/default.aspx>.

The GHSC-PSM Project does not tolerate fraud, collusion among Offerors, falsified proposals/bids, bribery, or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement, barred from future procurement opportunities, and may be reported to both USAID and the Office of the Inspector General.

Employees and agents of Chemonics and the GHSC-PSM Project are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to USAID and the Office of the Inspector General. In addition, Chemonics will inform USAID and the Office of the Inspector General of any supplier offers of money, fee, commission, credit, gift, gratuity, object of value, or compensation to obtain business.

Offerors responding to this RFQ must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or the GHSC-PSM Project. For example, if an Offeror's cousin is employed by the GHSC-PSM Project, the Offeror must state this.
- Disclose any family or financial relationship with other Offerors submitting proposals. For example, if the Offeror's father owns a company that is submitting another proposal, the Offeror must state this.
- Certify that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other Offeror or competitor for the purpose of restricting competition.
- Certify that all information in the proposal and all supporting documentation are authentic and accurate.
- Certify understanding and agreement to the prohibitions against fraud, bribery and kickbacks.

Please contact Kristina Cartwright, Risk Manager, at PSMRiskManagement@ghsc-psm.org with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics' Washington office through the contact information listed on the website found at the hyperlink above.

I. Introduction to Global Health Supply Chain (GHSC) Project

The Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) project (alternately referred to herein as “Chemonics” or “GHSC-PSM” or “Buyer”) is an official project of the United States Agency for International Development (USAID) implemented by Chemonics International and its consortium members. The purpose of GHSC-PSM is to ensure uninterrupted supplies of health commodities in support of USG-funded public health initiatives around the world. The project provides direct procurement and supply chain management support to the President’s Emergency Plan for AIDS Relief (PEPFAR), the President’s Malaria Initiative (PMI), and Population and Reproductive Health (PRH). GHSC-PSM supports health programs through the supply of a wide range of health commodities, including contraceptives and condoms, essential drugs; and select commodities for HIV/AIDS, malaria, maternal and child health, and infectious diseases.

II. Services Requirements and Terms of Reference

1. Objectives and scope of the request for quotations

As part of project activities, the GHSC-PSM Project requires the provision of procurement of medical equipment for Mozambique. Offerors are not required to quote all products listed. For full list, please see Annex 5 Price Quotation Form and Product List. The products are requested as soon as possible.

2. Questions

Questions or requests regarding the technical or administrative requirements of the RFQ shall be submitted in writing to the following email addresses: PSMBidTender@ghsc-psm.org.

The deadline for submission of questions is **Monday, April 24, 2017 – 5:00 pm EST local Washington DC time**. Phone calls will not be accepted. Only the written answers issued by GHSC-PSM will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of the project, Chemonics International, Inc. or any other entity should not be considered as an official response to any questions regarding to this RFQ.

3. Content of quotations

Only one quotation per vendor will be accepted. Quotations should be submitted via email and must contain:

- A) Administrative proposal including all required documents listed in Annex. 2, 3, 5, 6 and 7
- B) Business proposal to be submitted strictly via Annex. 5 (Price Quotation Form)
- C) Complete Technical Evaluation Form listed in Annex. 6 Technical Evaluation form

All documents submitted with the quotation must be signed by the bidding company’s authorized representative and submitted in PDF format.

A. Instructions for submission

The Offerors (alternatively referred to herein as “Subcontractors” or “Suppliers” or “Vendors”) are responsible for ensuring that their offers are received by GHSC-PSM in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere to instructions

described in this RFQ may lead to disqualification of an offer from consideration. GHSC-PSM anticipates the award of a firm fixed-price subcontract with the Offeror who meets the criteria established in this RFQ and is determined to be a responsible, eligible supplier for the specified item(s). Chemonics reserves the right to cancel the RFQ or split orders across multiple successful offerors in order to meet the needs of the GHSC-PSM project and the U.S. government.

a. Offer deadline and submission protocol

Quotations should be prepared based on the guidelines listed in this RFQ, along with properly filled out and signed price quotation form.

Quotations and all correspondence and documents relating to the offer shall be in English. Quotations must be sent by email to PSMBidTender@ghsc-psm.org no later than **Friday, April 28, 2017 – 5:00 pm EST local Washington DC time.**

Please include the RFQ reference number **GHSC-PSM-2016-Medical-Equipment-Moz** in the email subject line. Offers received after the specified time and date will be considered late and will not be considered.

b. Source/Nationality/Manufacturer

All goods and services offered in response to this RFQ or supplied under any resulting award must meet **USAID Geographic Code 935** in accordance with the United States Code of Federal Regulations (CFR), [22 CFR 228](#).

The Offeror may not offer or supply any commodities or services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Burma (Myanmar), Cuba, Iran, North Korea, Sudan, Syria.

c. Technical specifications

Goods offered in the quotations must fully comply with the technical specifications listed in **Annex. 4 Product(s) Specifications and Technical Requirements**. The quotations must contain detailed specification of the product offered.

d. Quotations

Offerors are requested to provide quotations for the following required items listed in **Annex 5. Price Quotation Form**. GHSC-PSM reserves the right to order for less or more quantities as required during the period of performance of any award(s) in response to this RFQ.

e. Prices

Please quote prices on the following basis: FCA 2010 (Vendor Dock) Incoterm Basis. Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in US dollars. Offers must remain valid for not less than ninety (90) calendar days after the offer deadline.

As part of their response to this RFQ, the Offerors are expected to provide an estimated lead time for the specified quantity (in calendar weeks) for each item quoted. Lead time means the period between the receipt of a firm order and the time when the goods are ready for delivery or otherwise transferred to GHSC-PSM. The lead time estimate presented in an offer in response to this RFQ must be upheld in the performance of any resulting contract.

The prices (unit prices and extended prices) specified in the offer, and any subsequent subcontract, are firm, fixed, all-inclusive total unit prices covering performance of all subcontractor obligations under the subcontract. No additional sums will be payable for any change or escalation in the cost of materials, equipment, packaging or labor; the costs of cooperating with sampling, testing, inspection and other quality assurance requirements, when applicable; warranty-related costs and charges; and, any and all other costs and charges of whatever description or amount in connection with, necessary for, or resulting from a subcontractor's required performance.

The Offeror agrees that the Price(s) in the quote in response to this RFQ represent the lowest price(s) at which Offeror currently sells the Goods under comparable terms and conditions to any United States Government or US Government funded customers. If during the life of any subsequent subcontract, the subcontractor sells the Goods to any U.S. Government or U.S. Government funded customer for a lower price, it will promptly inform Chemonics and execute an amendment to the subcontract so that such lower price applies to any pending or subsequent Goods delivered thereunder.

f. Period of performance

Chemonics anticipates the period of performance of this subcontract to be for approximately one year from the date of signature. The exact period of performance will be negotiated based on actual proposed delivery timelines submitted with Offerors' responses.

g. Taxes and Value Added Tax (VAT)

The GHSC-PSM prime contract under which this procurement is funded does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this RFQ. The Offeror shall not assess any cooperating country taxes, duties, levies, etc. from which this USAID project is exempt.

h. Eligibility

By submitting an offer in response to this RFQ, the Offerors certify that it and their principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Chemonics will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government. Offerors shall be requested to provide a DUNS number in order to receive a sub-award valued at US \$30,000 or more.¹

B. Overview of Evaluation process

GHSC-PSM anticipates the award of a contractual agreement with the offeror(s) who best meet the criteria established in this RFQ and are determined to be responsible, eligible suppliers for the specified items. All evaluations of Offerors' proposals submitted in response to this solicitation will use the "AQSCI" Model for determining an award of business based on the best value for money. The model takes into account the following categories:

- Assurance of supply / Regulatory Requirements
- Quality
- Service
- Cost

- Innovation

NOTE: The information requested under the innovation category will only be used for future sourcing strategy development. It will not be evaluated as part of this award.

After a primary examination of the completion of the bids (formal criteria), quotations will be evaluated (technical and qualification criteria) by using relevant criteria such as ability to perform, product(s) specifications, quality of product(s) and regulatory requirements, customer service, cost, and innovation. Awards will be made based on a best value analysis of the evaluated criteria. Price is an important criterion in the evaluation of the offers but it is not the only determinant factor.

C. Award criteria

It is anticipated that award will be made on a best value analysis on the basis of original quotations and the above referenced evaluation criteria among all suppliers who qualify. However, Chemonics reserves the right to conduct negotiations with and/or request clarifications from any offeror prior to award.

If there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Chemonics reserves the right to waive immaterial deficiencies at its discretion. In submitting a response to this RFQ, the Offerors understand that USAID is not a party to this solicitation and the Offerors agree that any questions or concerns hereunder must be presented—in writing with full explanations—in accordance with the guidance set forth in Section II.2, above, to Chemonics for consideration. Chemonics reserves the right to cancel this RFQ at any time.

D. Terms and Conditions

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate Chemonics, the GHSC-PSM Project, or USAID to make an award or pay for costs incurred by the Offeror in the preparation and submission of an offer.

Any award resulting from this RFQ will be in the form of a firm fixed-price subcontract.

This solicitation is subject to Chemonics’ general terms and conditions and any attachments thereto. A copy of the general terms and conditions are attached to this RFQ. Any resultant award will be governed by these terms and conditions. Chemonics reserves the right to make revisions to the content, order, and numbering of the provisions in the actual subcontract document prior to execution by Chemonics and the selected offeror. Issuance of a subcontract and placement of any orders thereunder is subject to the availability of sufficient funds.

Risk of loss, damage, injury, or destruction of the goods shall be borne by the Offeror until custody is transferred upon delivery to GHSC-PSM on behalf of USAID.

United States law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. The Subcontractor under any award resulting from this RFQ must ensure compliance with these laws.

E. Shipping specifications

Please provide estimated weight, volume, dimensions and number of pieces.

F. Packaging and Packing

1. Labelling

- The primary packaging materials must be clearly labelled with the product name, the batch number, the expiry date and the manufacturer's name.
- The secondary packaging (box, carton) must be appropriately labelled to indicate the number of units per box as well as the same information printed on the primary packaging.
- Each box may contain only one product.
- Different batches of the same product must be packaged separately.
- For medicines, the international non-proprietary name (INN) must be clearly indicated on the label.

2. Packaging

- Goods must be packed in strong double-ply cartons proportional to the content.
- The products to be supplied under this contract will be packed and protected to prevent damage or deterioration during transportation and storage. The box will be manufactured of a standard heavy-duty material appropriate for the destination countries where high heat and humidity is prevalent, that will withstand export handling and rough treatment, and ensure the safety, efficacy and quality of the product.
- The maximum carton weight allowed is 25 kg.
- Packaging dimensions must be derived by subdividing or by multiplying the basic unit dimensions of 400 mm x 600 mm to achieve modular compatibility and to optimally fill euro-pallets.

3. Palletization

- Cartons must be stacked securely on non-returnable pallets.
- Pallets must be film-wrapped.
- Pallets must be euro-pallets ("EUR" - dimension 1200/800/144 mm).
- All wooden packaging must be fumigated according to ISPM15 specifications by heat treatment method exclusively (MB, methyl bromide, is not permitted for pharmaceutical products).
- The maximum height of the pallets must be 1.75 m (including pallet).
- The carton design and material must allow pallets to be double stacked without experiencing damage resulting from compression.
- The maximum pallet weight allowed is 600 kg.
- We reserve the right to reject the shipment or rework it at the cost and risk of the supplier in case of non-conformity with the packaging instructions.