

Request for Quotations (RFQ)

RFQ Number: **GHSC-PSM-TO3-2019-INJ-
IDIQ/AMENDMENT1**

For the procurement: **Injectable Contraceptive (DMPA-IM/SC)
(Multiple Destinations)**

Issuance Date: **March 30, 2020**

Closing Date: **May 5, 2020**
5:00 PM EST Washington D.C. local 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**

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

Attachments: **Annex 1 – General Terms & Conditions
Annex 2 – Required Certifications
Annex 3 – Offer Cover Letter
Annex 4 – Product Specifications and Technical
Requirements
Annex 5 – Price Quotation Form
Annex 6 – Registration Template
Annex 7 – Packaging Information Template
Supplement 1 – Finished Pharmaceutical Product
Questionnaire
Supplement 2 – Instructions for Creating a GHSC-QA
Technical Questionnaire Submission
Supplement 3 – Instructions to Access and Upload
Documentation to GHSC-QA SharePoint Site**

******* 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 <https://chemonics.com/our-approach/standards-business-conduct/>

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 Mirela Smole, Lead 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 - BusinessConduct@chemonics.com or by phone/Skype at 888.955.6881.

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 the injectable hormonal contraceptives, Medroxyprogesterone Acetate, Depot 150 mg/mL, in 1mL vial (DMPA IM) and Depot (SC) Medroxyprogesterone Acetate 104 mg/0.65 mL, Pre-Filled Uniject Device, Auto-Disable (AD)/Single use Syringe and 5L Safety Box for USAID programs globally. Chemonics intends to enter into an indefinite delivery, indefinite quantity subcontract(s) with one or more Offeror(s).

GHSC-PSM anticipates ordering up to the following units of DMPA-IM and SC over the following respective periods:

Description	Estimated quantity, 4 th Quarter of CY2020	Estimated quantity, CY 2021
DMPA-IM	5,000,000 vials	25,000,000 vials
Retractable Syringes	5,000,000 units	25,000,000 units
Safety Boxes	50,000 units	200,000 units
DMPA-SC	500,000 vials	5,500,000 vials

2. General Information/Questions Submittal Process

Questions or requests regarding the technical or administrative requirements of the RFQ shall be submitted in writing to the following email addresses: msimon@ghsc-psm.org; amorel@ghsc-psm.org; tzevanove@ghsc-psm.org; cherfi@ghsc-psm.org and amonahan@chemonics.com no later than April 13, 2020.

Once questions are received, GHSC-PSM will endeavor to respond by **April 20, 2020**. Submission of questions must be done in writing, via email to the above-mentioned parties. Where applicable, GHSC-PSM may combine and anonymize questions from multiple offerors and publish responses for all offerors. 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 Offeror will be accepted. Quotations must contain:

A. Administrative and business proposals:

All required documents as listed in the following Annexes should be submitted via email directly to GHSC-PSM:

- Annex 1 – General Terms & Conditions
- Annex 2 – Required Certifications
- Annex 3 – Offer Cover Letter

Annex 5 – Price Quotation Form
Annex 6 – Registration Template
Annex 7 – Packaging Information Template

B. Technical proposal:

Offerors should closely review and follow the instruction provided in Supplement 3 for submitting a completed Supplement 1, 2, or 4 to GHSC-QA.

All available required documents as listed in the following Supplements should be submitted directly to Global Health Supply Chain – Quality Assurance (GHSC-QA). Documentation not available by May 5, 2020 should be submitted on a rolling basis as it becomes available.

Supplement 1 – Pharmaceutical Product Questionnaire
Supplement 2 – Finished Pharmaceutical Product Questionnaire
Supplement 4 – Medical Device Product Questionnaire

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

4. 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, on a rolling basis, of an indefinite delivery, indefinite quantity subcontracts with Offerors who meet the criteria established in this RFQ and are determined to be responsible, eligible suppliers for the specified product(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 on the guidelines listed in the 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.

Administrative and business proposals must be sent by email to msimon@ghsc-psm.org, amorel@ghsc-psm.org; tzevanove@ghsc-psm.org; eherfi@ghsc-psm.org and amonahan@chemonics.com and received no later than 5:00PM (US EST) on May 5, 2020 (for second round of evaluations). Technical proposals must be submitted no later than 5:00 PM (US EST) on May 5, 2020. Documentation not available by May 5, 2020 should be submitted on a rolling basis as it becomes available:

For each submission, please include only the underlined RFQ reference number GHSC-PSM-TO3-2019-INJ-IDIQ/AMENDMENT1 in the email subject line.

~~Please note that this RFQ will remain open for up to one (1) year with intermediary deadlines for submission. Suppliers currently eligible should submit offers by **July 31, 2020** for review and evaluation. Awards will be made on the basis of an initial~~

~~evaluation. Additional submissions will be accepted and reviewed upon receipt on a schedule to be determined and published.~~

Offerors that are processing certifications to meet the technical requirements are strongly encouraged to participate and submit their offers as soon they meet the eligibility criteria set forth in this RFQ. Offerors are required to notify PSM in writing, via e-mail to the above mentioned recipients, of their **intent to participate in this RFQ no later than April 13, 2020 5 PM EST**. Offerors should also provide a tentative timeline of submission to aid in evaluation planning.

Offers received after the specified time and date will be considered late. Consideration of late offers is at the discretion of Chemonics and will be handled in accordance with FAR 15.208.

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: Cuba, Iran, North Korea, Syria.

C. Technical specifications

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

D. Quotations

Offerors are requested to provide quotations for the required products using the **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. **Offerors have the option of providing tiered pricing, by order volume, in the tab listed as “Section B – Tiered Pricing.” Tiered pricing is not a requirement. Offerors who do not provide tiered pricing will not be penalized in the evaluation.**

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 **one hundred eighty (180) calendar days** after the offer submission.

As part of their response to this RFQ, 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

GHSC-PSM anticipates the period of performance of this subcontract to be approximately one year, from date of signature, with the potential for up to three (3) one-year option periods. The exact period of performance will be negotiated based on actual proposed delivery timelines submitted with Offeror(s)' 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.¹

Please be advised that all interested parties who will be receiving a sub-award valued at \$30,000 or more are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made. Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Suppliers are also required to register their business on the U.S. Government's System for Award Management (SAM) at www.sam.gov. Information on this process for foreign vendors is available here:

(http://photos.state.gov/libraries/thailand/591452/gso/duns_ncage_instructions.pdf). Prospective Suppliers are encouraged to register in SAM prior to the submittal of quotations.

5. Overview of Evaluation process

GHSC-PSM anticipates the award of subcontracts with Offerors who best meet the criteria established in this RFQ and are determined to be responsible, eligible suppliers for the specified item(s). Awards will be made based on a best value basis. Price is an important criterion in the evaluation of the offers, but it is not the only determinant factor. Quality assurance, supplier performance, and in-country registrations will be weighted more heavily in the determination of best value awards.

6. Evaluation Criteria

GHSC-PSM anticipates the award of subcontracts, on a rolling basis, with the Offerors who follow the RFQ instructions, meet the eligibility requirements established in this RFQ, are determined to be responsible, and who are deemed eligible suppliers for the specified Goods. Proposals that meet the minimum technical requirements will be evaluated on the basis of the following criteria

- * Quality Assurance, including GS1 compliance
- * Price
- * Supplier Performance (across GHSC-PSM Project, all Task Orders included)
- * Registration

It is anticipated that awards 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.

7. 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 awards resulting from this RFQ will be in the form of an indefinite delivery, indefinite quantity subcontract with fixed unit prices.

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 awards 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.

8. Orders under any resulting awards

Orders under any resulting awards will be determined from the successful Offeror(s)' responses to this RFQ. Chemonics will evaluate the successful Offeror(s)' quotations and determine the best value offeror for each order. Chemonics will not release a request for quotation (RFQ) for each order. However, Chemonics reserves the right to issue an RFQ to the Offeror(s) awarded any subcontract if deemed necessary, and Chemonics will evaluate the following criteria before awarding any order:

- a. Ability to meet order specifications
- b. Quality Assurance
- c. Registration status and/or ability to import product(s) into the requesting country
- d. Supplier performance on previous orders under the contract and orders under contracts for other GHSC-PSM Task Orders, including quality, timeliness, and cost control
- e. Minimum order quantities
- f. Potential impact on other orders placed with the contractor
- g. Lead time
- h. Fixed unit price