



Request for Information (RFI)

RFI Number: **PSM-Haiti-Warehousing-RFI-2020**

Issued By: **Chemonics International Inc. (www.chemonics.com)**

Deadline for Questions: **12:00PM US Eastern Standard Time, August 7, 2020 to HaitiWarehouse@ghsc-psm.org**

Deadline for Registration to Q/A – Bidders’ conference call: **8:00AM US Eastern Standard Time, August 10, 2020 to HaitiWarehouse@ghsc-psm.org**

Bidder’s conference call: **10:00AM US Eastern Standard Time, August 12, 2020
Microsoft Teams Link will be sent to registered bidders**

Deadline for Responses: **8:00AM US Eastern Standard Time, August 17, 2020 to HaitiWarehouse@ghsc-psm.org**

SECTION I: INTRODUCTION

The USAID Global Health Supply Chain Program – Procurement and Supply Management (GHSC-PSM) project is soliciting information regarding potential suppliers’ capabilities and interest in providing Warehouse Management Services for the existing GHSC-PSM Fleuriot Warehouse in Haiti.

The purpose of this Request for Information (RFI) is to identify potential suppliers and collect information from interested organizations regarding their capacity to provide Warehouse Management Services.

Interested organizations are invited to submit information in response to this RFI as per the specifications detailed in *Section 3: Information Requested*. Issuance of this RFI does not in any way obligate Chemonics or USAID to award a contract nor does it commit Chemonics or USAID to pay for costs incurred in the preparation and submission of any response. By issuing this RFI, Chemonics does not express an intent, commitment, or promise to purchase any supplies or services. Responses to this RFI will not be considered by Chemonics as offers to enter into a contract; this RFI is for information collection purposes only.

Background

The USAID 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. In Haiti, the project provides direct procurement and supply chain management support to the President’s Emergency Plan for AIDS Relief (PEPFAR) and the USAID Office of Population and Reproductive Health (PRH).

GHSC-PSM supports health programs through the supply of a wide range of health commodities, including commodities for HIV/AIDS, maternal and child health, and infectious diseases.

In Haiti, GHSC-PSM is responsible for the procurement and delivery of HIV/AIDS, laboratory, family planning and maternal and child health commodities. GHSC-PSM manages the entire supply chain, which includes forecasting, procurement and delivery, warehousing, transport to last mile, and collection and management of waste pharmaceuticals from the last mile. The GHSC-PSM uses third-party logistics (3PL) transportation providers to distribute commodities from the Fleuriot Warehouse in Port-au-Prince, Haiti, on a regular basis to approximately 260 service delivery points across Haiti. In addition to commodities procured and distributed, Chemonics also provides warehousing services for the Global Fund and other UN agencies.

About the Fleuriot Warehouse

The GHSC-PSM project operates a 60,000 square feet (\approx 5,400 square meters) warehouse as the main distribution center, the facility is located at the Fleuriot Industrial Park in Port-au-Prince, Haiti. The facility is currently leased from a local landlord, all existing equipment needed to operate in accordance to the World Health Organization and International Pharmaceutical Standards has been provided and owned by the GHSC-PSM project. The facility is separated in two main storage areas of exactly the same size: 1) a climate-controlled area (referred to as the pharmaceutical grade) to store commodities requiring temperatures below 25 degrees Celsius; and 2) a none-climate controlled area (referred to as the ambient commodities). The warehouse also has an 82 square meter cold room and a back-up Thermo King 20 feet container (referred to as the cold chain) storage areas to manage commodities requiring storage at temperatures between 2 and 8 degrees Celsius.

The warehouse is used as the main distribution center for the GHSC-PSM and Global Fund supported health facilities across Haiti; approximately 272 delivery points, serviced on a monthly distribution cycle. The warehouse receives international and local shipments on a weekly basis and prepares an average of 600 dispatches per month. The warehouse inventory value ranges from \$8 million to \$15 millions (USD) and approximately 400 unique commodities are handled and stored at this warehouse; product categories include: pharmaceuticals, laboratory reagents, laboratory supplies, medical equipment, health supplies, health equipment, non-health equipment and hazardous commodities.

Objective of the RFI:

The main objective of this RFI is to identify potential service providers who would be interested in providing Warehouse Management Services for the Fleuriot Warehouse under the following scope of work:

The service provider shall be responsible for the management for pharmaceutical cold chain, pharmaceutical grade, and ambient health commodities. The service provider shall be capable to provide warehousing operations management suitable for receiving, storage, picking & packing and dispatch services for cold chain, pharmaceutical grade and ambient commodities at the Fleuriot Warehouse. The service provider shall also be capable to maintain and operate the existing MHE (material handling equipment) at the warehouse.

The service provider shall maintain the facilities and operation in accordance with WHO Guide to Good Storage Practices for Pharmaceuticals (WHO Technical Report Series, No. 908, 2003), comply with WHO Good Distribution Practices for Pharmaceutical Products (WHO Technical Report Series, No. 957, 2010) and Guidelines for Temperature Control of Drug Products during Storage and Transportation (GUI-0069, 2011), and consultation provided by Chemonics on relevant quality standards. The service provider shall be responsible for the safety and security of its personnel and property, and of the commodities and

property in the Subcontractor's custody at the facilities. The commodities and property shall be stored as requested by GHSC-PSM Haiti's Field Office until released to the distribution agent, consignee, or another party so designated by the project office.

The service provider shall be required to report on warehouse management performance in the form of reports, deliverables and key performance indicators related to commodity receipt, storage, picking & packing and dispatch. The service provider shall take all direction and instructions as pertains to the Chemonics-supported donor program commodities from the designated Chemonics representatives, acting as a service provider and does not acquire ownership in respect of the goods stored.

This RFI seeks to identify interested companies solely for the Warehouse Management Services of this warehouse operation, including maintenance and operation of the existing MHE (material handling equipment). Chemonics will retain responsibility and pay for: facility lease and maintenance, electrical power generation, HVAC systems maintenance and operation, cold chamber maintenance and operation, main internet access, CCTV systems, external security guards and alarm systems, and pest control. GHSC-PSM assumes full responsibility for commodity forecasting and procurement, customs clearance, delivery to the warehouse facility, and distribution from the warehouse facility to the delivery points.

SECTION 2: INSTRUCTIONS TO INTERESTED PARTIES

- **Response submission:** All responses to this RFI must be received via email to HaitiWarehouse@ghsc-psm.org no later than **8:00AM US Eastern Standard Time, August 17, 2020**.
- **Questions:** Questions must be submitted via email to HaitiWarehouse@fgsc-psm.org no later than **12:00PM US Eastern Standard Time, August 7, 2020**. Responses to all questions submitted will be shared in a summarized document on August 11, 2020. In addition, a Q&A Webinar (bidder's conference) will be scheduled on August 12, 2020.
- **Required information:** Section 3 below provides details on the information to be included in submitted responses. Please note that organizations are not required to submit responses to all questions; however, interested parties are encouraged to submit as much information as possible. Information and all correspondence and documents relating to the offer shall be in English.

SECTION 3: INFORMATION REQUESTED

A MAXIMUM OF 10 PAGES SHOULD BE PREPARED AS A RESPONSE TO THE QUESTIONS BELOW (APPROXIMATELY 1-PAGE PER QUESTION/SUB-QUESTION)

- I. The following information should be included at the beginning of the RFI response:
 - Organization's Name
 - Organization's Address
 - Organization's Website (if available)
 - Organization's DUNS Number¹ (if available)
 - Organization's proof of registration in Haiti and official publication in "Le Moniteur", if available. If not available, please describe your plan to obtain it.

¹ <https://www.dnb.com/duns-number.html>

- Organization’s “patente” (license to operate) from the Haitian tax authority if available. If not available, please describe your plan to obtain it.
 - Name of Organization’s Point of Contact (POC)
 - POC’s Title
 - POC’s Email Address
 - POC’s Phone Number
2. Please briefly summarize in less than 1-page your organization’s experience managing large warehouses of pharmaceuticals, or similar commodities, in Haiti, internationally, especially in country contexts like Haiti. Please include a maximum 3-5 key reference project sheets as an annex on companies or organizations with which your organization has worked.
 3. Please provide summary information about your experience with the following components of warehouse operations:

Facilities and operation:

- The pharmaceutical commodity warehouse should be operated to meet international standards as outlined in:
 - World Health Organization, Good Storage and Distribution Practices (May 2019) Draft for Comments, Working document QAS/19.793
https://www.who.int/medicines/areas/quality_safety/quality_assurance/qas19_793_good_storage_and_distribution_practices_may_2019.pdf?ua=1
 - World Health Organization, Technical Report Series, No.961, 2011, Annex 9, Model guidance for the storage and transport of time- and temperature-sensitive pharmaceutical products
https://www.who.int/medicines/areas/quality_safety/quality_assurance/ModelGuidanceForStorageTransportTRS961Annex9.pdf?ua=1
 - WHO - Technical Supplements to Model Guidance for the storage and transport of time and temperature sensitive pharmaceutical products Annex9
https://www.who.int/medicines/areas/quality_safety/quality_assurance/distribution/en/
 - GHSC-PSM Guidance for Loading a Truck
https://www.ghsupplychain.org/sites/default/files/2020-07/Attachment%203_Guidance%20for%20Loading%20a%20Truck.pdf
- Include a list of pharmaceutical grade warehouses currently or recently managed by your organization. Please indicate location, size, overall throughput for quantity and volume of the commodities handled at each facility.
- Confirm your organization’s financial and legal ability to work and provide the required services in Haiti.
- Would your organization be willing to accept financial and legal responsibilities to maintain and operate the existing material handling equipment, currently GHSC-PSM project assets (forklifts, racks, pallet jacks, etc.) and to transfer them back in similar condition to GHSC-PSM at the end of the contract?
- Please indicate your experience in providing value-added services for commodities (e.g. labelling, repalletizing, repacking, etc.).
- Please indicate if your organization is quality management systems certified, please detail the applicable certificates.

Human resources:

- Total number of staff members in your organization internationally and in Haiti.
- Provide a biographical description on 2-3 individuals in your organization who would lead the Warehouse Management Services.

Warehouse management system:

- Provide a brief summary of the Warehouse Management System (WMS) or Enterprise Resource Planning (ERP) used by your organization. Please indicate if the system is certified.

Warehouse Financial Management

- Chemonics is seeking a fixed cost pricing structure. A fixed monthly fee for the Warehouse Management Services and maintenance to the material handling equipment. Covering management and labor for the warehousing operations for receiving, storage, picking & packing and dispatch services for cold chain, pharmaceutical grade and ambient commodities.
- Please indicate your comments on the pricing structure defined above. Please also provide a brief description of how your organization would justify the breakdown for the pricing structure.
- Please provide general information on what insurance packages your company carries

NOTE: The GHSC-PSM in Haiti encourages interested companies to work with local partners, as per USAID guidance, to the extent possible.

SECTION 4: CONFIDENTIALITY

Information provided through the RFI will be shared with all stakeholders of the USAID GHSC-PSM project, including but not limited to USAID.