

# Request for Quotations (RFQ)

**RFQ Number: GHSC-PSM-TO1-2018-Lab-SZ- 10060108**

**For the procurement: Office Furniture and Medical  
Equipment for VMMC clinic in  
eSwatini**

**Issuance Date: Thursday, August 23, 2018**

**Closing date: Wednesday, August 29th, 2018 by 5:00pm  
Washington, DC Time (EST)**

**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-15-00007**

**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  
Annex 4 – Product Specifications and  
technical requirements  
Annex 5 – Price Quotation Form  
Annex 6 – Technical Evaluation Form  
Annex 7 – Company Information &  
Registration

**\*\*\*\*\* 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](mailto: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 Lab Commodities. **(See table in Section A.d. for Quantities).**

### 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](mailto:PSMBidTender@ghsc-psm.org) and Stephanie Brininstool [sbrininstool@ghsc-psm.org](mailto:sbrininstool@ghsc-psm.org)

The deadline for submission of questions is Wednesday, August 27, 2018 by 5:00pm Washington, DC Time (EST). 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](mailto:PSMBidTender@ghsc-psm.org), and Stephanie Brininstool [sbrininstool@ghsc-psm.org](mailto:sbrininstool@ghsc-psm.org) no later than Wednesday, August 29, 2018 by 5:00pm Washington, DC Time (EST).

**Please include only the RFQ reference number GHSC-PSM-TO1-2018-TZ-LAB-RO10060129 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 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.

#	Product Description	Quantity	UOM	Good Availability
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				<b>Date</b>
1	Step Ladder/Kitchen Stool, 1 Each	1/ Unit	15	11/5/2018
2	IV Stand, w/ Castors, Adjustable Height, Double Hook, 1 Each	1/ Unit	30	11/5/2018
3	Examination Lamp, Articulated, Mobile Stand, Halogen, Adjustable Reflector, 1 Each	1/ Unit	30	11/5/2018
4	Storage Cabinet, Metal, 2 Glass Doors, 4-6 Shelves, 1 Each	1/ Unit	30	11/5/2018
5	Office Chair, High Back, Adjustable Height, Ergonomic, 1 Each	1/ Unit	180	11/5/2018
6	Table, Wood, Round, 1200 mm Diameter, 1 Each	1/ Unit	15	11/5/2018
7	Desk, Rectangular, Lockable Drawer, 1 Each	1/ Unit	60	11/5/2018
8	Waste Bin, with Lid and Pedal, Stainless Steel, Removable Plastic Liner, 30 L, 1 Each	1/ Unit	180	11/5/2018
9	Storage Cabinet Large, 2 Doors, 4 Shelves, 1 Each	1/ Unit	45	11/5/2018
10	Storage Cabinet, Metal, 4 Shelves, No Doors, 1 Each	1/ Unit	60	11/5/2018
11	Desk, L-Shaped, Three Drawers, Pencil Tray, Height Pedestal, 1 Each	1/ Unit	8	11/5/2018
12	Office Chair, High Back, Adjustable Height, Ergonomic, 1 Each	1/ Unit	180	11/5/2018
13	Office Chair, Scratch Protected Leather, Black Steel Sleigh Base, 1 Each	1/ Unit	38	11/5/2018
14	Storage Cabinet, Metal, 2 Glass Doors, 4-6 Shelves, 1 Each	1/ Unit	1	11/5/2018

#### e. Prices

Please quote prices on the following basis: **FCA Vendor Dock**, 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 sixty (60) 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 from the time the subcontract is signed by both the Offeror and Chemonics International, Inc. until the entirety of the order is in possession by Chemonics International, Inc. 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.<sup>1</sup>

**B. Overview of Evaluation process and Award Criteria**

GHSC-PSM anticipates the award of a subcontract with the Offeror(s) who follow the RFQ instructions, meet the eligibility requirements established in this RFQ, are determined to be responsible, eligible supplier(s) for the specified items. Proposals that meet the minimum technical requirements indicated in Annex 5 will be evaluated on the basis of the following criteria:

- Price
- Lead Time
- Past Performance\*

*\*Past performance will be evaluated based on adherence to the terms and conditions on the previous and on-going contracts with the same supplier such as GAD.*

Price is an important criterion in the evaluation of the offers but it is not the only determinant factor. It is anticipated that award(s) will be made based on 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 Offeror understands that USAID is not a party to this solicitation and the Offeror agrees 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.

Offerors are requested to provide a quotation form and schedule per lot (when applicable) and in the quotation form included in this RFQ as Annex 5. Offerors should propose a shipment schedule based on goods availability. Unit prices should be given for each line item. For each shipment within the shipping schedule, offerors must provide estimated shipping weight (kg) estimated shipping volume (cbm) and the pickup address.

### **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. Product utilization**

Items purchased by GHSC-PSM are not for use in the United States of America or for resale. As part of project activities, the GHSC-PSM requires the supply of selected lab commodities for one or multiple countries supported by the PEPFAR initiative.

These products may not be used by recipient institutions for resale to commercial institutions or in response to bids on local or international tenders.