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## Section I: General Information

### 1. Introduction:

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.

### 2. Objectives and scope of the solicitation

As part of emergency COVID-19 response activities, the GHSC-PSM Project requires the provision of medical grade bulk liquid oxygen listed in Annex 1 – Price Quotation Form attached to this RFQ for supply to various facilities in Namibia.

### 3. General information/questions submission process:

The following attachments are included in this solicitation:

- Annex 1 – Price Quotation Form
- Annex 2 – Basic Ordering Agreement (BOA) with Price Schedule Annex Example
- Annex 3 – Product Specifications and Technical Requirements for Medical Grade Oxygen (Liquid Oxygen)
- Annex 4 – Medical Gas Technical Questionnaire
- Annex 5 – Representations and Certifications
- Supplement 1: Instructions for creating and submitting technical documentation to FHI 360

We kindly request that questions or requests regarding the RFQ be submitted in writing to the following email addresses: [mdixon@ghsc-psm.org](mailto:mdixon@ghsc-psm.org), Attn: Mariah Dixon and copy [PSMBidTender@ghsc-psm.org](mailto:PSMBidTender@ghsc-psm.org) by **December 1, 2021**. Offeror may send questions and request for clarifications specific on how to fill the Annex 4 – Medical Gas Technical Questionnaire to [aguta@fhi360.org](mailto:aguta@fhi360.org).

Chemonics/GHSC-PSM will not compensate any offeror for responding to a solicitation.

### 4. 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 commodities for one or multiple countries supported by USAID initiatives.

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

## Section II: Instructions for Offerors

### 1. Overview and Contents of Proposals

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



may lead to disqualification of an offer from consideration. GHSC-PSM anticipates the award of a Basic Ordering Agreement (BOA) and Price Schedule Annex with the Supplier who meets the criteria established in this solicitation and is determined to be a responsible, eligible supplier for the specified item(s). Chemonics reserves the right to cancel the solicitation or split orders across multiple successful Suppliers in order to meet the needs of the GHSC-PSM project and the U.S. government.

Chemonics/GHSC-PSM will accept the submission of **quotations** via email for this procurement. QA documentation shall be provided as specified in “Supplement 1: Instructions for creating and submitting technical documentation to FHI360.” Phone calls will not be accepted. Only the written answers issued by GHSC-PSM will be considered official and carry weight in the solicitation process and subsequent evaluation process. 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 solicitation.

Prospective offerors must complete and submit for consideration:

- (1) Annex 1 - Price Quotation Form and all required documents attached listed as a part of this RFQ.
- (2) Annex 4 - Medical Gas Technical Questionnaire, with all required documents attached. See Supplement 1 for *Instructions for creating and submitting technical documentation to FHI360*.
- (3) Annex 5 - Representations and Certifications

## 2. Offer deadline and submission protocol

Quotations should be prepared based on the guidelines listed in this solicitation, along with properly filled out price quotations using the Annex 1 – Price Quotation Form.

Quotations and all correspondence and documents relating to the offer shall be in English. **Quotations must be submitted no later than 5:00 PM Washington, DC Time (U.S. EST) on Monday, December 13, 2021. The RFQ documents must be submitted in accordance with the instructions in the table below:**

Offeror Submission Requirements	Due Date	Instructions
Annex 1 – Price Quotation Form	December 13, 2021 at 5:00 PM EST	Submit via email to <a href="mailto:PSMBidTender@ghsc-psm.org">PSMBidTender@ghsc-psm.org</a> and Mariah Dixon at <a href="mailto:mdixon@ghsc-psm.org">mdixon@ghsc-psm.org</a>
Annex 5 – Representations and Certifications		
Annex 4 – Medical Gas Technical Questionnaire with all required supporting documents		Submit per the instructions in Supplement 1 - Instructions for creating and submitting technical documentation to FHI360.

Offers received after the specified time and date will be considered late and will be handled in accordance with FAR 15.208 and at Chemonics’s discretion.



### 3. Amendments to this Solicitation:

At any time prior to the deadline for submission of the quote, GHSC-PSM may for any reason, such as in response to clarification requested by Offeror, modify the solicitation in the form of a Supplemental Information Amendment to the solicitation. All prospective Offerors will be notified through in writing of all changes and additional instructions through the Supplemental Information Amendment to the solicitation.

To afford prospective Offerors reasonable time to consider the amendments in preparing their quote, GHSC-PSM may, at its discretion, extend the deadline for submission of the quote, (if) justified and needed.

### 4. Technical specifications:

Goods offered in the quotations must fully comply with the technical specifications, including packaging requirements referenced in this RFQ. The quotations must contain detailed specifications of the product(s) offered.

### 5. Quotations:

Suppliers are requested to provide quotations for the required items listed in the Annex 1 – 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 solicitation.

The Annex 1 - Price Quotation Form includes the product GHSC-PSM intends to source in Namibia as a result of this solicitation. Please note that the product offered must meet the quality assurance requirement set forth in Annex 3 – Product Specifications and Technical Requirements for Medical Grade Oxygen (Liquid Oxygen). Products that do not meet the quality assurance requirements will not be considered.

### 6. Prices

Quotations in response to this solicitation must be priced on a fixed-price, all-inclusive basis. The prices (unit prices and extended prices) must cover all subcontractor obligations for the performance of services required in this solicitation under the supplier's applicable BOA terms and conditions. No additional sums will be payable for any change or escalation in the cost of materials, equipment, palletization, 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. Pricing must be presented in the currency (or currencies) specified in the Annex 1 - Price Quotation Form. **PLEASE NOTE: The Offeror will quote in Annex 1 VAT in accordance with Government of Namibia regulations. All quotations must clearly specify and report the tax as a separate line item so that GHSC-PSM may seek the appropriate exemption from the Government of Namibia.**

The Supplier shall agree that the Price(s) in the quote in response to this solicitation represents the lowest price(s) at which Supplier currently sells the Goods under comparable terms and conditions to any United States Government or U.S. 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/GHSC-PSM and execute an amendment to the subcontract so that such lower price applies to any pending or subsequent Goods delivered thereunder.

Offers must remain valid for 90 calendar days after the offer deadline date.



The Suppliers are expected to provide the specified quantity for each item quoted as/when required by the purchaser. Commodities must be available at time of order to ensure uninterrupted supply of commodities.

### 7. Withdrawal, Substitution, and Modification:

Offerors are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of its quote to the requirements of the solicitation, keeping in mind that material deficiencies in providing information requested by GHSC-PSM, or lack of clarity in the description of the goods to be provided, may result in the rejection of the quote.

Prior to the RFQ closing date, an Offeror may withdraw, substitute or modify its previously submitted offer by sending a written notice to the email listed in the coversheet of this solicitation for receipt of offers, duly signed by an authorized representative. All notices must be received by Chemonics prior to the deadline for submission. The respective email shall clearly mark in the subject line “Solicitation No. RFQ-GHSC-PSM-TO1-Namibia Bulk Liquid Oxygen” and then type either “Withdrawal”, “Substitution”, or “Modification”.

Unless otherwise accepted by Chemonics, no quote may be withdrawn, substituted, or modified in the interval between the RFQ closing date and the expiration of the period of quote validity specified by the Offeror or any extension thereof.

### 8. Confidentiality:

Information relating to the examination and evaluation of the quote, and the recommendation of the award, shall not be disclosed to any other Offerors/persons not officially concerned with such process.

If the Offeror is unsuccessful, the Offeror will receive an “Unsuccessful Offeror Letter” from GHSC-PSM. The purpose of the letter is to provide feedback on the strengths and weaknesses of the Offeror’s submission in order to assist the Offeror in improving subsequent Offer(s) presented to GHSC-PSM and to be a stronger competitor in all future procurement opportunities.

## Section III: Evaluation Criteria and Award Process

### 1. Overview of Evaluation Criteria and Award Process

GHSC-PSM anticipates the award of a BOA with the Supplier(s) who follow the solicitation instructions, meet the eligibility requirements established in this solicitation, and are determined to be responsible, eligible supplier(s) for the specified items. Proposals will be evaluated on the following criteria:

<b>Evaluation Criteria:</b>	<b>Order of Importance</b>
Quality Assurance Eligibility (Pass/Fail)	1
Price	2
Availability and Delivery Schedule	3

Quality Assurance Eligibility – Please note that the product offered must meet the quality assurance requirement set forth in **Annex 3 – Product Specifications and Technical Requirements for Medical Grade Oxygen (Liquid Oxygen)** in order to be considered for award. Products that do not meet the quality assurance requirements will not be considered.



It is anticipated that award(s) will be made based on original quotations and the above referenced evaluation criteria to up to two top qualified suppliers. However, Chemonics reserves the right to conduct negotiations with and/or request clarifications from any Supplier prior to award.

Proposals that meet the minimum technical requirements will be evaluated on the basis of the evaluation criteria referenced in the RFQ. It is anticipated that an award will be made based on original quotations and the above referenced evaluation criteria to up to two top qualified suppliers.

The RFQ Annex 1 - Price Quotation Form designates mandatory fields required in order for Offerors to submit the business proposal.

## 2. Additional Specific Solicitation Requirements:

Not applicable for this solicitation.

## 3. Clarification of Quote:

To assist in the examination and evaluation of the Offers, GHSC-PSM may, at its discretion, ask the Offeror to clarify the Offer, after which scores may be re-evaluated.

## 4. Responsiveness of Quote:

GHSC-PSM's determination of an Offer's responsiveness will be based on the contents of the quote itself. A substantially responsive quote is one that conforms to all the terms, conditions, and specification of this solicitation without material deviation, reservation, or omission. If a quote is not substantially responsive, it shall be rejected by GHSC-PSM and may not subsequently be made responsive by the Offeror by correction of the material deviation, reservation, or omission.

## 5. Nonconformities, Reparable Errors and Omissions:

Provided that the quote is substantially responsive, GHSC-PSM may waive any non-conformities or omissions in the quote that, in the opinion of GHSC-PSM, do not constitute a material deviation.

# Section IV: Terms and Conditions

## 1. Terms and conditions

Issuance of this solicitation does not in any way obligate Chemonics, the GHSC-PSM project, or USAID to make an award or pay for costs incurred by the Supplier in the preparation and submission of an offer.

This solicitation is subject to the agreed upon terms and conditions of the BOA. Any resultant award will be in the form of a BOA and Price Schedule Annex. Placement of any orders thereunder is subject to the availability of sufficient funds.

*[END OF RFQ]*