

AMENDMENT 01: RFP 465.001_In-Country Last Mile Distribution of Health Commodities - Hub-level

RFP Posting Date: September 25, 2022

RFP Closing Date: October 23, 2023

1. Purpose of the Amendment:

- A. To clarify language around the **60% and 40% split** between primary and secondary vendors.
- B. To clarify language around offerors demonstrating financial capacity that they can meet the 50% threshold for order lines to be serviced using **directly owned fleet** (as opposed to leased, hired, or second-tier subcontracted fleet) during implementation of any resulting IQS.
- C. To include a requirement for offerors to submit a summary of their **gender strategy** and to **modify the technical evaluation** to incorporate a scored section related to the gender strategy.
- D. To **respond to questions** received in response to the RFP – both in writing and during the proposal conference.
- E. To provide a copy of the **proposal conference PowerPoint slides** used by Chemonics during the conference held on October 4, 2023.

11. Amendments:

1. By deleting under Section 1.1. Introduction:

“Chemonics anticipates having a primary and secondary vendor for each zone, with a split in order volume of approximately 60% and 40% respectively between the primary and secondary vendor.”

and replacing with:

“Chemonics anticipates having a primary and secondary vendor for each zone, with a split in **purchase order line items** of approximately 60% and 40% respectively between the primary and secondary vendor.”

2. By deleting under Section I.4, B, 2 Technical Proposal, Part 1, b:

“Documentation can reference currently owned fleet or documentation of financial capacity to procure vehicles to adhere to this requirement prior to any resulting award.”

And Inserting in its place:

“Documentation can reference currently owned fleet or documentation of both (i) financial capacity to procure vehicles to adhere to this requirement prior to any resulting award, and (ii) a procurement plan demonstrating that this is achievable prior to any resulting award (which is estimated on Nov 22, 2023).”

3. By adding the following under Section I.4, B, 2 Technical Proposal, Part 1:

“g. Gender - The Offeror shall provide an overview of its approach to gender, along with key considerations/strategies that it would factor into implementation of any subsequent award to ensure that issues of gender inequity that exist at a global level are considered within the Offeror’s organization and implementation of activities. If the Offeror has a documented gender strategy, the Offeror may also submit the strategy as a stand-alone document alongside its other SOPs. Submission of a gender strategy would not count toward the 15-page limit for the technical approach.”

4. By deleting the table under I.9. Evaluation and Basis for Award in its entirety and replacing with the following table (note that key changes are highlighted in yellow):

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical capacity		
	<p>Approach and Methodology: Does the technical approach and detailed service implementation methodology proposed fulfill the requirements of the Scope of Work and expected deliverables effectively and efficiently?</p> <p>As applicable per zone, does the technical approach provide specific and realistic approaches for sites that cannot be reached using conventional vehicles, and do these approaches account for security and accountability of the commodities?</p> <p>Fleet Size, Quality, and Variety: Total number, variety and adequacy of vehicles (please refer to Annex 7, vehicle verification checklists) in offeror’s fleet (with trucks of varying size that meet the specifications included in the RFP). Chemonics will use offeror’s title and registration or leasing contract to confirm fleet arrangement. Offerors should take note that Chemonics will require that a minimum of 50% of line-item orders are delivered using directly owned fleet, as detailed in the technical proposal section of the RFP. Preference in technical points will be given to offerors that can show existing, directly-owned fleet available to meet an estimated minimum of 50% of line-item orders. However, offerors who do not meet existing fleet requirements may instead show documentation of financial capacity to scale their fleet to meet the requirements, along with a procurement plan to implement this <u>prior</u> to subcontract award (which is estimated on Nov 22, 2023).</p>	25 points

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
	<p>Are the fleet size and technical approach appropriate to ensure adherence to the KPIs delineated in the draft IQS and in Annex I4 “Sample KPIs”?</p> <p>Cold-Chain Distribution Protocols: The offeror’s protocol for managing temperature sensitive products?</p>	
	<p>Capability for comprehensive in-transit tracking. Does the offeror have the capacity to track its vehicles on any given route, and provide accurate and genuine route-verification data and reports to Chemonics upon request or as required in the SOW?</p>	10 points
	<p>Capability to provide both written proof of delivery (POD) with real-time/daily updates and electronic Proof of Delivery (ePOD) using the DeliveryExpert system outlined in the technical scope of work. Does the offeror sufficiently describe their system or methodology to submit PODs in hard copy and electronic format on-time?</p>	10 points
	<p>Standard Operating Procedures: The offeror’s standard operating practices which comply with WHO or country standards:</p> <ul style="list-style-type: none"> • Vehicle and equipment maintenance; • Security measures that cover the full range of security issues related to the distribution of products, lives, and property; • In-transit operating procedures; • Routing and re-rerouting procedures; • Incident management and reporting; • Cold chain and non-cold chain commodities transportation procedures. • Procedures for vehicle leasing or second-tier subcontracting, if applicable. 	10 points
	<p>Has the Offeror provided an overview of its approach to gender, along with specific considerations/strategies that it would factor into implementation of any subsequent award to ensure that issues of gender inequity that exist at a global level are considered within the Offeror’s organization and implementation of activities?</p>	10 points

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Total Points – Technical Capacity		65 Points
Performance Capability		
	<p>Past Performance - Successful past performance providing services as requested in the RFP. Please include at least three (3) references from current (past 5-7 years) clients as part of proposal submission (including name, address, representative, phone, and email address). Include any USG or USAID funded, or humanitarian clients if relevant.</p> <p>Successful past performance providing services as requested in the RFP. Relevant factors include:</p> <ul style="list-style-type: none"> • Description of company or organization, including parent company or subsidiaries • Experience and technical ability to implement the scope of work • Experience transporting and handling health commodities per WHO Good Distribution and Storage Practices for Pharmaceutical products • Percentage of on-time delivery • Number of deliveries per year to municipal and facility levels • Track record of positioning vehicles for dispatch quickly and demonstrating ability to scale operations when needed. 	25 points
	<p>As presented in the organogram, list of focal points, and description of key positions, does the offeror have the capability to fulfill the Scope of Work with the staff and management composition of the organization at large and the specific positions assigned to support the subcontract?</p> <p>Has the offeror specifically included at least one distribution/logistics manager based full-time at each ZAMMSA point of origin for which the offeror has proposed to have operations?</p> <p>As presented in the job descriptions and curriculum vitae (CVs) of the key personnel and management, does the offeror have the experience and capabilities to carry out the Scope of Work with the proposed staff?</p>	10 points

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Total Points – Performance Capability		35 points
Total Points		100 points

111. Questions and Answers

The following communication serves to notify all potential offerors that Chemonics has answered the following questions received in response to the subject RFP through both written communication and verbal communication during the proposal conference.

No	Question	Answer
1	Please advise the total value of the Goods	The value of goods for any given purchase order will depend on the distribution plan and will be subject to orders moving through the system. As an estimate, the approximate maximum value of the goods on a 15-ton vehicle is about K700,000.
2	Please advise cargo details (weight, dimensions and number of pieces) Both cold chain and dry goods	Please be advised that all consignments to be loaded for any purchase order under an IQS will be restricted to the vehicle size that we will request for positioning through a Distribution planning tool (DRO) and a Purchase Order.
3	Kindly advise sites that are hard to reach per HUB	Sites that require unconventional modes of transportation (on either a permanent or seasonal basis) have been shared in the pricing table and per drop price list in Annex 19.
4	As per the evaluation criteria on fleet size, please confirm if vendor can use less than 50% of own fleet and demonstrate the financial capacity to procure vehicles during this tender period.	Please see the updated text and evaluation criteria provided via this Amendment 01.
5	Kindly confirm on the 60% and 40% split between vendors (who is the primary vendor and secondary vendor)	The primary vendor is one that will cover the 60%.

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No	Question	Answer
6	Kindly outline the total number of vehicles required for cold chain distribution per HUB	As stated in the RFP, vendors will not be required to provide refrigerated vehicles. ZAMMSA will provide storage/cooler boxes to use for the small portion of cold chain distribution. Vendors will be responsible for managing these cooler boxes appropriately in transit.
7	What is the minimum number of vehicle requirements per hub?	The vendor will need to be responsive to the demand in orders and to the vehicle positioning requirements outlined in the technical scope of work. The minimum number of vehicles will vary per hub and will depend on whether a vendor is a primary or secondary provider. We have provided historical information in Annex 3 that provides illustrative volumes and vehicle usage per hub.
8	What happens to offerors who happen not to have UEIs?	Vendors may attach screenshots for the application for the UEI t and include them in their proposal.
9	Does the Offeror buy fuel or it's the organisation that buys for itself?	The offeror will charge Chemonics a fixed price per KM or fixed price per drop which should include any other costs. Please refer to page 12 part 1 “Price of Services” in the RFP, along with Annex 02.
10	Is it mandatory that the Offeror also charges for distance as well as kilometer and fuel ? Can't they just charge standard fixed price ?what's the reason behind?	Please reference page 12 part 1 “Price of Services” in the RFP, along with Annex 02. This contract utilizes a fixed price mechanism to pay for deliverables under an Indefinite Quantity Subcontract. We do not plan to change that.
11	How does one account for over time ?because over time should be inline with the time you knock off and as at now ,it's not yet known ,meaning it would be hard to be placed in the fixed price ?	Please reference page 12 part 1 “Price of Services” in the RFP, along with Annex 02. This contract utilizes a fixed price mechanism to pay for deliverables under an Indefinite Quantity Subcontract.
12	Will the presentation be shared after the conference?	Please see Section IV below.
13	In case of vehicle breakdown what measures have been put in place by ZAMMSA or PASCO?	Please reference II.2.3 Security and Disaster Recovery. The vendor must have a vehicle breakdown recovery plan in place and communication must be done to ZAMMSA and PASCO so that we are aware of what challenges the vendor is facing during deliveries. The vendor is to factor in the breakdown recovery plan cost when pricing on their proposals. This will also be taken as a measure on the vendor performance.

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No	Question	Answer
14	Do you have different destinations available for all the other hubs just like Mpika?	Yes, Annex 03 and 19 has the information for all the hubs and vehicle type requirements.
15	Since medicine transportation is very sensitive, is there any commitment from PASCO with regards 4X4 vehicles if purchased by vendors that they will be fully utilised?	No.
16	What happens if the vehicle has a breakdown and need for transhipment of commodities onto another vehicle?	Please see the answer to question 13.
17	Is there chance where a vendor is given a period to purchase the appropriate vehicles for deliveries before the contract is awarded?	Please see the updated text and evaluation criteria provided via this Amendment 01.
18	Since 50% fleet of vehicles owned by the vendor is required, will there be a period of 30 days window to source for the same?	Please see the updated text and evaluation criteria provided via this Amendment 01.
19	What happens during rainy season where some health facilities cannot be accessed?	The contract covers conventional and non-conventional modes of transport (Per KM or Per Drop Pricing). Please refer to Annex 19 for facilities that will require non-conventional modes of transport and please review the language in this section that discusses seasonal variance.

IV. Proposal Conference Slides

USAID Program for Advancing Supply Chain Outcomes (PASCO)

Bidders' Conference for the Last Mile Third Party Logistics (3PL) - Distribution of Health Commodities – Hub Level

October 4, 2023



Agenda

1. Welcoming remarks/project overview
2. Geographical Scope of Work
3. What do we have to offer
4. Introduction of the RFP
5. Important dates to remember
6. Overview (Procurement Guidelines)
7. Proposal submission
8. General requirements
9. Subcontract type
10. Pricing
11. Annex 3 – Historical information
12. Technical Evaluation
13. KPIs
14. Vehicle Inspection Checklist
15. Purchase Order Process
16. Questions



Welcoming Remarks/Project Overview

- USAID-funded project
- 22 staff in Zambia
- In Lusaka and ZAMMSA Hubs across 5 provinces
- 5-year project (November 2022 to November 2027)
- In collaboration with the Zambia Medicines and Medical Supplies Agency (ZAMMSA) and the Zambian Ministry of Health (MOH), USAID PASCO is a commodity distribution project that works to create sustainable access to health commodities at the last mile by enhancing the use of private sector, third-party logistics (3PL) providers in Zambia's national health supply chain.

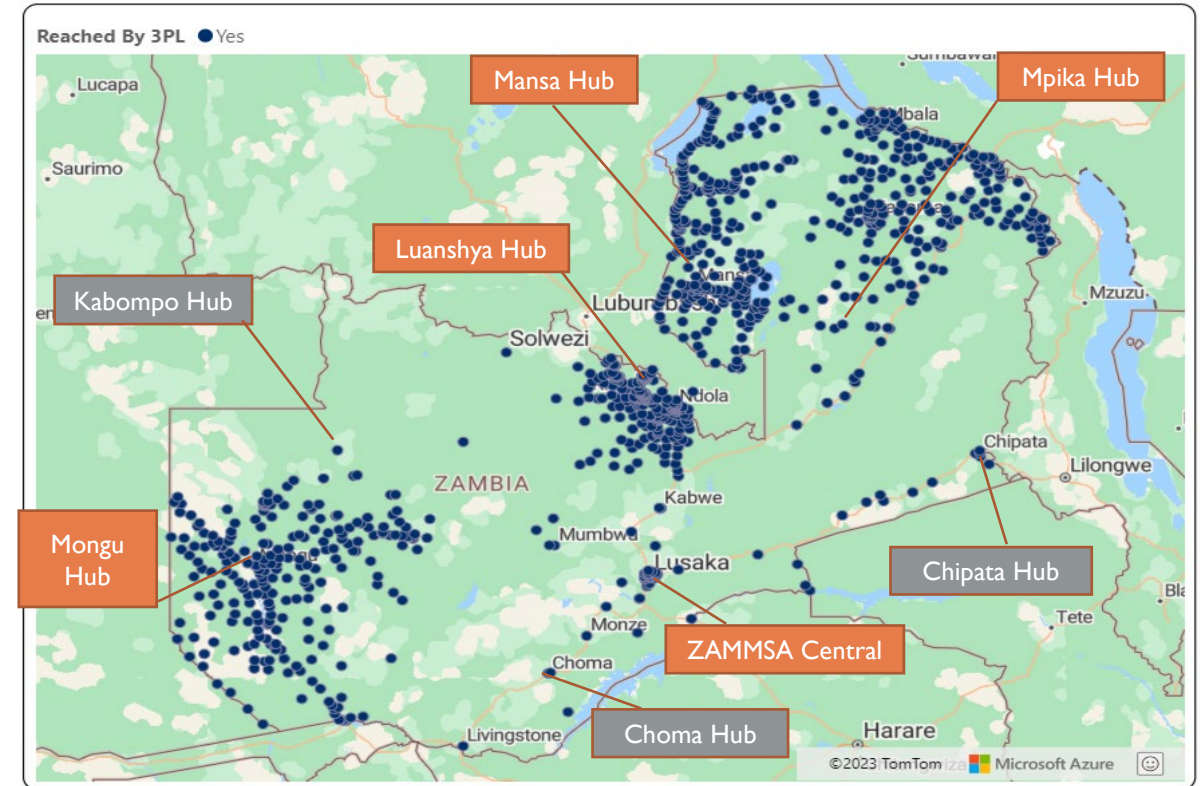


A 3PL truck completes the distribution cycle from Luanshya Hub to Twapia Urban Health Center in Ndola.

Scope of 3PL last-mile distribution services

Geographic coverage

- USAID PASCO provides supplemental 3PL support in all ten provinces.
- USAID PASCO supports ZAMMSA Hubs with last-mile operations in the Copperbelt, Luapula, Muchinga, Northern, and Western provinces.
- USAID PASCO's support to Lusaka and Central Province is focused on bulk distribution from ZAMMSA Central to DHOs and high-volume sites.
- USAID PASCO's support to the Southern, Eastern, and North-Western regions is focused on bulk deliveries from Lusaka to hubs, DHOs, and high-volume sites.



What do we have to offer transportation firms as USAID PASCO Project?

- The opportunity for a steady stream of business from points of origin in Lusaka, Luanshya, Mansa, Mpika, and Mongu.
- Long-term business continuity – with clearly outlined framework subcontracts of 1-2 years with clear pricing terms.
- Payment terms that are commensurate with the commercial sector.
- Business expansion and brand recognition in a public-private forum.

Introduction of the RFP

- The USAID PASCO is soliciting offers from companies to submit proposals for the provision of last-mile distribution services at ZAMMSA's Hubs in Luanshya, Mongu, Mpika, and Mansa.
- Offerors are eligible to bid on one, multiple, or all zones. Offerors may propose different rates for different zones to account for variance in terrain and operating costs.
- Chemonics anticipates having a primary and secondary vendor for each zone with a 60% - 40% volume split respectively.
- Successful offerors will be required to ensure a minimum of 50% - 75% of order lines are serviced using directly-owned fleet during implementation.
- The awardees will be responsible for ensuring a full-time logistics person is based at each point of origin for which the awardee has operations.
- The time period for the delivery of distribution services under resulting IQSs will last for one year, from approximately December 1, 2023 to November 30, 2024, with an optional one year extension period.

Important Dates To Remember

RFP published	September 25, 2023
Deadline for written questions	October 2, 2023
Proposal conference pre-registration deadline	October 2, 2023
Proposal conference	October 4, 2023
Answers provided to questions/clarifications	October 6, 2023
Proposal due date	October 23, 2023
Pre-selected companies / competitive range(estimated)	October 30, 2023
Fleet evaluation (estimated)	Nov 6-9, 2023
Subcontract Award/s (estimated)	Nov 22, 2023

Overview- Procurement guidelines (3PL)

USAID PASCO's procurement guidelines and procedures utilized are;

- Transparent,
- Well-documented, and
- In compliance with USAID regulations and Chemonics' Standards of Business Conduct.

Established an evaluation methodology that is clear and transparent (page 16-18)

- **Administrative review**
 - *Compliance with RFP requirements*
- **Technical evaluation**
 - *In-depth interrogation*
- **Cost evaluation**
 - *Determination of price reasonability*

Overview- Procurement guidelines (3PL) Cont'd

- Obtain clarifications from offerors, as needed and applicable
- Select the best value for award based on the evaluation criteria in the solicitation

Proposal Submission

- Technical proposal and Cost proposal with all relevant support documentation must be submitted separately electronically and clearly labeled as such
- Technical proposal MUST NOT have ANY costing data/information in it.
- The prescribed deadline of 17:00hrs on October 23, 2023 must be adhered to unless advised otherwise through an amended RFP

General Requirements

- Please refer to page 9 Section 1.4A and 1.4B of the RFP for minimum general requirements
 - Full names of members of the Board of Directors and Legal Representative.
 - Taxpayer Identification Number.
 - UEI Number.
 - Official bank account information.
 - Recent financial statements that verify that the organization has sufficient operating capital to undertake the work outlined in its Offer.
- ***Disclaimer:*** *It is the offerors' responsibility to ensure that all regulations, legal and any other statutory requirements that govern the transportation and distribution of public health commodities in Zambia are adhered.*

Subcontract Type

- Indefinite Quantity Subcontract (IQS)
- Subcontract Ceiling is ZMW 19,440,000 with a maximum order \leq ZMW 19,440,000.

Zone #	Origin / Point of Dispatch	Total Estimated Maximum Value
1	ZAMMSA Luanshya Hub	ZMW 2,448,000
2	ZAMMSA Mansa Hub	ZMW 3,456,000
3	ZAMMSA Mpika Hub	ZMW 8,064,000
4	ZAMMSA Mongu Hub	ZMW 5,472,000

Pricing

- With reference to annex 2, the pricing for this RFP and any resulting award will be divided into two types:
 - **Type 1:** Routes/facilities that are generally accessible and can be reached using conventional vehicles (a 4x4 SUV at a minimum). Per km pricing shall apply based on vehicle type.
 - **Type 2:** Routes/facilities that require specialized equipment and/or any combination of unconventional forms of transportation (i.e. fully kitted SUV with winch and accessories, water-based transport, motorbike, oxcart, etc.) Fixed unit rates for delivery shall apply on a ‘per drop’ basis to reach a facility.

Pricing, Continued

- “In order to prepare a table of prices showing costs per vehicle type per kilometer and costs on a ‘per drop’ basis for sites requiring unconventional distribution (as requested in the sample tables under Annex 2), an offeror must first consider all of its **organizational costs** (perhaps in a different detailed budget) and then translate those costs into the sample table as provided under Annex 2 of this RFP. Chemonics will not provide technical assistance to offerors on budget preparation. Chemonics expects offerors to consider all of their organizational costs by preparing their own detailed budgets separately, and to then translate the costs of the detailed budget into prices as requested in the sample price tables under Annex 2.”

Pricing cont'd: Reference Annex 19 for details

ZONE NAME / POINT OF ORIGIN:							
A			B	C	D	E	F
Vehicle Size	Vehicle Description	Minimum Required Enclosed Storage Capacity (cubic meters, cbm)	Total Rate per Km (ZMW)	Fixed base Cost per km(ZMW)	Fuel economy (Litres/Km)	Fuel price (ZMW)	Proposed variable fuel cost per km (ZMW)
			(C+F)	Vendor to propose base	Vendor to denote	Per Energy Regulation Board pricing	(D * E)
SUV, single-cab truck, or van (4x2)	Vehicles must have fully enclosed cabs that meet storage volume. Two-wheel drive vehicles are acceptable in this cost category. Vehicles must meet ZAMRA requirements as per Annex 007 b.	2.71					
SUV or single-cab truck (4x4)	Land Cruiser 76 series or similar models of vehicles required. Functioning four-wheel drive required. Single-cab trucks must have fully enclosed cabs that meet storage volume. Vehicles must meet ZAMRA requirements as per Annex 007 b.	2.71					
3.5-ton	Vehicle storage must be containerized and otherwise meet ZAMRA requirements as per Annex 007 b.	18.48					
5-ton	Vehicle storage must be containerized and otherwise meet ZAMRA requirements as per Annex 007 b.	19.18					
10-ton	Vehicle storage must be containerized and otherwise meet ZAMRA requirements as per Annex 007 b.	31.5					
15-ton	Vehicle storage must be containerized and otherwise meet ZAMRA requirements as per Annex 007 b.	34.65					

Pricing cont'd: Reference Annex 19 for details cont'd

facilityNameElmis	facilityIDXpert	facilityIDElmis	facilityNameXpert	FacilityType	Latitude	Longitude	District	Province	primarySupplyPoint	Pricing Mechanism Required?	Pricing Mechanism Required Permanently or Seasonally	Indicative Transport Modes that Might be Required?	Comment (Additional, indicative transportation modes to reach the last mile.)	Per Drop Price to Reach the Facility with a Delivery (VENDORS TO COMPLETE FOR THEIR RESPECTIVE ZONES OF BIDDING)
Kasala Kando Health Centre	40010004	401329	KasalaKandoHealthCentre	Health Center	-11.660503	28.437659	Chembe	Luapula	Mansa Hub	Per-Drop	Seasonal	Kitted 4X4	Motorvehicle/Motorbike used to deliver to the last mile	
Chishi Island Rural Health Center	40110008	407012	ChishiIslandRuralHealth	Health Center	-11.08542763	29.84195709	Chifunabuli	Luapula	Mansa Hub	Per-Drop	Permanent	Boat	Motorbike/Bicycle used to deliver to the last mile	
Mbabala Island Rural Health Center (Chifunabuli)	40110024	407022	MbabalaIslandRuralHealth	Health Center	-11.22001655	29.80126731	Chifunabuli	Luapula	Mansa Hub	Per-Drop	Permanent	Boat	Motorbike/Bicycle used to deliver to the last mile	
Bwalya Mponda Rural Health Center	40005001	402510	BwalyaMpondaRuralHealth	Health Center	-11.668512	30.069007	Lunga	Luapula	Mansa Hub	Per-Drop	Permanent	Boat	Motorvehicle/Motorbike/Bicycle used to deliver to the last mile	
Kalima Nkonde Rural Health Center	40005002	402532	KalimaNkondeRuralHealth	Health Center	-11.447321	30.069373	Lunga	Luapula	Mansa Hub	Per-Drop	Permanent	Boat	Motorvehicle/Motorbike/Bicycle used to deliver to the last mile	
Kasoma Lunga Rural Health Center	40005003	402519	KasomaLungaRuralHealth	Health Center	-11.4117	30.143017	Lunga	Luapula	Mansa Hub	Per-Drop	Permanent	Boat	Motorvehicle/Motorbike/Bicycle used to deliver to the last mile	
Nsalushi RHC	40005004	402527	NsalushiRuralHealthCenter	Health Center	-11.549446	30.323391	Lunga	Luapula	Mansa Hub	Per-Drop	Permanent	Boat	Motorvehicle/Motorbike/Bicycle used to deliver to the last mile	
Mweshi Health Post (Lunga)	d0000698	e0000869	Mweshi Health Post	Health Post	-11.380404	30.079533	Lunga	Luapula	Mansa Hub	Per-Drop	Permanent	Boat	Motorvehicle/Motorbike/Bicycle used to deliver to the last mile	
Chafye Health Post	d0000699	e0000870	Chafye Health Post	Health Post	-11.749642	30.211258	Lunga	Luapula	Mansa Hub	Per-Drop	Permanent	Boat	Motorvehicle/Motorbike/Bicycle used to deliver to the last mile	
Matongo Health Post	d0000700	e0000871	Matongo Health Post	Health Post	-11.58203	30.256769	Lunga	Luapula	Mansa Hub	Per-Drop	Permanent	Boat	Motorvehicle/Motorbike/Bicycle used to deliver to the last mile	

Pricing cont'd: Cost Evaluation

Using the tables above, Chemonics will calculate the average monthly cost of distribution using the Offeror's proposed pricing for each offered zone, using historical average order data for each zone as per Annex 03 and estimating distribution every two months to sites requiring per drop pricing.

Annex 3 – PASCO 3PL Historical information

As the historical data is reviewed, please note that future iterations of this work as a result of this solicitation are expected to:

- Entail increased deliveries to hard-to-reach areas by 3PL in exchange for ZAMMSA increasing its servicing of the closer-to-reach facilities.
- Introduce different vehicle categories as compared to historical work, specifically segregating out two-wheel drive vs. four-wheel drive SUVs and also providing an option for a 3.5-ton vehicle.
- Entail the provision of two vendors at each point of origin – a primary and a secondary vendor.

Technical evaluation

- Please refer to sections 1.8 and 1.9 of the RFP for the proposal validity period and technical evaluation criteria:
- Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table on pages 16 – 17.
- Evaluation points will not be awarded for cost.
- If technical scores are determined to be equal or nearly equal, cost will become the determining factor.
- This RFP utilizes the tradeoff process set forth in FAR 15.101-1. Chemonics will award a subcontractor to the offeror whose proposal represents the best value to Chemonics.
- Chemonics may award to a higher-priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

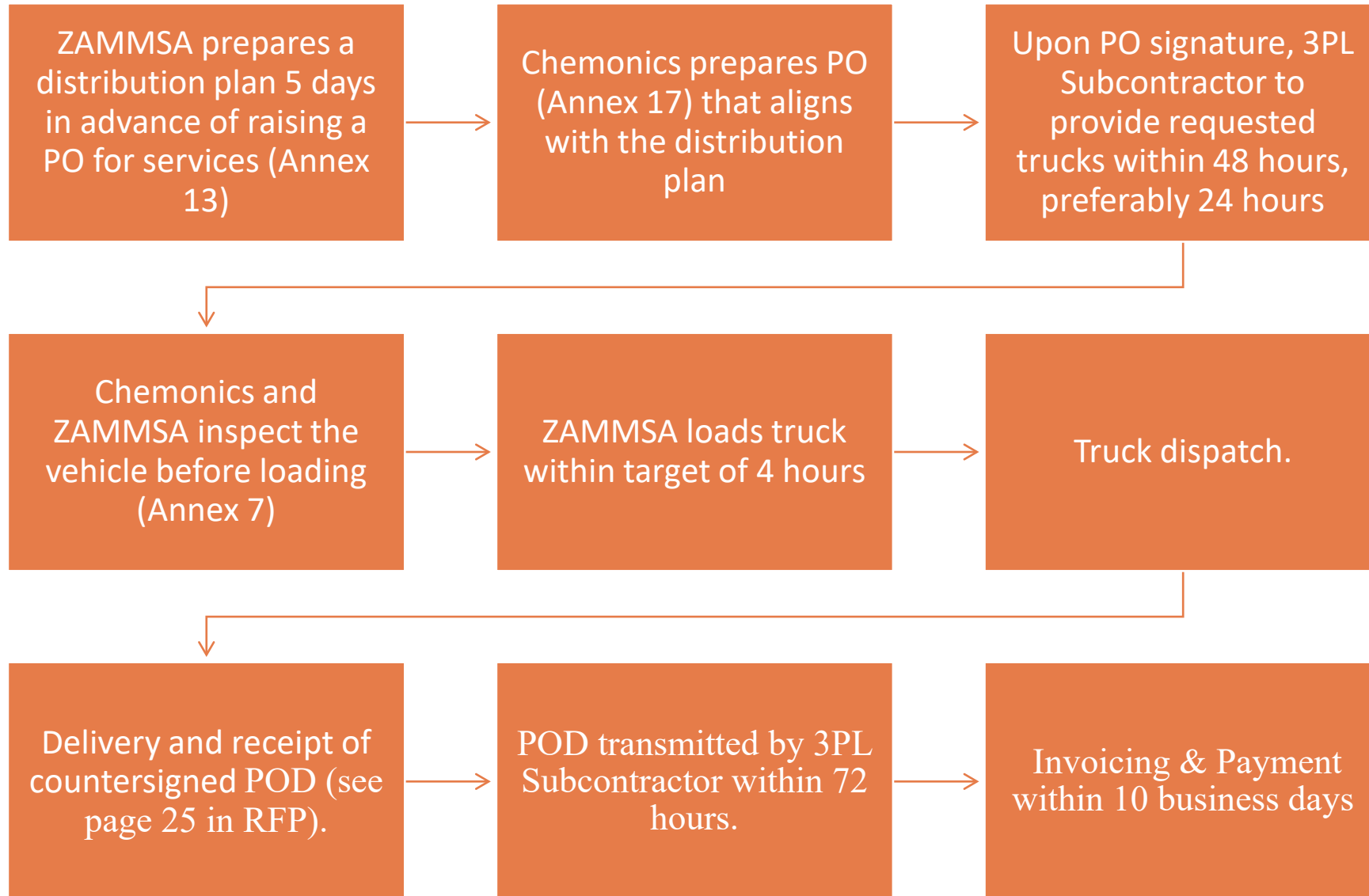
KPIs

#	Indicator Name
1	On-time arrival of trucks for loading
2	Truck condition
3	Notification of incidents that have the potential to delay or compromise a shipment.
4	On-time delivery
5	Off-loading time
6	Delivery notes indicate the quantity dispatched matching the quantity received.
7	Delivery notes signed as received by an authorized staff member of the designated facility.
8	Orders received in full
9	Customer Service Rating

Annex 7 – Vehicle Inspection Checklist

USAID/Zambia Program for Advancing Supply Chain Outcomes (PASCO)		
Vehicle Adherence to ZAMRA / WHO Good Storage and Distribution Practices		
Vehicle Inspection Checklist		
Inspection Type (New Inspection/Re-Inspection): _____		
ZAMRA Reference	Inspection Item	Inspection Result (Yes/No)
Pre-loading Checklist		
Section 9.1 and 9.18	Vehicle is containerized, sealed from the elements, and is fit for purpose.	
	Vehicle has essential safeguards such as a fire extinguisher, triangles, and a first aid kit.	
	ZAMMSA has confirmed it will apply a safety seal and/or the vehicle is capable of being fully locked.	
Sections 9.2, 9.5, 9.10 and 9.11	Vehicle and container are clean and free of debris and contaminants prior to loading and during distribution.	
	Vehicle and container are free of pests and free of any visual / olfactory (smell) signs of adverse cleaning agents.	
	No other items beyond those specified on the distribution list are placed in the container after loading.	
Sections 9.6, 9.7, and 9.8	Vehicle has been ordered in accordance with an approved Purchase Order.	
	Vehicle has valid insurance, road tax/CES, and a certificate of fitness from RTSA.	
	The assigned driver has a valid license that corresponds to the appropriate vehicle class and all legally required certifications.	
Post-loading Checklist		
Section 9.14	The ZAMMSA dispatch team has been consulted regarding the loading of any temperature-sensitive products and has confirmed adherence to ZAMMSA SOPs for temperature-sensitive distribution (i.e. provision of cooler boxes and temperature monitors).	
Section 9.16	Cargo adequately fits in the vehicle and no cargo has been forced into the vehicle or stored on places such as roof racks.	
Section 9.17	If reverse logistics will be used, the 3PL driver has been briefed on the need to segregate rejected, recalled, and returned medicine, and adequate space/equipment is provided to implement the guidance.	
Overall Inspection Result		
Comment (s):		
Inspected by:	Date: _____	Signature: _____
	First Name	Last Name

Purchase Order Process Flow



Important!

- At the rates proposed, Offerors should be prepared, if awarded an IQS as a result of this solicitation, to meet the requirements of the technical scope of work at the proposed **fixed** rates.
- This includes, but is not limited to, providing the following at the fixed rates:
 - Clean, containerized, well-maintained vehicles that meet the requirements of Annex 7;
 - To be positioned **within 48 hours** of a request for vehicles issued under an approved purchase order;
 - With GPS tracking;
 - With a minimum of 50% of directly-owned fleet;
 - With qualified drivers that are proficient in English and can manage proof of delivery documentation;
 - With a qualified logistics person based at the hub that can support logistics management.
- Offerors are strongly encouraged to propose their best and most competitive prices for distribution services that meet the technical scope.

Instructions for the Submission of Electronic Copies

- Separate technical and cost proposals must be submitted by email to the point of contact and email address by no later than the time and date specified in I.2 Offer Deadline.
- The Offeror must submit the proposal electronically with up to three (3) attachments (5 MB limit per attachment) per email compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment.
- Offerors must submit a separate cover email without any attachments to delineate the quantity and content of emails to expect with attachments, for clarity of submission.
- Offerors must not submit zipped files. Those pages requiring original signatures should be signed by using e-signatures.

Any Questions?

Thank you



USAID Program for Advancing Supply Chain Outcomes (PASCO)