

Request for Proposals

RFP # RFP-TO1-01-2023 Amendment 1

For the provision of

Development through Systems Strengthening

Contracting Entity:

Chemonics International Inc.

1275 New Jersey Avenue SE, Suite 200

Washington, DC 20003-5115

Funded by:

United States Agency for International Development (USAID)

Funded under:

Global Health Supply Chain Program-Procurement and Supply Management  
(GHSC-PSM)

Prime Contract Number AID-OAA-I-15-00004; AID-OAA-TO-15-00007

**\*\*\*\*\* ETHICAL AND BUSINESS CONDUCT REQUIREMENTS \*\*\*\*\***

Chemonics is 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://www.chemonics.com/our-approach/standards-business-conduct/>.

Chemonics 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 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 RFP must include the following as part of the proposal submission:

- Disclose any close, familial, or financial relationships with Chemonics or project staff. For example, if an offeror's cousin is employed by the 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 Chemonics' prohibitions against fraud, bribery and kickbacks.

Please contact [PSMProgramMgmtOps@chemonics.com](mailto:PSMProgramMgmtOps@chemonics.com) with any questions or concerns regarding the above information or to report any potential violations. Potential violations may also be reported directly to Chemonics at to [BusinessConduct@chemonics.com](mailto:BusinessConduct@chemonics.com) or by phone/Skype at 888.955.6881.

The purpose of this amendment is to incorporate revisions to the solicitation (changes are described in the attached document), and to request clarification, due to the passage of time.

Offerors are responsible for ensuring proposals are received by PSM Program Management Operations [PSMProgramMgmtOps@chemonics.com](mailto:PSMProgramMgmtOps@chemonics.com) by Friday, November 17, 2023, 5:30 PM ET. Failure to comply with the submission date and time will deem any submission afterward "late", rendering the changes unacceptable and it will not be further reviewed or evaluated. Faxed proposals are not acceptable, nor will they be reviewed or evaluated.

**THE RFP-TO1-01-2023 REQUEST FOR PROPOSALS (RFP) IS FURTHER AMENDED AS FOLLOWS:**

1. Section I.2 Chronological List of Proposal Events

**Delete in its entirety and replace it with the following:**

I.2. Chronological List of Proposal events.

The following calendar summarizes important dates in the solicitation process. Offerors must strictly follow these deadlines.

RFP published	October 25, 2023
Deadline for written questions	November 7, 2023
Answers provided to questions/clarifications	November 10, 2023
Proposal due date	November 17, 2023
Subcontract award (estimated)	December 22, 2023

The dates above may be modified at the sole discretion of Chemonics. Any changes will be published in an amendment to this RFP.

**Written Questions and Clarifications.** All questions or clarifications regarding this RFP must be in writing and submitted to Natacia Mpanga, PSMProgramMgmtOps@chemonics.com, no later than 5:30 pm EST on November 7, 2023. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients who have indicated an interest in this RFP.

Only written answers from Chemonics will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Chemonics International, the GHSC-PSM project, or any other party, will not be considered official responses regarding this RFP.

**Proposal Submission Date.** All proposals must be received by the date and time and complying with the instructions as provided in Section I.3.

**Oral Presentations.** Chemonics reserves the option to have select offerors participate in oral presentations with the technical evaluation committee. Interviews may consist of oral presentations of offerors' proposed activities and approaches. Offerors should be prepared to give presentations to the technical evaluation committee within 2 days of receiving notification.

**Subcontract Award (estimated).** Chemonics will select the proposal that offers the best value based upon the evaluation criteria stated in this RFP

2. Section I.3.Offer Submission Requirements

**Delete in its entirety and replace it with the following:**

Offerors shall submit their offers electronically only.

Emailed offers must be received no later than 5:30 pm EST on November 17, 2023 at the following address:

**Natacia Mpanga**

**GHSC-PSM Program Management Operations Manager**  
**PSMProgramMgmtOps@chemonics.com**

Faxed offers will not be considered.

Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Chemonics. Chemonics cannot guarantee that late offers will be considered.

Proposals must be submitted electronically only. Late offers will be considered at the discretion of Chemonics.

Separate technical and cost proposals must be submitted by email no later than the time and date specified in I.2. The proposals must be submitted to the point of contact designated in I.2.

The Offeror must submit the proposal electronically with up to 3 attachments (5 MB limit) per email compatible with MS Word, MS Excel, readable format, or Adobe Portable Document (PDF) format in a Microsoft XP environment. Offerors must not submit zipped files. Those pages requiring original manual signatures should be scanned and sent in PDF format as an email attachment or signed by using e-signatures.

Technical proposals must not make reference to pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.