REQUEST FOR QUOTATION (RFQ)

RFQ #:	A&T-IA-COVID19-RFQ2
Issued on:	September 17, 2021
Title of Assignment:	Procurement of deep freezers for COVID-19 response.
Anticipated Period of Performance:	October - November 2021
Deadline of Proposal Submission:	**September 23, 2021 by 3:00 PM (Hanoi, Viet Nam time)**

INTRODUCTION & BACKGROUND

Alive & Thrive (A&T) is a global nutrition initiative to save lives, prevent illness, and ensure healthy growth of mothers and children. From 2009 to 2014, A&T demonstrated that rapid improvements in infant and young child feeding (IYCF) are possible in settings as diverse as Ethiopia, Bangladesh, and Viet Nam. In 2014, A&T began working in Burkina Faso, India, Nigeria, and throughout the Southeast Asia region, expanding its scope to include maternal and adolescent nutrition, and using agriculture and social protection programs as delivery mechanisms for maternal, infant, and young child nutrition (MIYCN). Currently, A&T is leveraging its robust network and knowledge base to strengthen systems and build capacity in these and other countries across Africa and Asia, and disseminate innovations, tools, and lessons worldwide. The A&T initiative, managed by FHI Solutions, is currently funded by the Bill & Melinda Gates Foundation, Irish Aid, and other donors.

As of August 25, 2021, Viet Nam's Ministry of Health confirmed a total of 381,363 cases of COVID-19, 169,921 recoveries, and 9,349 deaths. The latest community transmission cases have been reported from Ho Chi Minh City, Binh Duong, Dong Nai and Ha Noi among other municipalities and provinces. Over 2,300 medical workers have been infected with the novel coronavirus since the pandemic hit the country, and three have lost their lives.

The first three HMBs in Viet Nam were opened by the Ministry of Health (MoH), in partnership with A&T and others, at Da Nang Hospital for Women and Children (Da Nang HMB launched in 2017) and Tu Du Hospital (Tu Du HMB launched in 2019), and Quang Ninh Obstetrics and Pediatrics Hospital (Quang Ninh HMB launch in 2020). A&T is supporting the establishment of the fourth HMB at the National Children Hospital in Ha Noi. Two HMB service networks are operational in the Central and Mekong River Delta that raw human milk from these areas is delivered to the existing HMBs for pasteurization, and pasteurized milk is supplied back to them.

To support safe storage and use of expressed breastmilk and pasteurized milk in Ho Chi Minh City during Covid-19 pandemic and to support establishing a new HMB, A&T plan to procure two (02) deep freezers with specifications as below.

PURPOSE

The purpose of this Request for Quotations (RFQ) is to solicit quotes for the procurement of two deep freezers with specifications in the table below:

#	Item and specifications	Quantity
1	Upright deep freezer -40°C and accessories Model: DW-40L568J Manufacturer: Haier Biomedical Origin: China Capacity: 568 L	02 units

The deep freezers will be delivered as guided below to a hospital in Ho Chi Minh City as designated by Alive & Thrive by November 10, 2021 or any earlier dates, if possible.

SCOPE OF WORK & DELIVERABLES

Selected vendor shall provide and deliver the deep freezers with specific tasks stated below.

Specific activities:

1. Identify manufacturers and/or suppliers of the goods.
2. Contact the manufacturers and/or suppliers and make purchase orders.
3. Inform Alive & Thrive about the delivery plan.
4. Arrange shipping and all risks cargo insurance (of full value of the equipment and supplies and freights), acquire import licenses as needed and process customs clearance to import the equipment, accessories and supplies into Viet Nam.
5. Deliver the purchased equipment and accessories to a hospital in Ho Chi Minh City as designated by Alive & Thrive; and arrange all risks goods-in-transit insurance (of full value of the equipment and supplies and freights).
6. Install and test the operation of the equipment and its accessories.
7. Organize training for relevant staff of the hospital.
8. Provide warranty and maintenance services for the equipment (deep freezers and accessories) for every 06 months within 02 years from the date of successful test of operation.

Expected Deliverables/Milestones:

A&T requests interested companies to provide quotations (**in VND**). Quotation must include all associated costs including but not limited to price, delivery, taxes, VAT, insurance, training cost, travel expenses for training and warranty services as appropriate.

Indirect Costs

To the extent that indirect costs are applicable, they are subject to the following limits:

- 0% for government agencies, other private foundations and for-profit organizations
- up to 10% for U.S. universities and other academic institutions
- Up to 15% for all other non-U.S. academic institutions and all private voluntary and non-government organizations, regardless of location.
- Indirect cost rates (and the limitations) apply both to the primary applicant organization and any sub-grantees and/or sub-contractors that are part of the proposal.

If the organization has lower indirect rates, the lower rates should be used. **Please include VAT in the price quote as FHI Solutions LLC/FHI 360 is not VAT exempt.**

SUBMISSION REQUIREMENTS

To be considered, bidders must provide the following:

1. Detailed cost quotation for the item as described above
2. A description of delivery capabilities/plan
3. Statement of capability/plan for conducting training at field
4. Statement of warranty and maintenance plan
5. Three references, including contact information for each similar work
6. The email address that Alive & Thrive may send a confirmation of receipt of your submission

CONTRACT MECHANISM

FHI Solutions LLC/FHI 360 anticipates issuing a firm fixed price purchase order. The purchase order will be issued in the local currency (VND) to the responsive offer or whose quote meets the above requirements and offers a competitive price. Once an award is issued, it will include a fixed price payment based on completion of the scope of work and verification of the quality and quantity of delivered products.

EVALUATION CRITERIA:

Quotations will be evaluated and ranked by a committee according to the price quotation information provided. Only offerors able to provide all of requirements listed above will be considered. Other factors the committee will consider include cost, delivery and training capabilities.

Selection shall be based on the following weighted categories:

1. **Warranty and maintenance capacities: 20%**
2. **Price: 35%**
3. **Delivery capabilities: 25%**
4. **References: 20%**

NOTE: FHI Solutions LLC/FHI 360 will not compensate the company for its preparation of response to this RFQ nor is the issuing of this RFQ a guarantee that FHI Solutions LLC/FHI 360 will award a contract.

TERMS AND CONDITIONS

Offerors are responsible for review of the terms and conditions described below and in the award template attached.

The proposed payment terms of the anticipated agreement:

- **25% payment after signing contract and upon submission of product plan and delivery timeline**
- **60% payment upon delivery and installation of all equipment to the specified location. Receipt confirmations from the party identified by A&T must accompany the invoice for payment.**
- **15% payment upon when the training at field completed.**

Note: The proposed payment terms may be adjusted in final award documentation.

Instructions and Deadline

Responses to this RFQ should be submitted to the attention of Nguyen Thi Mien, Regional Procurement Officer, ntmien@fhi360.org, and cc: Nguyen Hong Long, nlong@fhi360.org by **September 23, 2021, 3:00 P.M. Hanoi, Viet Nam time**. **Quotations received after this date and time may not be accepted and may be considered non-responsive.** FHI Solutions LLC/FHI 360 will acknowledge receipt of your submission by email. Proposals must be submitted in electronic format using Microsoft Office compatible software.

Any questions or requests for clarification need to be submitted in writing to the same email addresses noted above by **September 21, 2021, 3:00 P.M. Hanoi, Viet Nam time**. Inquiries and answers to inquires will be shared with all applicants on A&T website (www.aliveandthrive.org). **No telephone inquiries will be answered.**

If applicable, please include VAT in the cost proposal as FHI Solutions LLC/FHI 360 is not VAT exempt.

All email correspondence should reference "**Supplies of deep freezers in Ho Chi Minh City**" in the subject line. Summary of important dates is as following:

RFP issued	September 17, 2021
Deadline for clarification request	September 21, 2021
Deadline for answering all clarification	September 22, 2021
Deadline for submission	September 23, 2021
Short-listed vendor notification, if applicable:	September 27, 2021
Presentations from shortlisted vendors, if applicable:	September 30, 2021
Final selection made:	September 30, 2021
Contract processing:	October 4-6, 2021
Contract signed and anticipated start date:	October 7, 2021

PERIOD FOR ACCEPTANCE OF OFFERS

The offeror agrees to hold the prices in its offer firm for 90 calendar days from the specified closing date. Offerors may withdraw offers prior to the closing date via email.

WITHDRAWAL OF QUOTATION

Offerors may withdraw quotations by written notice via email received at any time before award. Quotations may be withdrawn in person by an offeror or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the quotation before award.

OFFER VERIFICATION

FHI Solutions LLC/FHI 360 may contact offerors to confirm contact person, address, quote amount and to confirm that the quote was submitted for this solicitation.

FALSE STATEMENT IN OFFER

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

Proposals become property of FHI Solutions LLC/FHI 360.

- FHI Solutions LLC/FHI 360 may cancel the solicitation and not make an award

- FHI Solutions LLC/FHI 360 may reject any or all responses received
- Issuance of a solicitation does not constitute an award commitment by FHI Solutions
- FHI Solutions LLC/FHI 360 reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
- FHI Solutions LLC/FHI 360 will not compensate offers for response to solicitation
- FHI Solutions LLC/FHI 360 reserves the right to issue an award based on initial evaluation of offers without further discussion
- FHI Solutions LLC/FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI Solutions LLC/FHI 360 may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original RFP.
- FHI Solutions LLC/FHI 360 has the right to rescind an RFP, or rescind an award prior to the signing of a subcontract due to any unforeseen changes in the direction of FHI Solutions LLC/FHI 360' client, be it funding or programmatic
- FHI Solutions LLC/FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI Solutions LLC/FHI 360 will be contacting offerors to confirm contact person, address and that bid was submitted for this solicitation

- END OF RFQ -