REQUEST FOR QUOTATION (RFQ)

RFQ #: A&T-IA-COVID19-RFQ3
Issued on: September 20, 2021
Anticipated Period of Performance: October 2021
Deadline of Proposal Submission: September 27, 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 significant shortage of personal protective equipment in many hospitals has impacted the containment of the virus, safety of frontline health workers and other hospital staff, and maintenance of essential health services. Though supplies are provided by various organisations to hospitals, these do not meet the need for them to cope with this pandemic and provide both life-saving and preventive services for patients including pregnant women, new mothers, and infants.

PURPOSE

The purpose of this Request for Quotations (RFQ) is to solicit quotes for the procurement of personal protective equipment in the table below:

<table>
<thead>
<tr>
<th>#</th>
<th>Item and specifications</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bodysuits for COVID-19 – Level 2, 3 and 4 and accessories. Quantity for bodysuits of each level will be decided later. Standard: as per the technical guidance provided in Decision 1616/QD-BYT issued by the Ministry of Health dated April</td>
<td>7,000 units (bộ)</td>
</tr>
</tbody>
</table>
Bidders may submit quotes for any or all of the items listed above.

The goods will be delivered as guided below to the hospitals listed in Appendix 1 by October 15, 2021 or any earlier dates, if possible.

**SCOPE OF WORK & DELIVERABLES**

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

**Specific activities:**

1. Produce/purchase the required products.
2. Inform A&T and the hospitals about production and delivery plan.
3. Provide evidence(s) of the product quality standards.
4. Arrange delivery to the designated hospitals and acquire transportation licenses as required by the Government of Viet Nam.

**Expected Deliverables/Milestones:**

A&T requests interested companies to provide quotations (in VND). Quotation must include all associated costs including but not limited to unit price, delivery, taxes and fees, 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 any or all items as described above
2. A description of your delivery capabilities/plan
3. Certificate(s) of the product quality standards and product testing results issued by an agency of standardization and quality certification in Viet Nam within 03 months.
4. Three customer references, including contact information for each similar work
5. 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. Product quality standards: 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
• **75% payment upon delivery of all the goods to the specified hospitals and locations.** Receipt confirmations (confirming quality and quantity of products delivered) from the hospitals identified by A&T must accompany the invoice for payment.

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, ntmién@fhi360.org, and cc: Nguyen Hong Long, nlong@fhi360.org by **September 27, 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 23, 2021, 3:00 P.M. Hanoi, Viet Nam time.** Inquiries and answers to inquiries will be shared with all applicants on A&T website ([www.aliveandthrive.org](http://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 personal protective equipment for five Mekong Delta provinces**” (Cung cấp đồ bảo hộ chống dịch cho 05 tỉnh miền Nam) in the subject line. Summary of important dates is as following:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP issued</td>
<td>September 20, 2021</td>
</tr>
<tr>
<td>Deadline for clarification request</td>
<td>September 23, 2021</td>
</tr>
<tr>
<td>Deadline for answering all clarification</td>
<td>September 24, 2021</td>
</tr>
<tr>
<td>Deadline for submission</td>
<td>September 27, 2021</td>
</tr>
<tr>
<td>Short-listed vendor notification, if applicable</td>
<td>September 29, 2021</td>
</tr>
<tr>
<td>Presentations from shortlisted vendors, if applicable</td>
<td>September 30, 2021</td>
</tr>
<tr>
<td>Final selection made</td>
<td>October 1, 2021</td>
</tr>
<tr>
<td>Contract processing</td>
<td>October 4-6, 2021</td>
</tr>
<tr>
<td>Contract signed and anticipated start date</td>
<td>October 7, 2021</td>
</tr>
</tbody>
</table>

**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’s 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

ATTACHMENTS

Annex 1: List of hospitals to receive personal protective equipment

- END OF RFQ -
## Annex 1. List of hospitals to receive personal protective equipment

<table>
<thead>
<tr>
<th>STT</th>
<th>Tỉnh</th>
<th>Đơn vị</th>
<th>Bộ áo liềnquin phòng chống dịch (cấp 2, 3, 4)</th>
<th>Găng khám bệnh sử dụng một lần</th>
<th>Tất cả chần giót bắn</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TP Hồ Chí Minh</td>
<td>Bệnh viện Từ Dũ</td>
<td>1,000</td>
<td>20,000</td>
<td>5,000</td>
</tr>
<tr>
<td>2</td>
<td>TP Hồ Chí Minh</td>
<td>Bệnh viện Hùng Vương</td>
<td>1,000</td>
<td>20,000</td>
<td>5,000</td>
</tr>
<tr>
<td>3</td>
<td>Bình Dương</td>
<td>Bệnh viện Đa khoa tỉnh</td>
<td>500</td>
<td>4,000</td>
<td>1,000</td>
</tr>
<tr>
<td>4</td>
<td>Bình Dương</td>
<td>Trung tâm Y tế Tân Uyên</td>
<td>500</td>
<td>4,000</td>
<td>1,000</td>
</tr>
<tr>
<td>5</td>
<td>Tiền Giang</td>
<td>Bệnh viện Phụ Sản Tiền Giang</td>
<td>500</td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>6</td>
<td>Tiền Giang</td>
<td>Bệnh viện Đa khoa khu vực Cai Lậy</td>
<td>500</td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>7</td>
<td>Tiền Giang</td>
<td>Bệnh viện Đa khoa khu vực Gò Công</td>
<td>500</td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>8</td>
<td>Cần Thơ</td>
<td>Bệnh viện Phụ sản Cần Thơ</td>
<td>500</td>
<td>4,000</td>
<td>1,000</td>
</tr>
<tr>
<td>9</td>
<td>Cần Thơ</td>
<td>Bệnh viện dã chiến số 3 (Bệnh viện Y học cổ truyền), quận Ninh Kiều</td>
<td>500</td>
<td>4,000</td>
<td>1,000</td>
</tr>
<tr>
<td>10</td>
<td>Cần Thơ</td>
<td>Bệnh viện Đa khoa TP. Cần Thơ, quận Ninh Kiều</td>
<td>500</td>
<td>4,000</td>
<td>1,000</td>
</tr>
<tr>
<td>11</td>
<td>Cà Mau</td>
<td>Bệnh viện Phụ sản Nhi Cà Mau</td>
<td>500</td>
<td>4,000</td>
<td>1,000</td>
</tr>
<tr>
<td>12</td>
<td>Cà Mau</td>
<td>Bệnh viện Đa khoa tỉnh Cà Mau</td>
<td>500</td>
<td>4,000</td>
<td>1,000</td>
</tr>
<tr>
<td></td>
<td><strong>TỔNG CỘNG</strong></td>
<td></td>
<td><strong>7,000</strong></td>
<td><strong>68,000</strong></td>
<td><strong>20,000</strong></td>
</tr>
</tbody>
</table>

**Note:** List of hospitals and/or quantities assigned to each may be adjusted in final award documentation.