



## REQUEST FOR QUOTATION (RFQ)

<b>RFQ #:</b>	A&T-IA-COVID19-RFQ6
<b>Issued on:</b>	October 12, 2021
<b>Title of Assignment:</b>	Procurement of Versapak milk bank bags and freeze boards for human milk banks in Viet Nam.
<b>Anticipated Period of Performance:</b>	October - November 2021
<b>Deadline of Proposal Submission:</b>	<b><u>October 18, 2021 by 3:00 PM (Hanoi, Viet Nam time)</u></b>

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### 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 Viet Nam during Covid-19 pandemic and to support HMBs in Viet Nam, A&T plan to procure lots of Versapak milk bank bags and freeze boards with specifications as below.

### PURPOSE

The purpose of this Request for Quotations (RFQ) is to solicit quotes for the procurement of lots of Versapak milk bank bags and freeze boards (hereby after called "the goods") with specifications in the table below:

#	Item and specifications	Quantity
1	<p><b><u>Versapak Milk Bank Bag</u></b></p> <ul style="list-style-type: none"> <li>• Code: PYBHM</li> <li>• Manufacturer: Versapak</li> <li>• Detailed specifications can be found on the manufacturer's website: <a href="https://www.versapak.co.uk/insulated-human-milk-carrier">https://www.versapak.co.uk/insulated-human-milk-carrier</a></li> <li>• The bags will be branded with 03 logos (as specified by A&amp;T later) to be printed (color) on the upper cover and on one side of each bag.</li> <li>• Location of delivery: Ha Noi, Da Nang and Ho Chi Minh City, Việt Nam as designated by A&amp;T.</li> </ul>	20 units
2	<p><b><u>Versapak Freeze Board 400gram</u></b></p> <ul style="list-style-type: none"> <li>• Code: FREEZEB400</li> <li>• Manufacturer: Versapak</li> <li>• Dimensions (W/H/D): 140 x 245 x 15mm</li> <li>• Detailed specifications can be found on the manufacturer's website: <a href="https://www.versapak.co.uk/freeze-board-medical-carriers">https://www.versapak.co.uk/freeze-board-medical-carriers</a></li> <li>• Location of delivery: Ha Noi, Da Nang and Ho Chi Minh City, Việt Nam as designated by A&amp;T.</li> </ul>	40 units

The goods will be delivered to human milk banks in Ha Noi, Da Nang and Ho Chi Minh City, Viet Nam as designated by Alive & Thrive by November 30, 2021 or any earlier dates, if possible.

#### **SCOPE OF WORK & DELIVERABLES**

Selected vendor shall provide and deliver goods 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 goods to human milk banks in Ha Noi, Da Nang and Ho Chi Minh City, Viet Nam as designated by Alive & Thrive; and arrange all risks goods-in-transit insurance (of full value of the equipment and supplies and freights) as appropriate.
6. Provide written guidance to the HMB staff about usage and cleaning of the goods.
7. Provide warranty services for the goods within the 01 year from the date of delivery.

#### **Cost proposal:**

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 items 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 for similar work, including but not limited to customer's name, products provided and delivery period, etc.
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:**

- **35% payment after signing contract and upon submission of product plan and delivery timeline**
- **65% payment upon delivery of the goods to the specified locations. Receipt confirmations from the parties 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, [ntmien@fhi360.org](mailto:ntmien@fhi360.org), and cc: Nguyen Hong Long, [nlong@fhi360.org](mailto:nlong@fhi360.org) by **October 18, 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 **October 14, 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](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 Versapak milk bank bags and freeze boards**” in the subject line. Summary of important dates is as following:

RFP issued	October 12, 2021
Deadline for clarification request	October 14, 2021
Deadline for answering all clarification	October 15, 2021
Deadline for submission	October 18, 2021
Short-listed vendor notification, if applicable:	October 20, 2021
Presentations from shortlisted vendors, if applicable:	October 22, 2021
Final selection made:	October 25, 2021
Contract processing:	October 26-29, 2021
Contract signed and anticipated start date:	November 1, 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 -**