

REQUEST FOR PROPOSAL

FOR

THE SUPPLY OF PERSONAL

PROTECTIVE EQUIPMENT

Issuance date: 08th April 2021
Deadline date: 20th April 2021

RFP No: 012021

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1.0 ABOUT THIS RFP

The purpose of this Request for Proposal (RFP) is to invite suppliers to furnish proposals for the supply of a selected range of Personal Protective Equipment (PPE) to i+solutions in accordance with all applicable terms and conditions and the requirements defined in this RFP. The supplied PPE are for use in i+solutions global health supply chain programs key among which is the Global Fund (GF) funded Pooled Procurement Mechanism¹ project.

About the Global Fund

The Global Fund is a partnership designed to accelerate the end of AIDS, Tuberculosis and Malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs to end the aforementioned epidemics. One of Global Fund's key tools is its Pooled Procurement Mechanism (PPM) which aggregates order volumes on behalf of participating grant implementers to negotiate prices and delivery conditions with manufacturers.

To support the implementation of PPM, the Global Fund works with a portfolio of Procurement Service Agents (PSAs)² including Stichting i+solutions, which has its registered office at Polanerbaan 11, Woerden, the Netherlands. Stichting i+solutions has recently been selected as a PSA to manage the sourcing, supply and delivery of PPE as part of the Global Fund's response to the COVID-19 pandemic.

Objective of the RFP

The overall objective of this RFP is to invite suppliers to furnish competitive price, and lead time proposals among others for the selected range of PPE items. The successful suppliers from this RFP process will be given the awards to supply the PPE to among others the PPM project from Q2 onwards 2021. i+solutions intends to allocate products and their respective volumes to the successful awarded suppliers during that period.

Suppliers responding to the RFP should complete;

- Pricing Template: Offered prices should be on EXW basis. Given the global price volatility for PPE supplies, we expect suppliers to offer fixed contractual prices for the period April 20th 2021, to August 31st, 2021. i+solutions welcomes numerous price proposals including but not limited to volume discounts and/or volume based price bands.
- Lead Time schedule: Suppliers should include the lead time for their products in days. We expect to purchase only new, recently produced products.

¹ <https://www.theglobalfund.org/en/sourcing-management/procurement-tools/#pooled-procurement>

² https://www.theglobalfund.org/media/8460/ppm_2020-11-01-procurement-service-agents-provisional-allocated-activities_list_en.pdf

i+solutions will also consider supplier performance in determining awards to suppliers. We constantly assess suppliers on the parameters below and suppliers with poor performance will subsequently not receive allocations or awards.

Performance Criteria	KPI	Description	Target
Delivery	On Time In Full	% of POs fulfilled in correct quantity within promised INCO date	90%
Cost	Price Compliance	All products are invoiced at i+ LTA prices or less	100%
Customer Service	Order confirmation	% of POs with Response Time within target of 7 days	95%
	Issue Resolution Time	% of operational issues resolved within agreed timelines	85%
Innovation	Innovation	Supplier presents innovative and creative supply chain solutions to increase performance across one or more KPI areas	>1
Quality	Quality related incidences	Products supplied are compliant with stated specifications 100% of time	0

Should any bidder's stated capabilities demonstrated during the course of this RFP to provide the requirements be found to be misrepresented later during contract execution, i+solutions, at its sole discretion, will have the right to terminate any resulting agreement with immediate effect.

i+solutions will not be liable for any inaccuracies contained herein. i+solutions has shared literature and briefings through calls with Bidders previously; however, the information contained in this RFP Package supersedes and prevails. There will be opportunities for clarification questions as laid out in this document.

Manufacturing site and product prequalification

i+solutions' Quality Assurance (QA) unit conducts a product qualification exercise for each PPE item based on the i+ QA framework before it can be approved and procured. As such for this RFP, suppliers should offer prices for products that meet i+solutions' QA standard. Refer to Annex C for applicable documentation and standard for each item.

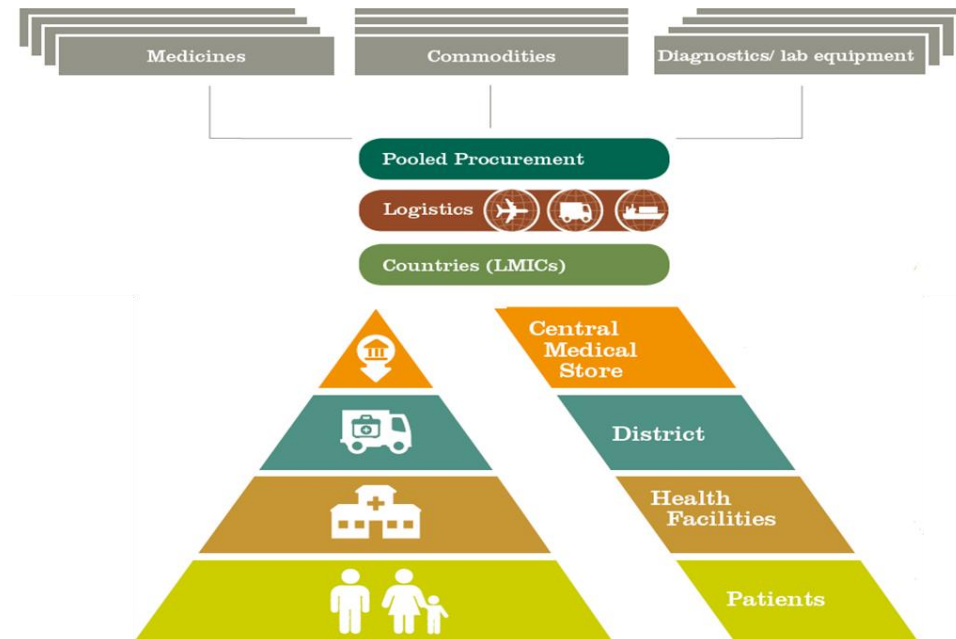
Estimated volumes

S/N	Product Description	Quantity
1	Gloves, Examination, non-sterile, single use disposable, powder free, Latex, size L, Pack of 100	132.780
2	Gloves, Examination, non-sterile, single use disposable, powder free, Latex, size M - Pack of 100	1.044.420
3	Gloves, Examination, non-sterile, single use disposable, powder free, Latex, size S, Pack of 100	12.000
4	Gloves, Examination, non-sterile, single use disposable, powder free, Nitrile, size L - Pack of 100	625.416
5	Gloves, Examination, non-sterile, single use disposable, powder free, Nitrile, size M - Pack of 100	2.032.077
6	Gloves, Examination, non-sterile, single use disposable, powder free, Nitrile, size S - Pack of 100	53.490
7	Gloves, Surgical, sterile, single use disposable, powder free size 6.5, Pair	555.000
8	Gloves, Surgical, sterile, single use disposable, powder free size 7, Pair	555.000
9	Gloves, Surgical, sterile, single use disposable, powder free size 7.5, Pair	1.440.000
10	Gloves, Surgical, sterile, single use disposable, powder free size 8, Pair	455.000
11	Gloves, Surgical, sterile, single use disposable, powder free size 8.5, Pair	455.000
12	Gown, Surgical, sterile, single use, size L, Piece	3.160.800
13	Gown, Surgical, sterile, single use size M, Piece	111.500
14	Gown, Surgical, sterile, single use, size XL, Piece	111.500
15	Gown, isolation, nonwoven, disposable, pack of 10	216.570
16	Mask, Surgical, Type IIR fluid resistant, strap ties, single use, disposable - Pack of 50	58.752
17	Mask, Surgical, Type IIR, ear loop, fluid resistant, single use / disposable - Pack of 50	3.728.400
18	Respirator, high-filtration, FFP2 or N95, no-valve, none sterile, Piece	28.734.750
19	Respirator, Surgical, fluid resistant, High-filtration, FFP2 or N95, no-valve, none sterile - Piece	16.532.400
20	Apron, single use / disposable, Pack of 100	150.000
21	Apron, heavy quality, plastic, reusable, Piece	250.000
22	Biohazard Bag, red, 100litre, box/100	9,932
23	Bootcover, antiskid, elasticated, pair	1.683.000
24	Boots, rubber or PVC, reusable, pair, size42	6.000
25	Boots, rubber or PVC, reusable, pair, size43	6.000
26	Boots, rubber or PVC, reusable, pair, size44	6.000
27	Coverall, for medical use, protection, Cat III, type 5b/6b,L	194.550
28	Coverall for medical use, protection, Cat III, type 5b/6b,M	11.500
29	Coverall for medical use, protection, Cat III, type 5b/6b,XL	124.200
30	Face shield, disposable, Piece	1.567.050
31	Goggle, protective, indirect side-ventile, Piece	2.606.400
32	Cleaning Gloves, heavy-duty, rubber or nitrile, size L	75.000
33	Cleaning Gloves, heavy-duty, rubber or nitrile size M	75.000
34	Cleaning Gloves, heavy-duty, rubber or nitrile size S	75.000
35	Thermometer, clinical, non-contact, including batteries	45.000
36	Head Cap, surgical, bouffant, non-woven, box/100	41.295
37	Shoe cover, for use in medical circumstances, box 100 pieces	45.000

The estimated volumes for each of the items is provided to guide suppliers in providing competitive price proposals. These estimates are based on the most recent information available on demand. These estimates are not a representation of the quantities that will actually be required or ordered. To this effect, we welcome any form of pricing proposal including but not limited to volume discounts and/or volume based price bands.

2.0 BACKGROUND OF i+SOLUTIONS

i+solutions is an independent, international, not-for-profit organization specializing in pharmaceutical supply chain management (SCM) in low and middle income countries. It is i+solutions' mission to build supply chains that are strong, reliable and ultimately self-sufficient, and support national health systems by using our technical expertise and knowledge. We strive for a world where no medical needs are being unmet.



As a procurement agent, we have a track record of buying high quality, generic medicines at the best possible price. As a supply chain specialist, we support low- and middle-income countries. Our consultants evaluate loopholes in national health systems and then develop intervention plans, which comprise training programs for healthcare providers, in-house supervision and other capacity-building projects.

i+solutions is characterized by a multicultural workforce with 56 employees from over 20 countries, representing great diversity in cultural background, country experience, technical and language skills. With extensive experience from within the industry, i+solutions' current staff include pharmacists, public health professionals, training experts, procurement specialists, capacity building advisors and logistics specialists.

i+solutions has its head office in the Netherlands and has a representative office in Nigeria, DRC and Burundi. i+solutions is ISO 9001-2015 certified. This certification covers i+solutions procurement and supply delivery services as well as technical support on project design, implementation and capacity building for low- and middle-income countries.

Visit our website for more information <http://www.iplussolutions.org/>

3.0 INSTRUCTION TO OFFERORS

A. Intention to submit an offer

If a firm intends to submit an offer, the firm shall notify i+solutions in writing not later than 3 business days before the deadline for submission of bidder's proposals.

B. Format

Endeavor to complete the templates in the formatting provided in Annexes A and B. Any changes in the formatting will render the quotation offered invalid.

Please submit the requested quality and product documentation per item, thereby disclosing the manufacturing site. If you have been informed that the product you are offering has been approved by i+solutions in an earlier stage already, then you do not have to re-submit this quality documentation.

C. Costs of offering

Offerors shall bear all costs associated with the preparation and submission of offers, and in no case will i+solutions be responsible or liable for other costs, regardless of the conduct or outcome of the tendering process.

D. Amendments (including extensions to the due date and time for submission of offers)

At any time prior to the due date and time for the submission of offers, i+solutions may alter the RFP by issuing written amendments. Any amendment thus issued shall become part of the RFP and will be sent to all known recipients of this RFP and posted on the i+solutions website. Offerors shall acknowledge receipt of any such amendment in their offer. To give prospective offerors reasonable time in which to take the amendment into account when preparing their offers, i+solutions may extend the due date and time for submission of offers.

E. Prices and lead time

Offered prices and lead time should be valid for the mentioned period, being until end of August 2021 from date of submission and should be on an EXW basis; if proposed prices are other than EXW, transport charges must be specified separately (offered prices will be governed by the rules prescribed in the 2020 edition of incoterms published by the International Chamber of Commerce). Suppliers may choose to offer lower unit prices for higher volumes or business terms within this RFP. Please indicate the volumes or business terms to which the price reduction will apply.

Per the first of every month, from June 2021 onwards, bidders will have the opportunity to submit price reductions for some items deemed key by i+solutions e.g. gloves, respirators etc. Awards for delivery of these items will be updated and revised based on these price reductions if applicable. The detailed list of these items will be published in a later stage. During June, suppliers can update their prices from July onwards, and so on in a monthly cycle.

F. Payment terms

i+solutions intends to work only with suppliers that do not require multiple prepayments per transaction. As such, the payment terms for the project are 30 days after scheduled pick-up date (also known as the 'incodate'), under the assumption that all documents are received and found to be in order.

Suppliers that are new to working with i+solutions and/or the Global Fund, will be given a grace period in which partial pre-payment of a maximum of 30% of the Purchase Order value can be requested. The grace period is set to last 60 days after the RFP submission date, being June 19th.

The grace period has a maximum total order value of USD 500,000. If and when that total sum in Purchase Orders has been reached, suppliers are required to accept payment term of 30 days after scheduled pick-up date (also known as the 'incodate').

The offered payment term will be part of the evaluation criteria, suppliers that offer a payment term of 30 days after pick-up might be given preference in the award and volume allocation.

G. Currencies

Prices, rates and payments shall be stated in US dollars (\$) only.

H. Language

The offer as well as the correspondence and documents relating to the offer shall be in English.

I. Validity

Offers shall remain valid until the end of May 2021 from the due date for receipt of offers. In exceptional circumstances, prior to expiry of the original offer validity period, i+solutions may request that the offerors extend the period of validity for a specified additional period. Offerors agreeing to the request will not be required to otherwise modify their offer.

J. Timelines

a) Questions and Clarifications

A prospective offeror having any questions regarding this RFP can send their question(s) to tender@iplussolutions.org before the deadline as stipulated in the below schedule. All information gathered and shared during these sessions will be anonymized and answers shared with all Bidders.

b) Submission of offers

Offers to this RFP shall be sent electronically by email to tender@iplussolutions.org. The offers should be made in the templates in Annexes A and B. The closure date for submission of the offer(s) will be April 20th 2021. Offers received after closure date will **NOT** be considered. Any Proposal may be modified or withdrawn prior to the deadline. Any modification received after the deadline shall be deemed late and will **NOT** be considered.

Refer to the tender timetable below for time lines for each tender event.

Date	Time	Tender Event
08 th April 2021	1700hrs CET	RFP release date
13 th April 2021	1700hrs CET	Deadline for request for clarifications on the RFP
14 th April 2021	1700hrs CET	i+solutions' response to requests for clarifications of RFP
20 th April 2021	1700hrs CET	Deadline for submission of bidder's proposals and possible comments on contract template and terms and conditions
1 st May 2021	1700hrs CET	Anticipated RFP award date

K. Award Process

a) Right to Accept or Reject any or All Offers

i+solutions reserves the right to accept or reject any offer, or cancel this entire RFP or part of the RFP and reject all offers at any time without thereby incurring any liability to the affected offeror. Information relating to the examination, clarification, evaluation of responses shall not be disclosed to responders or any other persons not officially concerned with this process.

Any effort by the responder to influence i+solutions or any of its employees in the evaluation, bid comparison, may result in the rejection of the offer.

b) Clarification of Offers:

During evaluation of the offers, i+solutions may, at its discretion, ask for a clarification of the responses.

c) Negotiations

- Negotiations will be conducted fairly and with all offerors in the competitive range. An offer is in the competitive range unless it is technically inferior or out of line with regard to price that meaningful negotiations are precluded, or, that there is no possibility that it can be improved to the point where it becomes acceptable.
- Offerors that are not within the competitive range will be notified by i+solutions.
- Offerors that fail to provide the requested information in this RFP and are not falling within the competitive range will be notified by i+solutions

d) Notification to Unsuccessful Offerors

Upon issuance of an award, i+solutions will promptly notify each unsuccessful offeror. If, after an award is made, Offerors wish to ascertain the grounds on which their offer was not selected, they may address their request to tender@iplussolutions.org within two days after notification.

e) Awards and Period of Performance

- i+solutions intends to allocate products and volumes to the awarded suppliers for a period of 3 months. The successful offeror (s) is expected to guarantee to i+solutions its lowest price for each contracted product such that in case the offeror will offer the same product to another client at more favorable conditions i.e. among others prices and lead time, those conditions will automatically apply to i+solutions.

- The Global fund code of conduct here https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf and the i+ solutions contract terms and conditions will be applicable to the final awarded items and volumes.

L. Evaluation criteria and scoring

Evaluation of bids and scoring per item will be done as per the below listed evaluation and scoring criteria:

Knock-out criteria:

- Knock-out criteria 1: Technical capacity and documentation
Product offered adheres to the technical standards requested and all requested documentation to prove this has been submitted and approved by i+solutions QA
- Knock-out criteria 2: Payment terms
Vendor accepts payment after 30 days (possibly with the grace period as explained)
- Knock-out criteria 3: Past Performance
Supplier has not failed to supply for earlier contracted deliveries. Supplier has not supplied below standard products for earlier contracted deliveries.

Scoring:

Orders will be awarded on a product level, to the lowest priced compliant bidder that can supply the requested quantity of goods within the requested timeframe, with a 60-30-10 percent spread amongst the top-3 best priced products.

Regular requested timeframe between order placement and ex-works delivery is up to 3 weeks, but that can differ per order and will differ per quantity.

i+solutions reserves the right to award bids to suppliers that can offer the possibility to consolidate orders for different products into 1 delivery if that offers value for money to its client.

i+solutions understands that the supply for some key items notably respirators, gloves (examination gloves in nitrile and latex, as well as surgical gloves) etc. are subject to longer delivery times than other products. Still, the same award justification remains. Orders will be awarded on a product level, to the lowest priced compliant bidder that can supply the requested quantity of goods within the requested timeframe. Requested timeframes for gloves are around 6-8 weeks.

For orders that exceed the capacity of the best priced suppliers to deliver the requested quantity within the requested timeframe, i+solutions will seek a tailor-made solution offering the best value for money for the client, weighing price and lead time on a case-by-case basis.

4.0 ANNEX A: PRICING TEMPLATE

5.0 ANNEX B: LEADTIME SCHEDULE

6.0 ANNEX C: QA STANDARDS AND DOCUMENTATION PER ITEM

**7.0 ANNEX D: TEMPLATE OF LONG TERM AGREEMENT WITH TERMS AND
CONDITIONS**