

## FORMAL REQUEST FOR QUOTATION

<b>RFQ No</b>	RFQ-PIH-HP-2019-005	<b>No of Pages</b>	1 - 8	<b>Date Quotation Request</b>	12/9/2019
<b>Location</b>	Monrovia			<b>Quotation Response Date</b>	12/16/2019

  

TO PROSPECTIVE SUPPLIES		ALL ADDITIONAL INQUIRIES IN RELATION TO RFQ MUST REFER TO	
<b>Supplier Name</b>		<b>Contact Person</b>	<b>Supply Chain Team</b>
<b>Contact Person</b>		<b>Address</b>	Partners In Health, Sophie Road, Congo Town, Monrovia
<b>Address</b>		<b>E-mail</b>	<b>Example:</b> <a href="mailto:ecolman@pih.org">ecolman@pih.org</a> ; <a href="mailto:pyornly@pih.org">pyornly@pih.org</a> ; <b>CC:</b> <a href="mailto:dwarlobah@PIH.org">dwarlobah@PIH.org</a>
<b>E-mail</b>		<b>Telephone No.</b>	+777412492; 0886848647
<b>Phone (Office)</b>			
<b>Fax</b>		<b>Fax</b>	

  

BACKGROUND
<p><b>Partners In Health (PIH)</b> is a US-based nonprofit health care international organization relentlessly committed to improving the health of the poor and marginalized. PIH partners with local governments to build local capacity and works closely with impoverished communities to deliver high-quality health care, address the root causes of illness, train providers, advance research, and advocate for global policy change. Its International headquarters is in Boston, Massachusetts, United States with local Country Office at Old Sophie Road, Congo Town, Liberia.</p>

  

GOALS
<p><b>Partners In Health (PIH):</b> begun working in Liberia at the invitation of the Ministry of Health in November 2014. The organization's goals are "to bring the benefits of modern medical to those most in need of them and to serve as an antidote to despair. The organization currently implement programs in three of the 15 Counties in Liberia Montserrado, Maryland and Grand Gedeh with its policy and advocacy support focused on Community Health, TB/MDRTB, HIV, Maternal Health, Child Health, National Supply Chain, M&amp;E, NCDs, and Mental Health</p>

  

OBJECTIVE
<p><b>Partners In Health (PIH);</b> invites your participation to submit quotation aiming to procure <b>Bulk Stationery Supplies</b> for its vehicles. The selected Supplier/Company will deliver all items at Partner In Health Liberia Country office, Sophie Road Congo Town, Monrovia.</p>

  

SPECIAL INSTRUCTIONS
<p><b>THIS IS NOT A PURCHASE ORDER.</b> Please provide a quotation/<b>Seal bid</b> for <b>Bulk Stationery supplies</b> as stated below. PIH prefers for vendors to provide the validity of the quotation for no less than 30-days and must be on the Supplier's/Vendor's legal letterhead, sign and stamp, then return to the requester.</p> <p>(ALL QUOTATIONS MUST CONFORM TO PARTNERS IN HEALTH TERM AND CONDITIONS AS STATED BELOW IN THIS RFQ).</p>

  

FOR SUPPLIER TO COMPLETE				
<b>Payment Terms:</b>		<b>Delivery Time:</b>		<b>Delivery Condition:</b>
<b>Quotation Validity:</b>		<b>Currency:</b>		

**Part – 1:**
**Specifications:**
**Lot #: 1. Assorted Stationery Supplies**

No	DESCRIPTION / SPECIFICATION	Unit	QTY	Unit price	Total Cost
1	A4 Paper	Reams	1009		
2	A3 Paper	Reams	2		
3	Diary	Doz	7		
4	Note Pad	Doz	54		
5	Note Book(Small)	Doz	3		
6	Ledger(Large)	Doz	42		
7	Ledger(Small)	Pcs	410		
8	White Paper Evelops(Small)	Pks	22		
9	Brown Paper Evelops(Medium)	Pks	36		
10	Brown Paper Evelops(Large)	Pks	36		
11	Folder(Hanging)	Pks	38		
12	Manila Folder	Pks	48		
13	Stick On Pad	Pks	42		
14	Poster Sheet(Assorted Colors)	Pks	5		
15	Soft Paper Binder	Pks	6		
16	Box Folder	Ctns	24		
17	Paper Protector(Plastic)	Pks	11		
18	Page Divider(8 Tabs)	Pks	76		
19	Plastic Page Protectors	Pks	275		
20	Clear Carry Folder(Plastic)Mix Colors	Pks	126		
21	Flip Chart Pad	Pcs	56		
22	Clip Board	Pcs	5		
23	Office Desk Tray	Pcs	35		
24	Desk Organizer	Boxes	32		
25	Red Pen	Pcs	38		
26	Blue Pen	Pks	101		
27	Black Pen	Pks	69		
28	Push Pins	Pks	6		
29	Paper Clips(Colors)	Boxes	178		
30	Stapler Machines(Normal)	Pcs	54		
31	Stapler Machines(Heavy Duty)	Pcs	6		
32	Staple Pins(Heavy Duty)	Pks	10		
33	Staple Pins	Pks	99		
34	Paper Pins Remover	Pcs	45		
35	Punch(Two Holes)or Perforator Large & Small	Pcs	49		
36	Punch(Three Holes)or Perforator Large & Small	Pcs	2		
37	Rulers	Pcs	74		
38	Scissors(Large)	Pcs	46		
39	Small Non-Scientific Calculators(Solar)	Pcs	36		
40	High Lighter(Various Colors)	Pks	95		
41	Stamp	Pcs	15		

42	Stamp Pads	Pcs	24		
43	Stamp Pad Ink	Pcs	30		
44	Paper Glue	Bttls	64		
45	Correction Fluid	Pks	56		
46	Scotch Tape(Large)	Pcs	47		
47	Scotch Tape(Small)	Pcs	92		
48	White Board	Pcs	20		
49	Permanent Markers(Mix Colors)	Pks	80		
50	White Board Markers(Mix Colors)	Pks	179		
51	White Board Eraser	Pcs	10		
52	Pencil	Pcs	644		
53	Pencil Sharpener	Pcs	100		
54	Large Size Battery(Kodak)	Ctns	1		
55	AA Battery(Kodak)	Ctns	2		
56	AAA Battery(Kodak)	Ctns	2		
57	Name Tags	Pcs	200		
58	Key Tags	Pcs	100		
59	Laminator machine	Pcs	2		
60	Laminating Plastic	Pks	6		
61	Paper Cutter	Pcs	2		
62	Extension Cord	Pcs	68		
63	White-Board Cleaner Spray	Pcs	14		
64	Binding Clip	Pks	90		
65	Legal Yellow Writing Pad	Dozs	6		
66	Paper Clamps	Pks	108		
67	Signature Book	pc	1		
68	Certificate Sheet	Pks	6		
69	Tumb Pin	Pks	2		
<b>Grand Total US\$</b>					

## 2. Bid Submission

All bids must be submitted to the address below by **hard copy before 5PM on December 16, 2019**, no e-mails will be accepted.

**Partners In Health Harper Office,**  
Sophie, Congo Town, opposite African Development Bank Country office

### 3. Terms and Conditions

- 3.1 In order to qualify for consideration, the bidding company must not be under any form of embargo and **must** comply with U.S. Executive Order #13224 on Terrorist Financing which effectively prohibits transactions with persons who commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign of Foreign Assets Control (OFAC) Specially Designated nationals (SDN) List and is eligible to participate. Any bid received by a person or entity that is found to be on the List or otherwise ineligible will be disqualified.
- 3.2 Partners In Health reserves the right to accept or reject any quotation, and to cancel the bidding process and reject all quotations, at any time prior to award, without thereby incurring any liability to Bidders or any obligation to inform Bidders of the grounds for Partners In Health action.
- 3.3 Any changes to this RFQ shall be through amendment. Copies of amendments will be furnished to all Bidders.

### 4. Essential Requirements for Eligibility to Submit Quotation

- 4.1 Valid business registration certificate with Liberian Authorities
- 4.2 Valid tax clearance or certificate
- 4.3 Have an active Bank account in Liberia in the name of the offering company
- 4.4 Accept payment for work completed, by either bank cheque or wire transfer in the name of the company only
- 4.5 The prospective contractor shall not purchase any goods or services manufactured in the foreign policy-restricted countries of Iran, Laos, Libya, and North Korea, Sudan and Syria or supplying from these countries.

### 5. Language of the Bid

The bids and all correspondence and documents relating to the Bid exchanged by the bidder and the Partners In Health shall be written in the **English language** and no other languages allow except accompany by an English translation of its pertinent passages.

### 6. Pricing Discrepancies

Discrepancies and errors in the Price Component of the Bid will be corrected by Partners In Health follows:

- ✓ Where there is discrepancy between the amounts in figures and in words, the amount in words will govern
- ✓ Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the quoted unit rate will govern, unless in the opinion of Partners In Health there is an obviously gross misplacement of the decimal point in the unit rate, in which case the unit rate will be corrected and the line item total respected or corrected in accordance with this paragraph, if need be.
- ✓ The amount stated in the bid shall be adjusted by in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the bid will be rejected.

### 7. Quality and Defects

- ✓ The Goods and the Services shall, as appropriate:
- ✓ correspond with their description in the Order and any applicable specification;
- ✓ comply with all applicable statutory and regulatory requirements;
- ✓ be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
- ✓ be free from defects in design, material, workmanship and installation; and
- ✓ be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.

### 8. Evaluation Factors

- ✓ Quotations will be evaluated as described below. Partners In Health shall first evaluate mandatory factors on Acceptable/Not Acceptable basis to determine whether they meet the stated requirements. The quotation that passes

all mandatory requirements and earns the most points out of 100 will be determined to offer the best value to Partners In Health. In conducting its evaluation, Partners In Health may seek information from any source it deems appropriate to obtain or validate information regarding the Supplier's quotation.

- ✓ The Bidders should submit its best offer initially as Partners In Health intends to evaluate quotations using the evaluation factors listed below and make an award without discussions. However, Partners In Health reserves the right to conduct discussions if, following the evaluation, Partners In Health deems it necessary.”

## 9. Selection Criteria

This table indicates the criteria that Partners In Health shall use to evaluate Bids.

Component	Criteria		Weighted Points	Score
<b>SALEABLE</b>	Maximum points shall be awarded to prospective bidder who has price all items as specified and yet remains the lowest cost bidder.		40	
<b>COMPETENCY CRITERIA: 60%</b>				
<b>Quality / Service</b>	25%	Previous experience (1 point for <3 years; 2 points for >5 years, 3 points for >10 years)	5%	
		Quality protocols; meet quality standards for construction supplies sales.	10%	
		Reliability and experience (through identifying their customers, speaking/seeing references)	15%	
<b>Capacity</b>	25%	Proportionate number of staff members, delivery service including any other services	5%	
		Financial health (revenue and profit for last 3 years)-financial statement	5%	
		Their capacity to meet respond time ( <b>No of days require to deliver</b> )	15%	
<b>Coverage</b>	5%	Geographic coverage / the ideal location of a physical property(ies) or	5%	
<b>Total Maximum Points</b>			<b>100</b>	

**Part – 2:****HARRASMENT FREE WORKPLACE:****SEXUAL HARRASMENT DEFINITION****Harassment in any form is strictly prohibited at any PIH workplace.**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature where (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment by a supervisory employee; (ii) submission to or rejection of such conduct is used by a supervisory employee as the basis for decisions that affect an individual's employment opportunities in a tangible way; or (iii) such conduct is unwelcome and severe or pervasive enough to create an intimidating, hostile, or offensive work environment for a reasonable individual. Acts that constitute sexual harassment include, but are not limited to:

- ☐ Unwanted sexual advances.
- ☐ Requests for sexual favors.
- ☐ Offering employment benefits in exchange for sexual favors.
- ☐ Making or threatening reprisals after a negative response to sexual advances.
- ☐ Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- ☐ Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes.

Such acts are often expressions of hostility designed to make another person uncomfortable, and when they come from a superior, they are an abuse of position or power.

**NON-PIH LIBERIA EMPLOYEES**

PIH Liberia's policy also applies to individuals who do business with PIH Liberia, who are present on PIH Liberia's premises, or who interact in a professional capacity with any PIH Liberia employee or Community Health Worker. Such persons may include clients, Patients, vendors, government personnel, board members, volunteers, donors, funders, peer partner representatives and/or members of the public. If a non-PIH employee is found to violate this policy, appropriate corrective action will be taken, including, possibly barring such persons from any future relationship with PIH Liberia.

## **CORRUPTION PRATICES IN THIS CONTEXT**

**Partners In Health strictly prohibits any corruption practices.**

To help you identify cases of bribery and corruption, behavior which amounts to corruption includes but is not limited

to:

- a) Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.
- b) Receiving or Requesting a Bribe – where a person improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence the individual's conduct in any way.
- c) Receiving or Paying a so-called 'Grease' or 'Facilitation' Payment – where a person improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway.
- d) Nepotism or Patronage – where a person improperly uses their employment to favor or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.
- e) Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organization or individual.
- f) Receiving a so-called 'Kickback' Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or tender process.
- g) Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.
- h) Abuse of a Position of Trust – where a person improperly uses their position within their organization to materially benefit themselves or any other party.

**Section 3: Confirmation of Bidder's Compliance**

We, the Bidder, hereby confirm compliance with:

- The required specification for the products
- Have not author any change to product specifications provided herein
- Partners In Health's Terms and Conditions of Purchase/Service
- Corruption Practices in this Context
- Sexual Harassment Policy

The following documents and items are included in our bid:

- Section 1: Bidder's general business details
- Section 2: Bidder capacity
- Section 3: Pricing proposal

We confirm that Partner In Health may in its consideration of our offer, and subsequently, rely on the statements made herein.

**Acceptance by the Bidder:**

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Signature

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Name

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Job Title

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Company

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Date

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