**REQUEST FOR PROPOSAL(RFP)**
**Ref: RFP/SPN/2024/002**
**RFP Submission Form for the provision of**
**Medicine & Medical Supplies**
**Timescale**

| Event | Date and Time |
|---|---|
| RFP Issue Date | 17/June/2024 |
| Request for clarification of the RFP document content: | 26/June/2024 |
| Closing date for submission of RFP Documents: | 01/July/2024 |
| Bid Opening: | 02/July/2024 |

## 1. Introduction and Overview

**Sunaulo Parivar Nepal** (SPN) is a well-established NGO delivering Family Planning and SexualReproductive Health services through-out Nepal via different service delivery channels: centres,mobile outreach, Marie Stopes (MS) Ladies. It is the local implementing partner of MSI Reproductive Choices (MSI), UK, a global social business providing reproductive health servicesacross the world with a mission of ensuring every individual's fundamental right to have children by choice, not chance.

Sunaulo Parivar Nepal is delivering health services through over 100 service delivery points, including static clinics (Marie Stopes Centers) and mobile teams. Each service delivery point manages stock between 20 and over 100 pharmaceutical items such as small clinical tools and equipment, drugs, clinical consumables.

## 2. Objective

With MSI's technical and financial support, to provide family planning and other sexual and reproductive health (SRH) services to over 184,000 clients a year across over 50 districts in Nepal through a variety of service delivery channels that include a network of static clinic centers, mobile outreach teams, public sector strengthening teams, MS Ladies (nurse entrepreneurs), and a commercial sales channel. As a member of the MSI global partnership, SPN can use the MSI global brand and its clinics work under the title 'Marie Stopes Centre.'
SPN is dedicated to increasing access to high quality reproductive health information and services for the underserved, including youth, the poor and rural women.

## 3. Language

All bids should be submitted in English

The contract and all future correspondence will be in English

## 4. Contract terms

The Framework Agreement/Contract (FA) will be valid for a period of 2 years from the date of signature and it will be extension next 1 year as per the performant of last year.

The contract will be a supply agreement/fixed term for the period stated above.

### 5. The Goods/Services required

**5.1.** Please refer to the **Appendix 5** Price Schedule_ Quotation for more product list

Following are the list of Ancillary Medicines with recommended Manufacturers:

| S.No | Product Name | Manufacturer | Required DDA Registered |
|---|---|---|---|
| 1 | Cap Amoxicillin 500mg | Gracure | Yes |
| 2 | Lidocaine Injection | Neon Laboratories | Yes |
| | | Claris Lifesciences LTD | Yes |
| | | Fourrts Laboratories | Yes |
| 3 | Oxytocin Injection | Neon Laboratories | Yes |
| | | Cadila Healthcare | Yes |
| 4 | Tab Metronidazole 400mg | Abbott Healthcare | Yes |
| | | Medo Pharm | Yes |
| 5 | Tab Ibuprofen (Brufen 400) | Abbott | Yes |
| 6 | Tab/Inj Diazepam | Martin Dow-Valium<br>National Health Care Pvt. Ltd—Exempted | Yes |

**5.2. Key Requirements**

5.2.1. Ancillary medicines which are considered higher risk products. Includes anaesthetics, analgesics, antibacterial, antifungals, antiretrovirals, antimalarials, and all sterile injectable medicines. SPN approved laboratories for analytical testing must be:
- ISO 17025 certified, and either:
- WHO prequalified or
- SRA-approved

5.2.2. Storage and handling of products throughout supply chain must be in accordance with manufacturer's instructions as much as possible, including maintenance of the cold-chain where relevant.

5.2.3. Cold-chain products (sometimes called "keep cool" products) are products which must be stored between 2-8˚C (such as vaccines, oxytocin, ergometrine). Cold-chain equipment is the equipment used to store and transport products in this temperature range and monitor it (such as fridges, ice-boxes, temperature monitors). Thus, heat sensitive drugs should be transported using cold- chain equipment while supplying to SPN warehouse.

5.2.4. Bidders who supplies medicines must be registered in DDA and should supply the key ancillary medicines like Amoxicillin, Metronidazole, Ibuprofen, Oxytocin, Diazepam, lidocaine from SPN recommended pharmaceuticals.

5.2.5. Quality is one of the central pillars to the work of SPN. Thus, the products that we used must be of high quality, safe and effective always.

5.2.6. Bidders must be able to demonstrate good quality SRH products that Includes hormonal contraceptives, contraceptive devices, mifepristone and misoprostol products, other socially marketed medicines, reproductive health diagnostic products, ancillary medicines, metal surgical instruments and cryotherapy equipment and other clinical supplies.

5.2.7. All required medicines like ancillary, other medicines, clinical supplies like surgical items, diagnostic items need to be supplied as per program's requirement and manufactured at the reputed companies (WHO accredited companies).

5.2.8. In the case when vendors are unable to supply as per the committed specification, they must consult SPN management prior to well ahead of time .

5.2.9. Vendor should have acceptable inventory system in place – like storage of drugs, transport of drugs and cold chain system.

5.2.10. The manufacturer's recommendation for the products must be followed.

5.2.11. Additionally, vendors must be consistent in supplying the same quality product that committed to SPN.

5.2.12. QC (Quality Control) - refers herein to independent analytical testing can tell you if the product is of acceptable quality at the time it is tested, according to what was tested. It may miss impurities or contamination, degradation that may later occur, and doesn't tell you if the sample tested is representative of the entire batch. Quality assurance must be supported by GMP and dossier assessment

5.2.13. Wholesaler who have demonstrated acceptable GDP & GSP compliance and selection of sources and are recommended for all ancillary medical product

5.2.14. Vendor should be able to provide complete document (manual, brochure, GMP certification of each product they supply to us.

5.2.15. Vendor should be able to provide products that having long self-life (long expiry date). All drugs (medicines and vaccines) to be supplied must have a minimum of 2 (two) years shelf life from the date of supply. Medicines which have a short shelf life (i.e. less than 2(two) years must be supplied with a minimum of 70% remaining shelf life. For vaccines, a minimum 60% of shelf-life is required.)

5.2.16. Ancillary and other medicines are to be delivered by fresh corrugated cartons. Packaging shall be worthy enough to ensure the safety of the pharmaceutical preparations in order to keep them free from contamination, hinder microbial growth and ensure product safety through the intended shelf life.

5.2.17. Ancillary and other medicines must be supplied from original source with certificate of analysis, batch no., expiry date, importer name etc. Ancillary and other medicines to be delivered by standard packaging with relevant documents. All billing must include batch no., expiry date etc.

5.2.18. Ancillary medicines should be provided in an original packaging

5.2.19. Any delivered item expires or not consumed within the expiry date, the manufacturer / supplier / trader / contractor on contract will take back the short-dated items at no extra cost for replacement if it so happens. SPN Policy is to return medicines to Support office from its centres/outreach/camp/MS Ladies 3 months before expiry.

5.2.20. Materials brought for delivery shall be examined, weighed, counted and measured as deemed necessary by the persons authorized by SPN. Any item found below the standards specified/set by the SPN or inferior than the sample provided with the price quotation shall be rejected and the rejected materials should be taken back by the supplier without delay at his own cost. Repetition of attempt to supply sub-standard materials might lead to cancellation of the enlistment.

5.2.21. If the party on contract fails to supply any/or all items within the stipulated date mentioned in the purchase order, then SPN has the right to purchase the material from other vendors.

## 6. Bid evaluation criteria

### 6.1. Essential Criteria:

- Bidder's registration in Nepal, submit copies Department of Drug Administration(DDA), tax clearance, and all required documents listed on Checklist below
- Bidder meets required specification for the products: quality and certification as per **clause 5.2.**
- Bidder's who quote all items of a group will be preferred.
- Bidder's must confirm and sign all the bidding documents along with attached code of conduct

- GMP certificate available (Product-orientated GMP audit of the manufacturing sites). GMP certificates are to be routinely issued – on the basis of a satisfactory GMP Audit – by the National Regulatory Authority (NRA) of the country that the manufacturer is based in.
    - CoA available
    - Price BP, USP, Eur Ph or Int Ph
    - Shelf-life Refer to Mode.
    - Product dossier
    - Independent analytical QC testing
- Manufacturer must be ISO 17025 certified, and either:
    - WHO or UNFPA prequalified (or ERP 1 or 2); or
    - CE marking/certification per EC directive 98/79/EC; or
    - 510 (k) certification per USFDA 21 CFR 820

### 6.2. Preliminary examination of proposals

SPN shall examine the proposals to determine whether they clinical supplies are as per organization requirement, whether they have put complete information about clinical supplies., whether they have mentioned the manufacturer names with certificates, current GMP audit /ISO certificates with valid dates on them, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order.
A proposal, which does not meet the criteria set out will be disqualified.

### 6.3. Sample Inspections

Only those vendors who meet the essential criteria above will be requested for sample inspection. Sample may be requested to be submitted to SPN Support office Baluwatar Kathmandu or SPN technical team will visit the vendors location for onsite sample inspections.

### 6.4. Weighting Criteria

The Evaluation criteria are scored as follows:

Technical proposals will be assessed against the below criteria:

| | **Evaluation Criteria** | **Max Score (100%)** |
|---|---|---|
| The potential capability to have quality supplies and equipment, capacity and coverage to be provided to SPN will be considered based on the following: | | |
| 1 | Specification conformity (Manufacturer, certification) | 25 |
| 2 | Lead Time / Delivery at site | 5 |
| 3 | Relevant Experience (Customer service / Reference Check) | 10 |
| 4 | Financial Capacity | 10 |
| 5 | Cost Comparison | 50 |

1. **Specification conformity**: The vendor must confirm that SPN's approved manufacture products are available with them and if they are not, specify products from an alternative manufacturer (Equivalent Quality) in the attached **excel sheet**. As SPN strictly follows the quality guidelines givenby the donor organization, the vendor that can provide products from the approved manufacture will be given top priority. **All the samples of the medicines mentioned in the excel sheet must be provided within 2 days from sample request.**
2. **Lead Time/Delivery at site:** The vendor must clearly state the lead time for delivery and supply of the medicine and medical supplies.
3. **Relevant Experience (Customer service / Reference Check):** The vendor must submit documents that clearly states relevant experience and recommendation letter for the supply of Medicine. The list of current clients with reference letters is a requirement.
4. **Financial Capacity:** The Vendors must submit financial report for determine the financial Capacity evaluation.
5. **Cost Comparison:** Weighted Average cost will be calculated as per required quantity**. Quoted rate must be inclusive of Vat/Tax wherever applicable.**

Only bids which conform to the quality requirements set out in these instructions will qualify for final evaluation.

**After the vendor has been short listed, the vendor will be requested to submit soft copy of price schedule. The vendor obtains higher score in group it would be awarded the contract and other qualified vendor treated as preferred vendors.**

### 6.5. Period of validity of proposal

Proposals shall remain valid for 90 days after the date of proposal submission. A proposal valid for a shorter period shall be rejected because it is non-responsive.

## 7. Requests for clarification

Please e-mail any requests of clarification to: procurement.spn@mariestopes.org.np

Please quote the biding group reference in the subject of the email and reference the relevant section of the RFP documents which the query relates to. SPN will respond to all enquiries as soon as possible.

Please note that requests for clarification will not be accepted after date mentioned in the Timescale.

## 8. Preparing the RFP Documents

Please ensure that all bids are completed in full. Incomplete bids will be rejected.

A list of the items that need to be submitted with your bid are included below:

| Please tick ✔ in following whether ''Yes, No or Not Applicable'' | | | | | |
|---|---|---|---|---|---|
| **S. No.** | **Documents Required** | **YES** | **NO** | **NOT APPLICABLE** | **Remarks if any** |
| | **Technical** | | | | |
| 1 | Application Letter | | | | Compulsory |

| | | | | | |
|---|---|---|---|---|---|
| 2 | Signed and Stamped RFP Submission Form/ Term of Reference ***(Appendix 1_ TOR)*** | | | | Compulsory |
| 3 | Authorization Letter from manufacturer for authorized dealership | | | | If applicable |
| 4 | Specification/Technical Compliance document | | | | If applicable |
| 5 | Copy of DDA Registration Certificate (For Group 5 Subgroup 5.1 & 5.2) | | | | Compulsory for Ancillary Items |
| 6 | Copy of Valid WHO/GMP/ISO Certificate (For Group 5 Subgroup 5.1 & 5.2) | | | | Compulsory for Ancillary Items |
| 7 | Experience/Recommendation letter with Client List | | | | Recommended |
| 8 | Catalogues/Brochures/Leaflets | | | | Recommended |
| 9 | Signed Code of Conduct **(Appendix 2)** | | | | Compulsory |
| 10 | Supplier Questionnaire **(Appendix 3)** | | | | Compulsory |
| 11 | Bidders Representation Form **(Appendix 4)** | | | | Compulsory |
| 12 | Copy for Company Registration with renewal | | | | Compulsory |
| 13 | Pan/Vat Registration with renewal documents | | | | Compulsory |
| 14 | Tax Clearance Certificate (Year 2079/80) | | | | Compulsory |
| 15 | Latest Audit Report (Year 2079/80) | | | | Compulsory |
| 16 | Other Supporting Documents | | | | If applicable |
| | **Financial** | | | | |
| 17 | Price Schedule/Quotation **(Appendix 5)** | | | | Compulsory |

## 9. Submission of the bid

The Bidder shall seal the proposal in **one outer and two inner envelopes**, as detailed below.

**(a)The outer envelope shall be addressed to:**

*Procurement Department*
*Sunaulo Parivar Nepal*
*Baluwatar (opp. Chinese Embassy) Nepal*
*Reference marked with **RFP/2024/002 ( Medicine and Medicine supplies)***
(b) The **2 inner envelopes** shall indicate the **Name and Address of the Bidder** and should be clearly marked with **"Technical Proposal" and "Financial Proposal**". In summary, there will be one separate sealed envelope for the Technical Proposal and one separate sealed envelope for the Financial Proposal.

*Please do not send soft copy documents via email. The documents must be delivered in SEALED ENVELOPE by 1st of July 2024, 5:00 pm at the reception of Sunaulo Parivar Nepal support office Baluwatar (opposite Chinese Embassy), Kathmandu.* ***After the vendor has been short listed, the vendor will be requested to submit soft copy of price schedule.***

- In submitting a bid it will be implied that you accept all the provisions of this RFP including all terms and conditions stated.
- SPN reserves the right to issue the response to any clarification request made by you to all biding Organisations.

- The information contained in these RFP documents and in any related written or oral communication is believed to be correct at the time of issue but SPN will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such.
- By issuing these RFP documents, SPN is not bound in any way to enter into any contractual or other arrangement with you or any other party.
- It is intended that the procurement will take place in accordance with the provisions of these RFP documents but SPN reserves the right to terminate, amend or vary the procurement process by notice to all biding organisations in writing. SPN will accept no liability for any losses caused to you as a result of this.
- You will not be entitled to claim from SPN any cost or expenses that you may incur in preparing your Response irrespective of whether or not your proposal is successful.
- All information supplied to you by SPN, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers) unless the information is already in the public domain.
- There must be no publicity by you regarding the Project or the future award of any Contract unless SPN has given expressed written consent to the communication.
- Any attempt by you or your appointed advisers to inappropriately influence the Contract award process in any way will result in your bid being disqualified.
- Any direct or indirect canvassing by you or your appointed advisers in relation to this procurement or any attempt to obtain information from any SPN employees or agents may result in disqualification.
- SPN reserves the right to disqualify you if you do not submit your bid in a manner consistent with the provisions set out in Instructions to Bidders.
- It is your responsibility to ensure that any sub-contractor and adviser abides by these Conditions of RFP.

## 10. List of Appendixes

| **Appendix** | **Appendix Reference Number** |
|---|---|
| (RFP Submission Form | Appendix 1 |
| Code of Conduct | Appendix 2 |
| Supplier Questionnaire | Appendix 3 |
| Bidder Representation Form | Appendix 4 |
| Price Schedule/Quotation | Appendix 5 |