



## INVITATION FOR BIDS

PU No.: JUBITB00

Date: 1<sup>st</sup> March 2021

### Title of Services: SUPPLY OF MEDICAL AND LABORATORY SUPPLIES UNDER SOUTH SUDAN HUMANITARIAN FUND PROJECT

The Impact Health Organization (IHO) (hereinafter called IHO) intends to contract a Service Provider to supply medical and Laboratory Supplies to IHO under the SOUTH SUDAN HUMANITARIAN FUND for which this Request for Proposals (RFP) is issued.

IHO now invites Service Providers to provide Technical and Financial Proposal for the above-mentioned Services. *A complete set of Request for Proposal is available for issuance to Interested Bidders at IHO Juba Office or you may request through email address to: [procure@ihosavinglives.org](mailto:procure@ihosavinglives.org)*

The Service Provider will be selected under a Quality Cost Based Selection procedures described in this RFP.

The RFP includes the following documents:

- a.) Proposal Form (Annex A)
- b.) Financial (Annex B)
- c.) Technical Specifications Form (Annex C)
- d.) Vendor Information Sheet (Annex D)

The Proposal must be delivered by hand at Worldwide movers building, Hai Malakal, Juba south Sudan (IHO) office or through email address [procure@ihosavinglives.org](mailto:procure@ihosavinglives.org) not later than 15<sup>th</sup> March 2021. No late proposal shall be accepted. For this purpose, a pre-proposal conference will be held on 16<sup>th</sup> of March 2021 via Skype for any clarifications needed for the requirements.

IHO reserves the right to accept or reject any proposal and to annul the selection process and reject all Proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers.

Salma James Daud  
Procurement & Logistics Manager





**REQUEST FOR PROPOSAL  
AND  
GENERAL INSTRUCTION TO SUPPLIERS  
PROVISION OF**

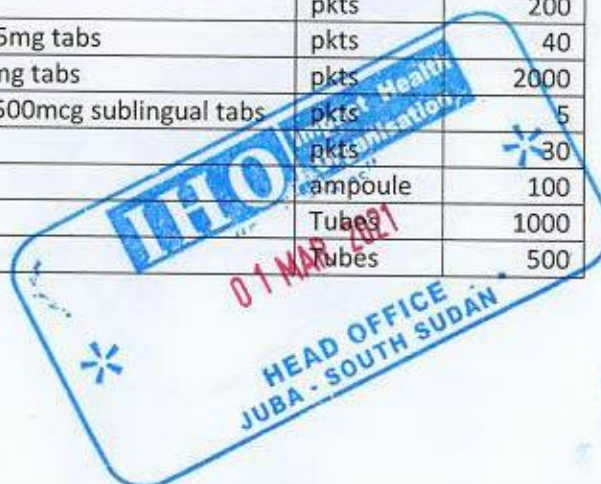
The Impact Health Organization (IHO) is a Non-Governmental Not for profit organization established in 2013 with a philosophy of saving lives.

The IHO extends this invitation to interested eligible Suppliers to submit Proposals for the Provision of Medical and Laboratory Supplies under South Sudan Humanitarian Fund project Aweil South County South Sudan.

Interested Suppliers must submit a proposal with all requested documentation for the Provision of Medical and Laboratory Supplies including costs delivery according to below requirement schedule:

**MEDICAL SUPPLIES**

| S/NO | Details  | U.O.M   | QTY  |
|------|--|---------|------|
| 1    | Gentamycin 40mg/ml Injection                                     | ampoule | 5000 |
| 2    | Metronidazole 100mg/5ml Oral Suspension                          | syrup   | 2000 |
| 3    | Metronidazole 200mg/5ml Scored Tabs                              | pkts    | 800  |
| 4    | Metronidazole 500mg/5ml 100mls                                   | Bottles | 200  |
| 5    | Suplhamethazone 100mg + Trimethoprim 20mg (paediatric) Tabs      | pkts    | 50   |
| 6    | Suplhamethazone 200mg + Trimethoprim 40mg/5ml suspension         | syrup   | 50   |
| 7    | Suplhamethazone 400mg + Trimethoprim 80mg tabs                   | pkts    | 600  |
| 8    | Streptomycin 1gm powder  | vial    | 100  |
| 9    | Clotrimazole 500rhg pessaries                                    | Tabs    | 50   |
| 10   | Grisefulvin 500mg Tabs   | pkts    | 30   |
| 11   | Amodiaquine adult Blister / Combi                                | Blister | 4000 |
| 12   | Amodiaquine child Blister / Combi                                | Blister | 6000 |
| 13   | Amodiaquine Tolder Blister / Combi                               | Blister | 4000 |
| 14   | Nystatin 100,000 IU Tabs   | pkts    | 5    |
| 15   | Tinidazole 500mg   | pkts    | 5    |
| 16   | Quinine 300mg/ml Injection                                       | ampoule | 5000 |
| 17   | Quinine 300mg/ml Tabs  | pkts    | 200  |
| 18   | Sulphadoxine + Pyrimethamine 500mg +25mg tabs                    | pkts    | 40   |
| 19   | Ferrous Sulphate 200mg + Folic Acid 0.25mg tabs                  | pkts    | 2000 |
| 20   | Anti-Anginal Medicine Glycerin Trinitrate 500mcg sublingual tabs | pkts    | 5    |
| 21   | Furosemide 40mg Tabs   | pkts    | 30   |
| 22   | Furosemide 10mg/ml Injection                                     | ampoule | 100  |
| 23   | Clotrimazole 1% cream  | Tubes   | 1000 |
| 24   | Silver Sulphadiazine 1% Cream                                    | Tubes   | 500  |

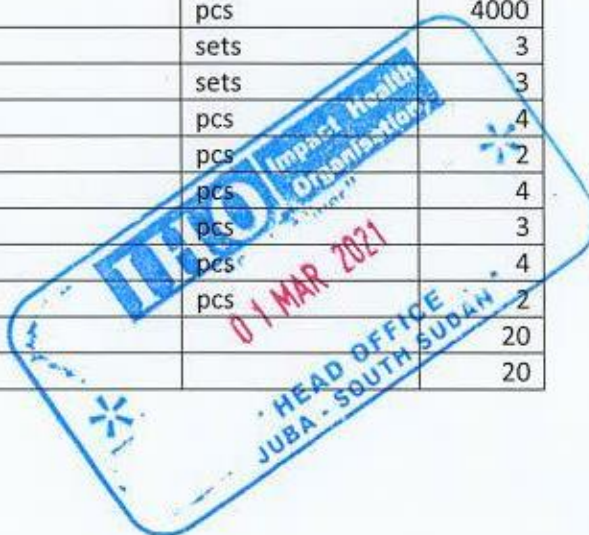




|    |  |         |      |
|----|--|---------|------|
| 25 | Calamine Lotion  | Bottles | 100  |
| 26 | Hydrocortisone 1% Ointment                                   | Tubes   | 100  |
| 27 | Zinc Oxide 15% Ointment                                      | Tubes   | 100  |
| 28 | Antiseptic Chlorhexidine 0.3% + Cetrimide 3% solution        | Bottles | 50   |
| 29 | Gentamycin violet crystals 25gms powder                      | Tins    | 50   |
| 30 | Promethazine 25mg tabs                                       | pkts    | 10   |
| 31 | Promethazine 25mg /ml injection                              | ampoule | 240  |
| 32 | Oral Re-hydration salt                                       | sachets | 7710 |
| 33 | Zinc Supplement, zinc sulphate 20mg Tabs                     | pkts    | 300  |
| 34 | Gentamycin 0.3% (sulphate) eye drops                         | Bottles | 2000 |
| 35 | Tetracycline 1% ointment                                     | Tubes   | 1000 |
| 36 | oxytocin 10 IU inj   | ampoule | 100  |
| 37 | Diazepam 5mg Tabs  | pkts    | 2    |
| 38 | Aminophylline 25mg/ml IV injection                           | ampoule | 50   |
| 39 | prednisolone 5mg Tabs  | pkts    | 30   |
| 40 | Salbutamol 4mg Tablets                                       | pkts    | 40   |
|    | Dextrose 5% solution , 500ml Parental solution               | Bottles | 4000 |
| 41 | Dextrose 5% solution , 50ml vial                             | vial    | 300  |
| 42 | Sodium CHLORIDE 0.9% 500ml Parenteral solution               | Bottles | 20   |
| 43 | Sodium Lactate compound solution , 1 Litre Parental solution | Bottles | 3000 |
| 44 | Miscellaneous water for injection 10ml Injection             | Bottles | 5000 |
| 45 | Retinol 200,000 IU, (Vitamin A) Capsule                      | pkts    | 5    |
| 46 | Pyridoxine 25mg tabs   | pkts    | 20   |
| 47 | paracetamol 500mg tablets                                    | pkts    | 3000 |
| 48 | paracetamol 100mg tablets                                    | pkts    | 3000 |
| 49 | paracetamol syr 125mg/ml                                     | syrup   | 3000 |

LAB SUPPLIES:

| S/NO | Details                                       | U.O.M | QTY  |
|------|---|-------|------|
| 1    | HCG Strips                                    | pcs   | 2000 |
| 2    | Syphilis Test Strips                          | pcs   | 3000 |
| 3    | HIV Unigold Device                            | pcs   | 200  |
| 4    | Urine Containers                              | pcs   | 2000 |
| 5    | RDT test kits                                 | pcs   | 4000 |
| 6    | HIV Determine Strips                          | pcs   | 4000 |
| 7    | Delivery Set                                  | sets  | 3    |
| 8    | Examination table                             | sets  | 3    |
| 9    | Screen  | pcs   | 4    |
| 10   | Stretchers                                    | pcs   | 2    |
| 11   | sethoscope                                    | pcs   | 4    |
| 12   | weighing machine                              | pcs   | 3    |
| 13   | bp machine                                    | pcs   | 4    |
| 14   | Consultation table ( 1 Portable and 1 static) | pcs   | 2    |
| 15   | Rain Coats                                    |       | 20   |
| 16   | Gum Boots                                     |       | 20   |



|    |                |  |    |
|----|----------------|--|----|
| 17 | Waste Bucket   |  | 7  |
| 18 | Plastic Tables |  | 7  |
| 19 | Plastic Chairs |  | 16 |

With this RFP is the GIS which include the Instructions to Suppliers, Technical Specifications and administrative requirements that Suppliers will need to follow in order to prepare and submit their Proposal for consideration by IHO.

IHO reserves the right to accept or reject any Proposal, and to cancel the procurement process and reject all Proposals at any time prior to award of Purchase Order or Contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IHO's action.

Very truly yours,

Salma James Daud  
Procurement & Logistics Manager





## INSTRUCTION TO SUPPLIERS (GIS)

### 1. Description of Goods and Services

IHO request prospective suppliers to submit Proposal for Provision of Medical and Laboratory Supplies in all locations in South Sudan.

### 2. Corrupt, Fraudulent, and Coercive Practices

IHO requires that all IHO Staff, manufacturers, suppliers or distributors, observe the highest standard of ethics during the procurement and execution of all contracts. IHO shall reject any proposal put forward by Suppliers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices. In pursuance of this policy, IHO defines for purposes of this paragraph the terms set forth below as follows:

Corrupt practice means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of the Procuring/Contracting Entity in the procurement process or in contract execution;

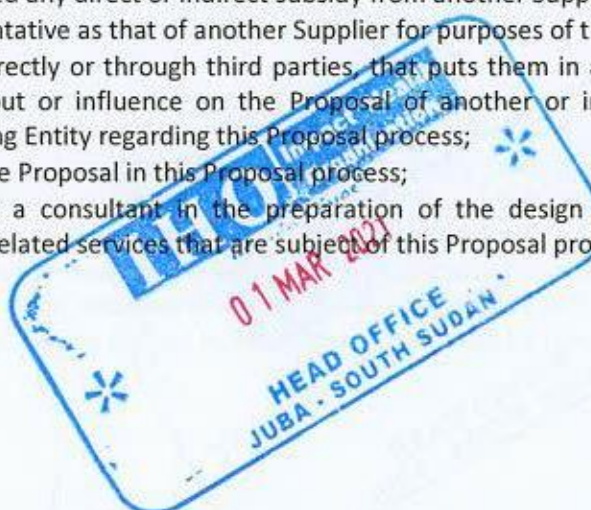
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Procuring/Contracting Entity in the procurement process or the execution of a contract, to obtain a financial gain or other benefit to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more bidders designed to artificially alter the results of the tender procedure to obtain a financial gain or other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities in a procurement process, or affect the execution of a contract

### 3. Conflict of Interest

All Suppliers found to have conflicting interests shall be disqualified to participate in the procurement at hand. A Supplier may be considered to have conflicting interest under any of the circumstances set forth below;

A Supplier has controlling shareholders in common with another Supplier;

- A Supplier receives or has received any direct or indirect subsidy from another Supplier;
- A Supplier has the same representative as that of another Supplier for purposes of this Proposal;
- A Supplier has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence on the Proposal of another or influence the decisions of the Mission/Procuring Entity regarding this Proposal process;
- A Supplier submits more than one Proposal in this Proposal process;
- A Supplier who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are subject of this Proposal process.





#### 4. Eligible Suppliers

Only Suppliers that are determined to be qualified shall be considered for award. The Supplier shall fill up and submit the standard IHO Vendor Information Sheet (VIS) (Annex D) to establish their eligibility together with the Proposal.

#### 5. Cost of Preparing the Proposal

The Supplier shall bear all costs associated with the preparation and submission of his Proposal and IHO will not in any case be responsible and liable for the costs incurred.

#### 6. Errors, omissions, inaccuracies and clarifications

The documents and forms requested for the purpose of soliciting Proposals shall form part of the Contract; hence care should be taken in completing these documents. Suppliers shall not be entitled to base any claims on errors, omissions, or inaccuracies made in the Proposal Documents.

Suppliers requiring any clarifications on the content of this document may notify the IHO in writing at the following email address.

Make sure to copy the following email address: [procure@ihosavinglives.org](mailto:procure@ihosavinglives.org)

Copies of the response including description of the clarification will be given to all Suppliers who received this General Instruction, without identifying the source of the inquiry.

#### 7. Confidentiality and Non-Disclosure

All information given in writing to or verbally shared with the Supplier in connection with this General Instruction is to be treated as strictly confidential. The Supplier shall not share or invoke such information to any third party without the prior written approval of IHO. This obligation shall continue after the procurement process has been completed whether or not the Supplier is successful.

#### 8. IHO's Right to Accept any Proposal and to Reject any and all Proposals

IHO reserves the right to accept or reject any Proposal, and to cancel the procurement process and reject all Proposals, at any time prior to award of contract, without thereby incurring any liability to the affected Supplier/s or any obligation to inform the affected Supplier/s of the ground for IHO's action.

#### 9. Requirements

##### 9.1 Proposal Documents

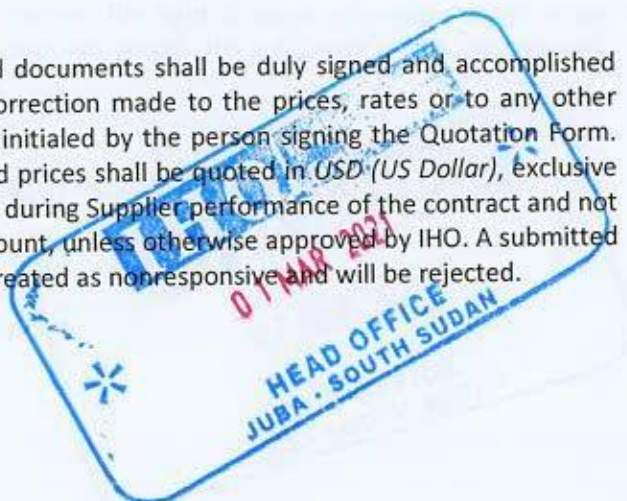
The following shall constitute the Proposal Documents to be submitted by the Suppliers:

- a.) Quotation Form (Annex A)
- b.) Financial (Annex B)
- c.) Technical Specifications Form (Annex C)
- d.) Vendor Information Sheet (Annex D)

Suppliers are required to use the forms provided as Annexes in this document.

##### 9.2 Quotation Form

The Quotation Form (Annex A) and other required documents shall be duly signed and accomplished and typewritten or written in indelible ink. Any correction made to the prices, rates or to any other information shall be rewritten in indelible ink and initialed by the person signing the Quotation Form. The language of the Proposal shall be in English and prices shall be quoted in USD (US Dollar), exclusive of VAT. Prices quoted by the Supplier shall be fixed during Supplier performance of the contract and not subject to price escalation and variation on any account, unless otherwise approved by IHO. A submitted Proposal with an adjustable price Proposal will be treated as nonresponsive and will be rejected.





### 9.3 Validity of Proposals Price

The Proposals shall remain valid for a minimum period of *60 calendar days*, after the deadline for submission. In exceptional circumstances, prior to expiry of the period of validity of Proposals, IHO may request that the Suppliers extend the period of validity for a specified additional period. The request and the response there to shall be made in writing. A supplier agreeing to the request will not be required or permitted to modify its Proposal.

### 9.4 Documents Establishing Supplier's Eligibility and Qualification

The Supplier shall furnish, as part of its Proposal, documents establishing the Supplier's eligibility to submit Proposal and its qualifications to perform the contract if its Proposal is accepted, including proof valid document Third party liability insurance, log books, valid licenses. The IHO's standard Vendors Information Sheet (Annex D) shall be used for this purpose.

## 10. Submission of Proposals Documents

Proposal can be submitted in a **sealed envelope** to the following address:

IHO South Sudan -Juba Office

World Wide Movers Building Juba South Sudan.

Proposal shall be submitted be to the above address on or before 12th of March 2021, 5:00 pm. Late1 Proposals will not be accepted.

## 11. Opening of Proposals.

The opening of Proposals shall be carried out by IHO Bids Evaluation and Awards Committee. IHO reserve the right to conduct opening of Proposals in public or not.

## 12. Acceptance of Proposals.

IHO is not bound to take an immediate decision on the acceptability or unacceptability of Proposals at the time of their opening.

## 13. Rejection of Proposals

Proposal can be rejected for the following reasons:

- a) the Proposal is not presented in accordance with this General Instruction;
- b) the Quotation Form or any document which is part of the Proposal Document is not signed;
- c) the Supplier is currently under list of blacklisted suppliers;
- d) the Supplier offer imposes certain basic conditions unacceptable to IHO

IHO is not bound to accept any offer received and reserves the right to waive any minor defect in an offer, provided, however, that such minor defect (i) does not modify the substance of the offer and (ii) does not change the relative ranking of the Suppliers.

## 14. Evaluation of Proposals

IHO shall evaluate and compare the Proposals on the basis of the following:

- a) Proposal Cost Effectiveness 35 points
- b) Availability Schedule 20 points
- c) Company Qualification/ Experience 20 points
- d) Compliance with required documentation 15 points





Arithmetical errors will be corrected on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the Supplier does not accept the correction of the errors, its Proposal will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

#### 15. Post Qualification

Prior to award, post-qualification will be carried out by IHO to further determine the selected Supplier's technical and financial capability to perform the contract. IHO shall verify and validate any documents/information submitted and shall conduct ocular inspection of the office, plant and equipment.

#### 16. Award of Contract

The Supplier that has submitted the lowest evaluated Price, substantially responsive to the requirements of this General Instruction and who has been determined to be qualified to perform the contract shall be selected and awarded the contract.

IHO shall notify the selected Supplier through a Notice of Award. IHO shall also notify in writing, the other Suppliers who were not selected without disclosing the reason for rejection.

#### 17. Delivery Site and Period of Delivery

The Medical and Laboratory Supplies shall be delivered at IHO Office in Juba within a period of 10 days upon signature of contract.

#### 18. Liquidated Damages

If the Supplier fails to deliver any or all of the goods within the period specified in Clause 17 above, a penalty payment of 0.1% of the price of the undelivered goods for every day of breach of the delivery schedule by the Supplier will be requested.

#### 19. Payment

Payment shall be made only upon IHO's receipt of invoice describing the goods/services delivered and accepting the goods delivered.

#### 20. Warranty

Warranty shall be quoted based on the standard warranties provided by the manufacturer unless specified in the Technical Specifications of this General Instruction.

#### 21. Settlement of Dispute

The issues shall be settled among parties and failure to settle the issues then South Sudan will apply for any dispute, controversy or claim that will arise in relation to the procurement process.





## QUOTATION FORM

Date :

To : Impact Health Organization  
World Wide Movers Building  
Hai Malakal Juba South Sudan

Having examined the General Instruction for the *purchase of medicine and lab supplies*, the receipt of which is hereby duly acknowledge, I, representing, offer to execute the requested works in conformity with the General Instruction for the total Lump Sum amount of \$xxxx (words) in accordance with the Financial Proposal which is herewith attached and form part of this Quotation.

I undertake if my offer is accepted, to deliver the Works in accordance with the Financial Proposal, delivery and Technical specifications.

I agree to abide by this Quotation for the Validity Period specified in the General Instruction which may be accepted at any time before the expiration of that period.

Until a formal contract is prepared and executed, this Quotation Form, together with your Notice of Award shall constitute a binding agreement between us.

I hereby certify that this Quotation complies with the requirements stipulated in the General Instruction.

Dated this xxx day of xxxx 2021.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Duly authorized to sign for and on behalf of xxxxxxxx





# FINANCIAL PROPOSAL FORM

Annex B

| Item                 | Unit price | Number            | Sub-total |
|----------------------|------------|-------------------|-----------|
| [e.g. named product] | [\$ X]     | [number of units] | [\$ X]    |
|                      |            |                   |           |
| Total                |            |                   | [\$ X]    |

Name

Title

Duly authorized to sign for and on behalf of





## 5. Referees

Please supply the details of two referees for your organisation. Include a brief description of the goods or services that your organisation provided and when.

Please note: in providing these referees you authorise us to collect any information about your organisation, except commercially sensitive pricing information, from the referees, and use such information in the evaluation of your Proposal. You also agree that all information provided by the referee to us will be confidential to us.

| First referee            |  |
|--------------------------|--|
| Name of referee:         | [insert name of the referee]   |
| Name of organisation:    | [insert name of their organisation]                                    |
| Goods/services provided: | [brief description of the goods/services you provided to this referee] |
| Date of provision:       | [insert the date when you provided the goods/services]                 |
| Address:                 | [insert street address]  |
| Telephone:               | [insert mobile or landline]  |
| Email:                   | [insert email address]   |

| Second referee           |  |
|--------------------------|--|
| Name of referee:         | [insert name of the referee]   |
| Name of organisation:    | [insert name of their organisation]                                    |
| Goods/services provided: | [brief description of the goods/services you provided to this referee] |
| Date of provision:       | [insert the date when you provided the goods/services]                 |
| Address:                 | [insert street address]  |
| Telephone:               | [insert mobile or landline]  |
| Email:                   | [insert email address]   |

6. Our declaration

Respondent's declaration

| Topic                              | Declaration   | Respondent's declaration |
|------------------------------------|---|--------------------------|
| RFP Process, Terms and Conditions: | I/we have read and fully understand this RFP, including the RFP Process, Terms and Conditions | [agree / disagree]       |





(shortened to RFP-Terms detailed in Section 6, as amended by Section 1, paragraph 1.6. if applicable).  
I/we confirm that the Respondent/s agree to be bound by them.

**Collection of further information:** The Respondent/s authorises the Buyer to: [agree / disagree]

- a. collect any information about the Respondent, except commercially sensitive pricing information, from any relevant third party, including a referee, or previous or existing client
- b. use such information in the evaluation of this Proposal.

The Respondent/s agrees that all such information will be confidential to the Buyer.

**Requirements:** I/we have read and fully understand the nature and extent of the Buyer's Requirements as described in Section 2. I/we confirm that the Respondent/s has the necessary capacity and capability to fully meet or exceed the Requirements and will be available to deliver throughout the relevant Contract period. [agree / disagree]

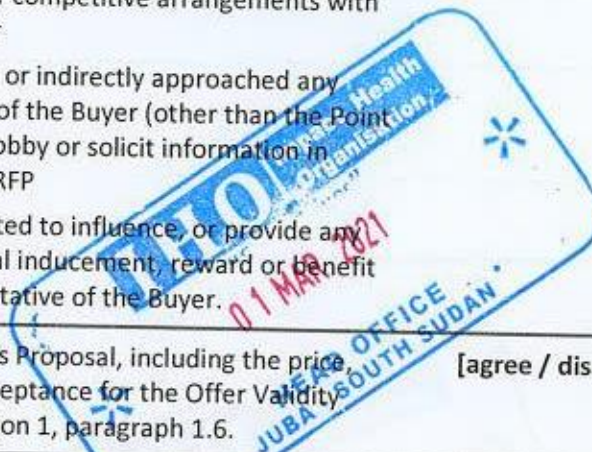
**Ethics:** In submitting this Proposal the Respondent/s warrants that it: [agree / disagree]

- a. has not entered into any improper, illegal, collusive or anti-competitive arrangements with any Competitor
- b. has not directly or indirectly approached any representative of the Buyer (other than the Point of Contact) to lobby or solicit information in relation to the RFP
- c. has not attempted to influence, or provide any form of personal inducement, reward or benefit to any representative of the Buyer.

**Offer Validity Period:** I/we confirm that this Proposal, including the price, remains open for acceptance for the Offer Validity Period stated in Section 1, paragraph 1.6. [agree / disagree]

**Conflict of Interest declaration:** The Respondent warrants that it has no actual, potential or perceived Conflict of Interest in submitting this Proposal, or entering into a Contract to deliver the Requirements. Where a Conflict of Interest arises during the RFP process the Respondent/s will report it immediately to the Buyer's Point of Contact. [agree / disagree]

**Details of conflict of interest:** [if you think you may have a conflict of interest briefly describe the conflict]





and how you propose to manage it or write 'not applicable'].

#### DECLARATION

I/we declare that in submitting the Proposal and this declaration:

- a. the information provided is true, accurate and complete and not misleading in any material respect
- b. the Proposal does not contain intellectual property that will breach a third party's rights
- c. I/we have secured all appropriate authorisations to submit this Proposal, to make the statements and to provide the information in the Proposal and I/we am/are not aware of any impediments to enter into a Contract to deliver the Requirements.

I/we understand that the falsification of information, supplying misleading information or the suppression of material information in this declaration and the Proposal may result in the Proposal being eliminated from further participation in the RFP process and may be grounds for termination of any Contract awarded as a result of the RFP.

By signing this declaration the signatory below represents, warrants and agrees that he/she has been authorised by the Respondent/s to make this declaration on its/their behalf.

Signature: \_\_\_\_\_

Full name: \_\_\_\_\_

Title / position: \_\_\_\_\_

Name of  
organisation: \_\_\_\_\_

Date: \_\_\_\_\_

