Date: October 26, 2015

REQUEST FOR QUOTATION

RFQ Nº UNFPA/ESARO/RFQ/2015/010

Dear Sir/Madam,

UNFPA hereby solicits a quotation for the following service:

**“Consultancy services for testing of barcode track and trace to augment the existing supply chain system in Botswana”**

UNFPA requires the provision of Consultancy on support for assessing and testing barcode track and trace to help augment the existing in-country supply chain system in Botswana. In coordination with the Central Medical Store and under the supervision of the Officer-in-Charge of UNFPA Botswana, the consultant will assess the feasibility of implementing, monitoring, reporting and management of the barcode track and trace system in the country, based ideally on open global standards. Further details are in the Terms of Reference.

This Request for Quotation is open to all legally-constituted companies that can provide the requested consultancy services and have legal capacity to perform in the country, or through an authorized representative.

1. **About UNFPA**

UNFPA, the United Nations Population Fund, is an international development agency that works to deliver a world where every pregnancy is wanted, every child birth is safe and every young person’s potential is fulfilled.

UNFPA is the lead UN agency that expands the possibilities for women and young people to lead healthy sexual and reproductive lives. To read more about UNFPA, please go to: [UNFPA about us](http://www.unfpa.org/about-us)

**Terms of Reference (ToR)**

**Objectives and scope of the Services**

* Background information

Botswana provides funding for procurement of all its Reproductive Health (RH) commodities. This requires accurate forecasting and quantification that takes into account consumption trends, method mix, expansion plan, existing stock, pipeline shipments, warehousing and distribution capacity. The country has been using different electronic systems in order to manage the availability and usage or consumption of commodities while preventing over stocking and stock outs. However, the challenges with the current system is lack of compliance to reporting within the agreed timelines and this has led to expiration of drugs where there was over stocking and stock out of critical drugs and RH commodities.

The Government of Botswana, with support from UNFPA, wishes to take advantage of advances in mobile phone network coverage, smartphone applications, and supply tracking systems and leverage the Central Medical Store’s barcode platform with the aim to review the feasibility of and establish an in-country track and trace system for operational transactions and automatic data capture into an appropriate electronic logistics management information system throughout the in-country logistics chain.

* Outputs / Deliverable(s)

|  |  |  |
| --- | --- | --- |
|  | **Deliverables** | **Expected time** |
| 1. | In-depth assessment report of current system at Botswana Central Medical Store and health facilities below to understand interoperability impact | November 15, 2015 |
| 2. | Barcode scanning and data capture test case completion report | December 18, 2015 |
| 3. | Equipment/mobile device test case completion report | December 18, 2015 |
| 4. | Track and trace system readiness test completion report | December 18, 2015 |
| 5. | Provide recommendation for future electronic information system landscape including a robust monitoring mechanism | December 18, 2015 |
| 6. | Training guideline document | December 18, 2015 |

* Activities
  + In-depth assessment of current system at Central Medical Store, regional medical stores/warehouses, examples of tertiary, secondary and primary health facilities to better understand any integration challenges with a barcode track and trace system. The sample assessed will include:
    - The Central Medical Store
    - A regional store
    - At least two each of tertiary, secondary and primary health facilities.
  + Coordinate the landscape analysis of existing inventory at the Central Medical Store to identify corrugated boxes with pre-labelled barcodes from the original manufacturer, with preference to GS1 barcode format
  + Assist in the barcode pilot test activities, e.g. develop and coordinate test cases for barcode scanning equipment/mobile device, and system readiness.
    - Scanning and automatic data capture to be conducted in the following manner;
      * Central Medical Store Receive (if possible)
      * Central Medical Store Issue
      * Regional Medical Sore/Warehouse Receive
      * Regional Medical Store/Warehouse Issue
      * Health Facility Receive
        + Tertiary
        + Secondary
        + Primary
  + Identifying and document capacity gaps (including but not limited to infrastructure issues such as electricity shortage, poor network coverage, shortcomings with current legacy systems), recommend potential workaround solutions and appropriate training needs.
  + Debrief
* Assist in the barcode pilot reporting activities, e.g. writing reports on user experience, reports on test measurements of scanning equipment/mobile device and overall process efficiency etc.
* Assist in the management, monitoring and follow-up of barcode track and trace pilot project activities
* Any other duties assigned that is related to the barcode track and trace pilot project

The project will be under the general supervision of ESARO (RHCS Technical Specialist), with technical input from PSB. While conducting the assessment in Botswana, the UNFPA country office (Assistant Representative) will provide administrative support and supervision.**Questions**

Questions or requests for further clarifications should be submitted in writing to the contact person below:

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | Dr. Kanyanta Sunkutu |
| Tel Nº: | +27 11 603 5327 |
| Fax Nº: | *N/A* |
| Email address of contact person: | sunkutu@unfpa.org |

The deadline for submission of questions is **31st October 2015, 5:00 PM SAST**. Questions will be answered in writing and shared will parties as soon as possible after this deadline.

1. **Content of quotations**

Quotations should be submitted in a single e-mail whenever possible, depending on file size. Quotations must contain:

1. Technical proposal, in response to the requirements outlined in the service requirements / TORs.
2. Price quotation, to be submitted strictly in accordance with the price quotation form.

Both parts of the quotation must be signed by the bidding company’s relevant authority and submitted in PDF format.

1. **Instructions for submission**

Proposals should be prepared based on the guidelines set forth in Section IV above, along with a properly filled out and signed price quotation form, are to be sent by e-mail to the contact person indicated below no later than : Friday, 30 October 2015 at 5:00 PM SAST[[1]](#footnote-1).

|  |  |
| --- | --- |
| Name of contact person at UNFPA: | Mr. Sipho Guvi |
| Email address of contact person: | guvi@unfpa.org |

Please note the following guidelines for electronic submissions:

* The following reference must be included in the email subject line: RFQ Nº UNFPA/ESARO/RFQ/2015/001 – Consultancy services for testing support of barcode track and trace to augment the existing supply chain system in Botswana. Proposals that do not contain the correct email subject line may be overlooked by the technical officer and therefore not considered.
* The total e-mail size may not exceed **20 MB (including e-mail body, encoded attachments and headers)**. Where the technical details are in large electronic files, it is recommended that these be sent separately before the deadline.

1. **Overview of Evaluation Process**

The evaluation will be carried out in a two-step process by an ad-hoc evaluation panel. Technical proposals will be evaluated and scored first, prior to the evaluation and scoring of price quotations

**Technical Evaluation**

Technical proposals will be evaluated based on their responsiveness to the service requirements /TORs listed in Section II and in accordance with the evaluation criteria below.

| **Criteria** | [A] Maximum Points | [B]  Points attained by Bidder | [C]  Weight (%) | [B] x [C] = [D]  Total Points | |
| --- | --- | --- | --- | --- | --- |
| Technical approach, methodology and level of understanding of the objectives of the project | 100 |  | 20% |  | |
| Work plan/time scales given in the proposal and its adequacy to meet the project objectives | 100 |  | 20% |  | |
| Professional experience of the staff that will be employed to the project proving demonstrated expertise in evaluation and related processes (CVs, etc.) | 100 |  | 15% |  | |
| Specific experience and expertise relevant to the assignment | 100 |  | 30% |  | |
| Profile of the company and relevance to the Project. | 100 |  | 15% |  | |
| *Grand Total All Criteria* | 500 |  | 100% |  |

The following scoring scale will be used to ensure objective evaluation:

|  |  |
| --- | --- |
| **Degree to which the Terms of Reference requirements are met based on evidence included in the Bid submitted** | **Points**  **out of 100** |
| Significantly exceeds the requirements | 90 – 100 |
| Exceeds the requirements | 80 – 89 |
| Meets the requirements | 70 – 79 |
| Partially meets the requirements | 1 – 69 |
| Does not meet the requirements or no information provided to assess compliance with the requirements | 0 |

**Financial Evaluation**

Price quotes will be evaluated only for bidders whose technical proposals achieve a minimum score of 70 points in the technical evaluation.

Price quotes will be evaluated based on their responsiveness to the price quote form. The maximum number of points for the price quote is 100, which will be allocated to the lowest total price provided in the quotation. All other price quotes will receive points in inverse proportion according to the following formula:

|  |  |  |
| --- | --- | --- |
| Financial score = | Lowest quote ($) | X 100 (Maximum score) |
| Quote being scored ($) |

## Total score

The total score for each proposal will be the weighted sum of the technical score and the financial score. The maximum total score is 100 points.

|  |
| --- |
| Total score = 70% Technical score + 30% Financial score |

1. **Award Criteria**

UNFPA shall award a Purchase Order to the Bidder(s) that obtain the highest total score.

1. **Right to Vary Requirements at Time of Award**

UNFPA reserves the right at the time of award of contract to increase or decrease by up to 20% the volume of services specified in this RFQ without any change in unit prices or other terms and conditions.

1. **Payment Terms**

UNFPA payment terms are net 30 days upon receipt of invoice and delivery/acceptance of the milestone deliverables linked to payment as specified in the contract.

1. [**Fraud and Corruption**](http://www.unfpa.org/about-procurement#FraudCorruption)

UNFPA is committed to preventing, identifying, and addressing all acts of fraud against UNFPA, as well as against third parties involved in UNFPA activities. UNFPA’s policy regarding fraud and corruption is available here: [Fraud Policy](http://www.unfpa.org/resources/fraud-policy-2009#overlay-context=node/10356/draft). Submission of a proposal implies that the Bidder is aware of this policy.

Suppliers, their subsidiaries, agents, intermediaries and principals must cooperate with the Office of Audit and Investigation Services of UNFPA as well as with any other oversight entity authorized by the Executive Director of UNFPA and with the UNFPA Ethics Advisor as and when required. Such cooperation shall include, but not be limited to, the following: access to all employees, representatives, agents and assignees of the vendor; as well as production of all documents requested, including financial records. Failure to fully cooperate with investigations will be considered sufficient grounds to allow UNFPA to repudiate and terminate the contract, and to debar and remove the supplier from UNFPA’s list of registered suppliers.

A confidential Anti-Fraud Hotline is available to any Bidder to report suspicious fraudulent activities at [UNFPA Investigation Hotline](http://web2.unfpa.org/help/hotline.cfm).

1. **Zero Tolerance**

UNFPA has adopted a zero-tolerance policy on gifts and hospitality. Suppliers are therefore requested not to send gifts or offer hospitality to UNFPA personnel. Further details on this policy are available here: [Zero Tolerance Policy](http://www.unfpa.org/about-procurement#ZeroTolerance).

1. **RFQ Protest**

Bidder(s) perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract may submit a complaint to the UNFPA Head of the Business Unit Dr. Julitta Onabanjo, Regional Director at [onabanjo@unfpa.org](mailto:onabanjo@unfpa.org). Should the supplier be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the supplier may contact the Chief, Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

1. **Disclaimer**

Should any of the links in this RFQ document be unavailable or inaccessible for any reason, bidders can contact the Procurement Officer in charge of the procurement to request for them to share a PDF version of such document(s).

PRICE Quotation Form

|  |  |
| --- | --- |
| **Name of Bidder:** |  |
| **Date of the quotation:** | Click here to enter a date. |
| **Request for quotation Nº:** | UNFPA/ESARO/RFQ/2015/010 |
| **Currency of quotation :** | USD |
| **Delivery charges based on the following 2010 Incoterm:** | Choose an item. |
| **Validity of quotation:**  *(The quotation must be valid for a period of at least 3 months after the submission deadline* |  |

* Quoted rates must be **exclusive of all taxes**, since UNFPA is exempt from taxes.

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| --- | --- | --- | --- | --- | --- |
| Item | Description | Number & Description of Staff by Level | Hourly Rate | Hours to be Committed | Total |
| 1. Professional Fees | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Professional Fees* | | | | | $$ |
| 1. Out-of-Pocket expenses | | | | | |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| *Total Out of Pocket Expenses* | | | | | $$ |
| ***Total Contract Price***  *(Professional Fees + Out of Pocket Expenses)* | | | | | $$ |

*Vendor’s Comments:*

I hereby certify that the company mentioned above, which I am duly authorized to sign for, has reviewed RFQ UNFPA/ESARO/RFQ/2015/001 including all annexes, amendments to the RFQ document (if applicable) and the responses provided by UNFPA on clarification questions from the prospective service providers. Further, the company accepts the General Conditions of Contract for UNFPA and we will abide by this quotation until it expires.

|  |  |  |
| --- | --- | --- |
|  | Click here to enter a date. |  |
| Name and title | Date and place | |

**ANNEX I:**

**General Conditions of Contracts:**

**De Minimis Contracts**

This Request for Quotation is subject to UNFPA’s General Conditions of Contract: De Minimis Contracts, which are available in: [English,](http://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts) [Spanish](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20SP_0.pdf) and [French](http://www.unfpa.org/sites/default/files/resource-pdf/UNFPA%20General%20Conditions%20-%20De%20Minimis%20Contracts%20FR_0.pdf)

1. <http://www.timeanddate.com/worldclock/city.html?n=69> [↑](#footnote-ref-1)