

**REQUEST FOR PROPOSAL (RFP)**

**DISTRIBUTION OF BIOPHARMACEUTICALS SUCH AS PROTEINS AND ANTIBODIES,  
DISTRIBUTION OF BIO-SAMPLES AND BIO-PRODUCTS OF HUMAN ORIGIN SUCH AS BLOOD  
AND CELLS (UN 2814 AND UN 3373), DRUGS AND VACCINES AND IN VITRO  
DIAGNOSTICS (IVD'S) OR EQUIPMENT WORLDWIDE**

**PUBLICATION REFERENCE:  
RP20-0001**

**PUBLICATION DATE  
07/08/2020**

## TABLE OF CONTENTS:

1.	LIST OF ACRONYMS AND DEFINITIONS: .....	3
2.	STATEMENT OF PURPOSE: .....	4
3.	BACKGROUND INFORMATION:.....	4
4.	PROPOSAL GUIDELINES: .....	6
5.	OUTCOME AND PERFORMANCE STANDARDS:.....	8
6.	DELIVERABLES:.....	8
7.	TERM OF CONTRACT: .....	9
8.	PAYMENTS, INCENTIVES AND PENALTIES:.....	9
9.	CONTRACTUAL TERMS AND CONDITIONS: .....	9
10.	EVALUATION AND AWARD PROCESS:.....	11
11.	CONFIDENTIALITY:.....	14
12.	PROCESS SCHEDULE:.....	15
13.	POINTS OF CONTACT FOR FUTURE CORRESPONDENCE: .....	15
14.	GENERAL SUMMARY SCORES: .....	16
15.	ANNEXES .....	21

**1. List of acronyms and definitions:**

BMGF	Bill & Melinda Gates Foundation
CAPA	Corrective action/Preventive action
CDA	Confidentiality Disclosure Agreement
CET	Central European Time
DG	Dangerous Good
FIND	Foundation for Innovative New Diagnostics
GHCC	The Global Health Clinical Consortium
GMP	Good manufacturing practices
GxP	Good practices
IATA	International Air Transport Association
ISO	International Organization for Standardization
IVD	In Vitro Diagnostic
LMIC	Low- and Middle-Income Countries
NPT	Native Packet Transport
PDP	Product Development Partnership
POD	Proof of Delivery
RFP	Request for Proposal
SBRC	Specimen Bank Review Committee

## **2. Statement of purpose:**

The Foundation for Innovative New Diagnostics (FIND), on behalf of The Global Health Clinical Consortium (GHCC), supported by the Bill & Melinda Gates Foundation (BMGF), is seeking the services of a company or group of companies with proven record of providing courier services for shipment of biological sample globally.

The purpose of this Request for Proposals (RFP) is to enter into a contractual agreement with (a) successful company(ies) and select a suitable supplier(s) to carry out the following work:

***Distribution of biopharmaceuticals such as proteins and antibodies, distribution of bio-samples and bio-products of human origin such as blood and cells (UN 2814 and UN 3373), drugs and vaccines and In Vitro Diagnostics (IVD's) or equipment worldwide.***

We are organizations that are dependent on the budgetary and extra-budgetary contributions we receive for the implementation of our activities. Companies are, therefore, requested to propose the best and most cost-effective solution to meet our requirements, while ensuring a high level of service.

## **3. Background information:**

The Global Health Clinical Consortium (GHCC) is a collaboration initiated in 2009 and draws together leaders from 11 Product Development Partners (PDPs). Focused on combatting diseases that particularly affect the poorest, these organizations are involved in over 132 ongoing and planned clinical trials to develop vaccines, microbicides/preventatives, therapeutic products, and diagnostics.

In addition to the customary challenges of conducting clinical trials, the PDPs face complexities working within resource-limited settings including new manufacturing partner relationships; dangerous political environments; challenges with electricity, hygiene, and connectivity; inadequate facilities and equipment; and working with vulnerable populations.

The GHCC is charged with leading the thinking on collaboration opportunities, gathering input from stakeholders, and proposing recommendations to realize synergies through joint effort.

Our objectives are:

- Achieve continuous, targeted improvements in speed, quality, and cost of clinical development.
- Understand and leverage collective capabilities and expertise to share and follow best practices.
- Enhance communication, partnership, and coordination among PDPs and streamline interactions with key partners.

Our main countries of interventions are shown in **Fig 1**.

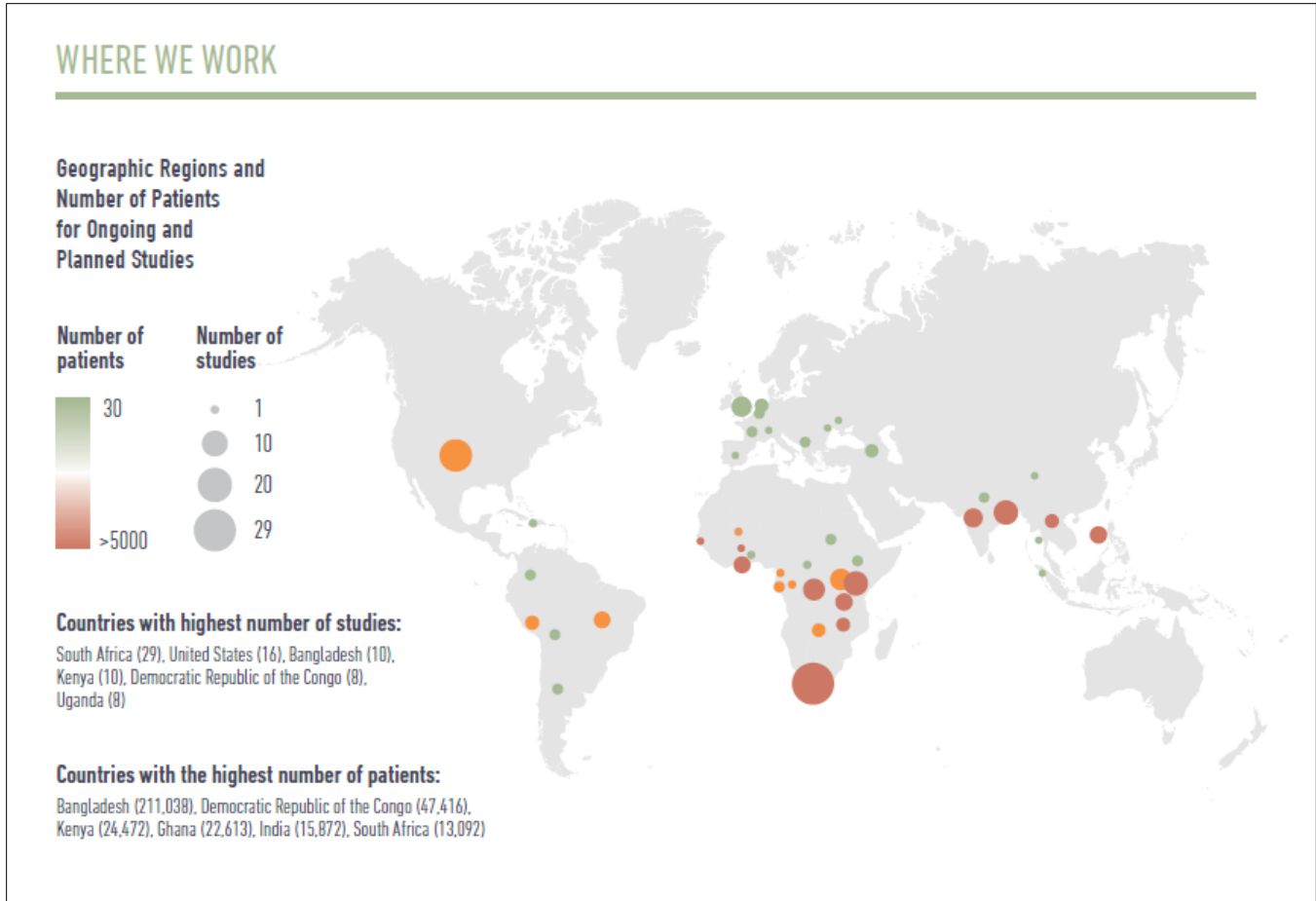


Figure 1

During clinical trials, thousands of biological samples (bio-specimens) are collected, usually at different places at different times.

Table 1 provides an overview of the volume of shipments organized by only four (4) members of the GHCC in the past 5 years. However, they are indicative of a longer-term rising trend in the number of shipments organized across the member organizations.

Year	N° of shipments	Total weight (in Kg)	Average weight (in Kg/shipment)
2015	179	9,372.6	60.6
2016	192	6,732.7	43.5
2017	267	9,565.1	42.7
2018	769	23,130.5	30.3
2019	996	19,185.4	19.3

Table 1

Correct handling has a big impact on both the course and the results of clinical trials and shipment, and dispatch of bio-specimens can present costly challenges.

#### **4. Proposal guidelines**

GHCC requires the successful company(ies) to provide courier services in the movement of biological sample worldwide. This includes:

- Door to door shipment 24/7: products should be moved securely and safely from/to the exact location where they are needed. Notifications should be shared as soon as shipment has been collected/delivered.
- Regulatory and customs support: by ensuring that GHCC's products are always supplied with the correct declarations, licences, permits and customs coding to avoid delays, endangerment to the materials in transit and disruption to GHCC's schedules.
- Documentation handling and support: by providing templates and appropriate advice to its proper completion if necessary.
- Packaging: by providing all kinds of packaging to suit the below transportation temperature requirements:
  - Controlled ambient: 15 – 25°C
  - Refrigerated: 2 – 8°C
  - Frozen: -15 – -25°C
  - Deep frozen: -60 – -80°C
  - Cryo frozen: under -150°C
- Temperature monitoring: by supplying temperature monitors which will record the temperature of GHCC's shipment at every stage of its journey. Once delivery has been made, recorded data should be downloaded and sent by email to the GHCC relevant member.
- Real time tracking and monitoring: by allowing GHCC relevant staff access to your tracking system and track the shipment via a unique reference number.

Characteristics of the provider:

##### **Status:**

The company shall be an institution operating globally with proven expertise in logistics and haulage services of biological sample.

The company must be certified to transport or ship biological samples.

##### **Accreditations:**

The company should have IATA certification.

The company should have the ISO 9001:2008 Certification.

The company should be GMP and GxP-compliant.

##### **Previous experience:**

Previous work with other international organizations and/or major institutions in the field of courier services for the transport or ship of biological samples.

Proven experience in providing courier services in LMIC's.

Proven experience in providing courier services in disease outbreak situations.

**Logistical capacity:**

GHCC members run projects worldwide with a focus on LMIC’s countries. The company must have operational capacity to ensure rapid turnaround and transit times, real time tracking and monitoring, ensures that shipments are delivered on time with 24/7 collection and delivery, weekends and holidays. This requires global presence and/or representation, including LMIC’s. The company should have logistics capacity to coordinate these movements.

**Staffing:**

The company must have qualified staff with logistics experience (e.g. DG trained).

**Table 2** summary of the information that companies should include in their bids.

Information about company	
<b>1</b>	<b>Company information</b>
1.1	<b>Corporate information</b>
1.1.1	Company mission statement
1.1.2	Service commitment to customers and measurements used
1.1.3	Organization structure
1.1.4	Geographical presence
1.1.5	Relevant experience (include description of those parts of your organization that would be involved in the performance of the work)
1.2	<b>Staffing information</b>
1.2.1	Number and Geographical distribution of staff
1.2.2	Number of consultants employed on similar projects in each of the past three years
1.2.3	Staff turnover rate for the past three years
<b>1.3</b>	<b>Audited financial statements for the past three (3) years</b>
1.4	<b>Legal information</b>
1.4.1	History of Bankruptcy
1.4.2	Pending major lawsuits and litigations in excess of USD 100,000 at risk (indicate particularly those by licensees or patent infringement)
1.4.3	Pending Criminal/Civil lawsuits
1.5	<b>Relevant contractual relationships</b>
1.5.1	Relevant Contractual projects (with other Not for Profit organizations, UN agencies or companies active in the specific domain)
<b>1.6</b>	<b>Proposed sub-contractor arrangements including sub-contractor information (as above for each sub-contractor)</b>
<b>2</b>	<b>Experience and Reference Contact Information</b> (list and provide three (3) detailed examples of relevant experience gained within the past five years of the issuance of this RFP that demonstrate the company ability to satisfactorily perform the work in accordance with the requirements of this RFP)
2.1	<b>Project/Contract name</b>
2.1.1	Description
2.1.2	Status (under development/implemented)
2.1.3	Reason for relevance (provide reason why this project is relevant)
2.1.4	Roles and responsibilities (list and clearly identify the roles and responsibilities for each participating organization)
	<i>2.1.4.1 Client</i>
	<i>2.1.4.2 The company</i>

<b>Information about company</b>
<i>2.1.4.3 Third party contractors (where applicable)</i>
<b>2.1.5 Team members (indicate relevant members of the team that will also be used for this project)</b>

**Table 2**

Copy of the proposal shall be in PDF version and shall be signed by a person or persons duly authorized to represent the company. A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the company, in which case such corrections shall be initialled by the person or persons signing the proposal.

The responses to the requirements above should be submitted in Power Point (PPT) file format.

The Financial Proposal should be submitted in the Excel (XLS) file format supplied by FIND and using the template distributed with the RFP.

The offer outlined in the proposal must be valid for a minimum period of 120 calendar days after the closing date. A proposal valid for a shorter period may be rejected by GHCC.

In exceptional circumstances, GHCC may solicit the company’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. Any company granting such an extension will not, however, be permitted to otherwise modify its proposal.

Proposals must be received at FIND at the email address specified in section 13 no later than **31 August 2020 at 17h00** hour CET.

GHCC may, at its own discretion, extend this closing date for the submission of proposals by notifying all companies thereof in writing.

Any proposal received by FIND after the closing date for submission of proposals may be rejected.

The company may withdraw its proposal any time after the proposal’s submission and before the opening of the bids, provided that written notice via email of the withdrawal is received by FIND prior to the closing date.

- Email for withdrawal of proposal: [procurement@finddx.org](mailto:procurement@finddx.org)

No proposal may be modified after the closing date for submission of proposals, unless GHCC has issued an amendment to the RFP allowing such modifications.

No proposal may be withdrawn in the interval between the closing date and the expiration of the period of proposal validity specified by the company in the proposal in accordance with section 4.

**5. Outcome and performance standards:**

Work to be performed:

The successful company(ies) shall perform collection and distribution of biopharmaceuticals such as proteins and antibodies, collection and distribution of bio-samples and bio-products of human origin such as blood and cells (UN 2814 and UN 3373) worldwide.

**6. Deliverables:**

Per each shipment the relevant GHCC member will receive the following documents:

- Order placed notification
- Pick up notification,



- Delivery notification and POD,
- Temperature report
- CAPA report (if necessary)

Moreover, every six (6) months, the successful company(ies) should submit a detailed report summarizing the shipments history.

#### **7. Terms of contract:**

The contract will have a validity of three (3) years starting from the date of signature and cannot be renewed automatically.

#### **8. Payments, incentives, and penalties:**

Payment will be made by the relevant GHCC member, against presentation of an invoice in a United Nations convertible currency (preferably US Dollars) in accordance with the payment schedule contained in the contract, subject to satisfactory performance of the work.

#### **9. Contractual terms and conditions:**

GHCC will arrange for contracts between its members and the successful company(ies) at two levels.

First: Rate Card Agreement: the selected company will enter into a master-level contract to establish pricing, operational parameters, and relationship management structure for its services for the GHCC Members; that contract will be between the successful company(ies) and the Bill & Melinda Gates Foundation, on behalf and for the benefit of the GHCC Members (each of whom is a grantee of BMGF). The successful company(ies) will not provide services to BMGF and BMGF will not pay the successful company(ies) any services and payments will be pursuant to contracts directly between the successful company(ies) and each GHCC member.

Second: Member Agreements: The contract between GHCC's members and the selected company(ies) will, unless otherwise explicitly agreed in writing, include the provisions as set forth in this section, and will otherwise inter alia address the following issues:

- responsibilities of the selected company(ies) and GHCC's members;
- clear deliverables, timelines and acceptance procedures;
- payment terms tied to the satisfactory performance and completion of the work;
- notices.

The prices payable by GHCC's members for the work to be performed under the contract shall be fixed for the duration of the contract and shall be in a United Nations convertible currency (preferably US Dollars), based on the UN exchange rate of the date of invoice.

Unless otherwise specified in the contract, GHCC's members shall have no obligation to purchase any minimum quantities of goods or services from the successful company(ies) and GHCC's members shall have no limitation on its right to obtain goods or services of the same kind, quality and quantity as described in the contract, from any other sources at any time. Contracts shall be nonexclusive.

#### **9.1 CONDITIONS OF CONTRACT**

Any and all of the successful company(ies) (general and/or special) conditions of contract are hereby explicitly excluded from the contract, i.e., regardless of whether such conditions are included in the successful company(ies) offer, or printed or referred to on the successful company(ies) letterhead, invoices and/or other material, documentation or communications.

## **9.2 RESPONSIBILITY**

The successful company(ies) will be responsible to ensure that the work performed under the contract meets the agreed specifications and is completed within the time prescribed. The successful company(ies) shall facilitate the operational audit related to the execution of the work and the compliance with the obligations set forth in the contract, by persons so designated by each GHCC's member. In this regard, the successful company(ies) shall make all relevant operational information, without restriction, available to persons so designated by each GHCC's member and provide satisfactory explanations to all queries arising in connection therewith.

## **9.3 SOURCE OF INSTRUCTIONS**

The successful company(ies) shall neither seek nor accept instructions from any authority external to each GHCC's member (unless clearly indicated by each GHCC's member) in connection with the performance of the work under the contract. The successful company(ies) shall refrain from any action which may adversely affect each GHCC's member and shall fulfil its commitments with the fullest regard to the interests of each GHCC's member.

## **9.4 WARRANTIES**

The successful company(ies) warrants and represents to GHCC as follows:

- 1) The deliverables shall meet the specifications called for in the contract and shall be fully adequate to meet their intended purpose. The successful company(ies) furthermore warrants that the deliverables shall be error-free. The successful company(ies) shall correct any errors in the deliverables, free of charge. It is agreed however, that errors and other defects which have been caused by modifications to the deliverables made by GHCC without agreement of the successful company(ies) are not covered by this paragraph.
- 2) The successful company(ies) its employees and any other persons and entities used by the successful company(ies) shall not violate any intellectual property rights, confidentiality, right of privacy or other right of any person or entity GHCC whatsoever.
- 3) Except as otherwise explicitly provided in the contract, the successful company(ies) shall always provide all the necessary on-site and off-site resources to meet its obligations hereunder. The successful company(ies) shall only use highly qualified staff, to perform its obligations hereunder.
- 4) The successful company(ies) shall take full and sole responsibility for the payment of all wages, benefits and monies due to all persons and entities used by it in connection with the implementation and execution of the contract, including, but not limited to, the successful company(ies) employees, permitted subcontractors and suppliers.

The successful company(ies) furthermore warrants and represent that the information provided by it to FIND in response to the RFP and during the bid evaluation process is accurate and complete. the successful company(ies) understands that in the event the successful company(ies) has failed to disclose any relevant information which may have impacted GHCC's decision to award the contract to the successful company(ies) or has provided false information, GHCC will be entitled to rescind the contract with immediate effect, in addition to any other remedies which GHCC may have by contract or by law.

## **9.5 LEGAL STATUS**

The successful company(ies) shall be considered as having the legal status of an independent contractor vis-à-vis GHCC members and nothing contained in or relating to the contract shall be construed as establishing or creating an employer/employee relationship between GHCC members, on the one hand, and the successful company(ies) or any person used by the successful company(ies) in the performance of the work, on the other hand.

Thus, the successful company(ies) shall be solely responsible for the way in which the work is carried out. GHCC members shall not be responsible for any loss, accident, damage or injury suffered by the successful company(ies) or persons or entities claiming under the successful company(ies) arising during or as a result of the implementation or execution of the contract, including travel, whether sustained on GHCC members premises or not.

The successful company(ies) shall obtain adequate insurance to cover such loss, accident, injury and damage, before commencing work on the contract. the successful company(ies) shall be solely responsible in this regard and shall handle any claims for such loss, accident, damage or injury.

#### **9.6 ASSIGNMENT**

The successful company(ies) shall not assign, transfer, pledge or make any other disposition of the contract or any part thereof, or any of the successful company(ies) rights, claims or obligations under the contract except with the prior written consent of FIND.

#### **9.7 OFFICIALS NOT TO BENEFIT**

The successful company(ies) warrants that no official of GHCC members has received or will be offered by the successful company(ies) any direct or indirect benefit arising from the contract or the award thereof. the successful company(ies) agrees that breach of this provision is a breach of an essential term of the contract.

#### **9.8 COMPANY'S RESPONSIBILITY FOR EMPLOYEES**

the successful company(ies) shall be responsible for the professional and technical competence of its employees and will select, for work under the contract, reliable individuals who will perform effectively in the implementation of the contract, respect the local laws and customs, and conform to a high standard of moral and ethical conduct.

#### **9.9 SUBCONTRACTING**

Any intention to subcontract aspects of the contract must be specified in detail in the proposal submitted. Information concerning the subcontractor, including the qualifications of the staff proposed for use must be covered with same degree of thoroughness as for the prime contractor. No subcontracting will be permitted under the contract unless it is proposed in the initial submission or formally agreed to by each GHCC member at a later time. In any event, the total responsibility for the contract remains with the successful company(ies).

The successful company(ies) shall be responsible for ensuring that any and all subcontracts shall be fully consistent with the contract and shall not in any way prejudice the implementation of any of its provisions.

#### **9.10 LANGUAGE**

All communications relating to the contract and/or the performance of the work thereunder shall be in English.

### **10. Evaluation and award process:**

#### **10.1 CONDUCT AND EXCLUSION OF COMPANIES**

Companies should submit a signed Self Declaration form, attached hereto as Annex 5.

Companies will be excluded if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they or persons having powers of representation, decision making or control over them have been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour or trafficking in human beings;
- they or persons having powers of representation, decision making or control over them have been the subject of a final judgment or of a final administrative decision for financial irregularity(ies);
- it becomes apparent to GHCC that they are guilty of misrepresentation in supplying, or if they fail to supply, the information required under this RFP and/or as part of the bid evaluation process; or
- they have a conflict of interest, as determined by GHCC in its sole discretion.

GHCC may decide to exclude companies for other reasons.

#### **10.2 OPENING OF PROPOSALS**

GHCC will open the proposals in the presence of a Selection Panel formed by GHCC. Each proposal will be opened during the session, each company will be announced, and the total cost of each Financial Proposal will be read aloud.

#### **10.3 CLARIFICATION OF PROPOSALS**

GHCC may, at its discretion, ask any company for clarification of any part of its proposal. The request for clarification and the response shall be in writing. No change in price or substance of the proposal shall be sought, offered or permitted during this exchange.

#### **10.4 PRELIMINARY EXAMINATION OF PROPOSALS**

GHCC will examine the proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order. Proposals which are not in order as aforesaid may be rejected.

Please note that GHCC is not bound to select any company and may reject all proposals. Furthermore, since a contract would be awarded in respect of the proposal which is considered most responsive to the needs of the project concerned, due consideration being given to GHCC's general principles, including economy and efficiency, GHCC does not bind itself in any way to select the company offering the lowest price.

#### **10.5 EVALUATION OF PROPOSALS**

A two-stage procedure will be utilized in evaluating the proposals, with technical evaluation of the proposal being completed prior to any focus on or comparison of price.

The technical and financial evaluations of proposals will be accomplished by a Selection Panel. The Selection Panel will evaluate all proposals which have passed the Preliminary Examination of Proposals.

#### **10.6 TECHNICAL EVALUATION**

The technical evaluation of the proposals will include:

- the extent to which GHCC's requirements and expectations have been satisfactorily addressed;
- the quality of the overall proposal;
- the appropriateness of the proposed approach;
- the quality of the technical solution proposed;
- the manner in which it is proposed to manage and staff the project;
- the experience of the firm in carrying out related projects;
- the qualifications and competence of the personnel proposed for the assignment;

The number of points which can be obtained for each evaluation criterion is specified in section 14 and indicates the relative significance or weight of the item in the overall evaluation process.

**Technical scoring and weighting system: 60%**

**10.7 FINANCIAL EVALUATION**

During the Financial Evaluation, the price proposal of all companies who have passed the Technical Evaluation will be compared, according to the following scoring and weighting system.

**Financial scoring and weighting system: 40%**

**10.8 COMPANIES' PRESENTATIONS**

GHCC may, during the evaluation period, at its discretion, invite selected companies to supply additional information on the contents of their proposal (at such companies' own cost). Such companies will be asked to give a presentation of their proposal (possibly with an emphasis on a topic of GHCC's choice) followed by a question and answer session. The presentation will be held at FIND's office in Geneva, or by tele/videoconference.

NOTE: Other presentations and any other individual contact between GHCC and companies is expressly prohibited both before and after the closing date.

**10.9 AWARD OF CONTRACT**

GHCC reserves the right to

- a) Award the contract to a company(ies) of its choice, even if its bid is not the lowest;
- b) Award separate contracts for parts of the work to one or more companies of its choice, even if their bids are not the lowest;
- c) Accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected company or companies and without any obligation to inform the affected company or companies of the grounds for GHCC's action;
- d) Award the contract on the basis of the Organization's particular objectives to a company whose proposal is considered to be the most responsive to the needs of the Organization and the activity concerned;
- e) Not award any contract at all.

GHCC has the right to eliminate bids for technical or other reasons throughout the evaluation/selection process. GHCC shall not in any way be obliged to reveal, or discuss with any company, how a proposal was assessed, or to provide any other information relating to the evaluation/selection process or to state the reasons for elimination to any company.

Note: GHCC is acting in good faith by issuing this RFP. However, this document does not oblige GHCC to contract for the performance of any work, nor for the supply of any products or services.

**GHCC'S RIGHT TO MODIFY SCOPE OR REQUIREMENTS DURING THE EVALUATION/SELECTION PROCESS**

At any time during the evaluation/selection process, GHCC reserves the right to modify the scope of the work, services and/or goods called for under this RFP. GHCC shall notify the change to only those companies GHCC have not officially eliminated due to technical reasons at that point in time.

**10.10 GHCC'S RIGHT TO EXTEND/REVISE SCOPE OR REQUIREMENTS AT TIME OF AWARD**

GHCC reserves the right at the time of award of contract to extend, reduce or otherwise revise the scope of the work, services and/or goods called for under this RFP without any change in the base price or other terms and conditions offered by the selected company.

**10.11 GHCC'S RIGHT TO ENTER INTO NEGOTIATIONS**

GHCC also reserves the right to enter into negotiations with one or more companies of its choice, including but not limited to negotiation of the terms of the proposal(s), the price quoted in such proposal(s) and/or the deletion of certain parts of the work, components or items called for under this RFP.

**10.12 SIGNING OF THE CONTRACT**

Within 30 days of receipt of the contract, the successful company shall sign and date the contract and return it to GHCC according to the instructions provided at that time. If the company does not accept the contract terms without changes, then GHCC has the right not to proceed with the selected company and instead contract with another company of its choice.

**11. CONFIDENTIALITY:**

GHCC considers any proposal received under the RFP as confidential. If required, GHCC's members can sign a Confidentiality Disclosure Agreement (CDA) with interested companies prior to proposal submission. GHCC's members will not disclose the proposal to third parties without the prior written agreement of the proposal submitter. Review of proposals will be carried out by GHCC's members and are recused if found to have a potential conflict of interest (which they are obliged to disclose). Any specific questions concerning confidentiality should be addressed to the GHCC's team.

**12. Process schedule:**

TIMETABLE	DATE
RFP release date	<b>07/08/2020</b>
RFP question period until	<b>14/08/2020</b>
Submission of RFP	<b>31/08/2020</b>
Preferred service provider presentations	<b>TBD</b>
Provider selected	<b>End of September 2020</b>
Commence implementation	<b>TBD</b>

**13. Points of contact for future correspondence:**

A prospective company requiring any clarification on technical, contractual or commercial matters may notify FIND via email at the following address no later than 10 working days prior to the closing date for the submission of offers.

Email for submissions of all queries: [procurement@finddx.org](mailto:procurement@finddx.org)

(use subject: **FIND Bid Ref RP20-0001**) – *“DISTRIBUTION OF BIOPHARMACEUTICALS SUCH AS PROTEINS AND ANTIBODIES, DISTRIBUTION OF BIO-SAMPLES AND BIO-PRODUCTS OF HUMAN ORIGIN SUCH AS BLOOD AND CELLS (UN 2814 AND UN 3373), DRUGS AND VACCINES AND IN VITRO DIAGNOSTICS (IVD’S) OR EQUIPMENT WORLDWIDE”*.

The Procurement Team at FIND will respond in writing (via email only) to any request for clarification of the RFP that it receives by the deadline indicated above. A consolidated document of FIND's response to all questions (including an explanation of the query but without identifying the source of enquiry) will be sent to all prospective companies FIND have received the RFP. Questions are to be submitted through use of the form "Questions from companies", attached hereto as Annex 4.

There shall be no individual presentation by or meeting with companies until after the closing date. From the date of issue of this RFP to the final selection, contact with FIND officials concerning the RFP process shall not be permitted, other than through the submission of queries and/or through a possible presentation or meeting called for by FIND, in accordance with the terms of this RFP.

**14. GENERAL SUMMARY SCORES:**

EVALUATION OF THE TECHNICAL PROPOSAL – Vendor Name \_\_\_\_\_

Summary of technical proposal		Score Weight	Points Obtainable	Selection Panel Members					
				A	B	C	D	E	Average
<b>A</b>	<b>Expertise of Firm submitting proposal</b>	<b>40%</b>	<b>40</b>						
1.	Reputation of company (List of clients and financial statements in the last three years, letters of commendation from other companies)	5%							
2.	Experience on similar assignments (major assignments in the last 5 years and their value and samples of work done).	20%							
3.	Work undertaken for UN/major multilateral or bilateral organizations	5%							
4.	Ability of company to deliver task in line with time frame (Reliability)	10%							
<b>B</b>	<b>Proposed work plan and approach</b>	<b>30%</b>	<b>30</b>						
5.	Understanding of assignment with the scope of work well defined (TOR)	10%							
6.	Appropriateness of conceptual framework adopted for the task	10%							
<b>C</b>	<b>Quality of personnel and suitability for the assignment</b>	<b>30%</b>	<b>30</b>						
8.	Personnel's qualifications and training	10%							
9.	Personnel's professional experience in logistics, courier industry.	10%							
10.	Personnel training Experience	10%							
<b>TOTAL</b>		<b>100%</b>	<b>100</b>						
<b>60% of overall score</b>			<b>60</b>						



**EVALUATION OF THE FINANCIAL PROPOSAL– All service Providers**

Summary of financial proposal		Points obtainable	Service providers					
			X	Y	V	W	Z	comment
1.	Score of technical proposal	60%						
2.	Score of financial proposal	40%						
3.	Total score	100%						
4.	<b>Ranking</b>							
	<b>Adjudication</b>							

**PRICING SCHEDULE**

The standard practice by the courier services industry is to divide the countries into zones for pricing purposes. Parcels being shipped to countries in the same zone are then charged the same rates per unit of measure.

1. Please assign a zone for each of the country’s destinations in the list below and indicate the transit time.
2. Please using the **Annex 1**, provide a State Base Rate (in USD) up to the first (1<sup>st</sup>) Kg per shipment of **temperature-controlled samples**.
3. Please using the **Annex 1**, provide a State Base Rate (in USD) up to the first (1<sup>st</sup>) Kg per shipment of **ambient samples**.
4. Please use the **Annex 2** State price (in USD) for excess weight charged (per 1/2 Kg).
5. Charges for fuel levy should be fixed for a period of at least twelve (12) months and should be the maximum of 15%.
6. Please provide the price catalogue of packaging materials solutions.
7. Cost of the temperature monitor.

Country	Zone	Transit Time in number of working days
Afghanistan		
Albania		
Angola		
Argentina		
Armenia		
Australia		
Austria		
Azerbaijan		
Bahamas		
Bahrain		
Bangladesh		

Belgium		
Benin		
Bermuda		
Bhutan		
Bolivia		
Bosnia Herzegovina		
Botswana		
Brazil		
Bulgaria		
Burkina Faso		
Burundi		
Cameroon		
Cambodia		
Canada		
Cape Verde		
Central African Republic		
Chad		
Chile		
China (People's Republic)		
Colombia		
Comoros		
Cong (DRC)		
Costa Rica		
Croatia		
Cuba		
Cyprus		
Czech Republic		
Denmark		
Dominica		
Dominican Republic		
East Timor		
Equator		
Egypt		
El Salvador		
Equatorial Guinea		
Eritrea		
Estonia		
Ethiopia		
Fiji		
Finland		
France		
Gabon		
Gambia		
Georgia		
Germany		
Ghana		
Greece		
Greenland		

Grenada		
Guinea Bissau		
Guinea Republic		
Guyana		
Haiti		
Honduras		
Hong Kong		
Hungary		
Iceland		
India		
Indonesia		
Iran		
Iraq		
Ireland		
Israel		
Italy		
Ivory Coast		
Jamaica		
Japan		
Jordan		
Kazakhstan		
Kenya		
Korea (South)		
Korea (North)		
Kuwait		
Laos		
Latvia		
Lebanon		
Lesotho		
Liberia		
Libya		
Lithuania		
Luxembourg		
Macedonia		
Madagascar		
Malawi		
Malaysia		
Maldives		
Mali		
Malta		
Mauritania		
Mauritius		
Mexico		
Moldova		
Mongolia		
Morocco		
Mozambique		
Myanmar		

Namibia		
Nepal		
Netherlands		
New Zealand		
Nicaragua		
Niger		
Nigeria		
Norway		
Omar		
Pakistan		
Panama		
Paraguay		
Peru		
Philippines		
Poland		
Portugal		
Puerto Rico		
Qatar		
Reunion Islands		
Romania		
Russia		
Rwanda		
Spain		
Saudi Arabia		
Senegal		
Seychelles		
Sierra Leone		
Sri Lanka		
South Africa		
Swaziland		
Syria		
Taiwan		
Tanzania		
Thailand		
Tunisia		
Turkey		
Uganda		
United Kingdom		
United Arab Emirates		
USA		
Zambia		
Zimbabwe		

**15. ANNEXES:**

<b>Annex 1</b>	<b>Base rate</b>
<b>Annex 2</b>	<b>Extra weight charge</b>
<b>Annex 3</b>	<b>Confidentiality Undertaking</b>
<b>Annex 4</b>	<b>Questions from companies</b>
<b>Annex 5</b>	<b>Companies Self-Declaration Form</b>

**Annex 1:** [Base rate](#)

**Annex 2:** [Extra weight charge](#)

**Annex 3: Confidentiality undertaking**

1. The Foundation of Innovative New Diagnostics (FIND), acting through its Operations Department of has access to certain information relating to *its operations Text* which it considers to be proprietary to itself or to entities collaborating with it (*hereinafter referred to as "the Information"*).
2. FIND is willing to provide the Information to the Undersigned for the purpose of allowing the Undersigned to prepare a response to the Request for Proposal (RFP) for provision of courier services both locally and internationally, provided that the Undersigned undertakes to treat the Information as confidential and proprietary, to use the Information only for the aforesaid Purpose and to disclose it only to persons FIND have a need to know for the Purpose and are bound by like obligations of confidentiality and non-use as are contained in this Undertaking.
3. The Undersigned undertakes to regard the Information as confidential and proprietary to FIND or parties collaborating with FIND, and agrees to take all reasonable measures to ensure that the Information is not used, disclosed or copied, in whole or in part, other than as provided in paragraph 2 above, except that the Undersigned shall not be bound by any such obligations if the Undersigned is clearly able to demonstrate that the Information:
  - a) was known to the Undersigned prior to any disclosure by FIND to the Undersigned; or
  - b) was in the public domain at the time of disclosure by FIND; or
  - c) becomes part of the public domain through no fault of the Undersigned; or
  - d) becomes available to the Undersigned from a third party not in breach of any legal obligations of confidentiality to FIND.
4. At FIND's request, the Undersigned shall promptly return all copies of the Information to FIND.
5. The obligations of the Undersigned shall be of indefinite duration and shall not cease on termination of the above-mentioned RFP process.
6. Any dispute relating to the interpretation or application of this Undertaking shall, unless amicably settled, be subject to conciliation. In the event of failure of the latter, the dispute shall be settled by arbitration. The arbitration shall be conducted in accordance with the modalities to be agreed upon by the parties or, in the absence of agreement, with the rules of arbitration of the International Chamber of Commerce. The parties shall accept the arbitral award as final.

<b>Entity Name:</b>	.....
<b>Mailing Address:</b>	.....
<b>Name and Title of Duly authorized representative:</b>	.....
<b>Signature:</b>	.....
<b>Date:</b>	.....

**Annex 4: Questions from companies**

No.	RFP Section reference	Question
1	<i>Enter Text</i>	<i>Enter Text</i>
2	<i>Enter Text</i>	<i>Enter Text</i>
3	<i>Enter Text</i>	<i>Enter Text</i>
4	<i>Enter Text</i>	<i>Enter Text</i>
5	<i>Enter Text</i>	<i>Enter Text</i>
6	<i>Enter Text</i>	<i>Enter Text</i>
7	<i>Enter Text</i>	<i>Enter Text</i>
8	<i>Enter Text</i>	<i>Enter Text</i>
9	<i>Enter Text</i>	<i>Enter Text</i>
10	<i>Enter Text</i>	<i>Enter Text</i>
11	<i>Enter Text</i>	<i>Enter Text</i>
12	<i>Enter Text</i>	<i>Enter Text</i>
13	<i>Enter Text</i>	<i>Enter Text</i>
14	<i>Enter Text</i>	<i>Enter Text</i>
15	<i>Enter Text</i>	<i>Enter Text</i>
16	<i>Enter Text</i>	<i>Enter Text</i>
17	<i>Enter Text</i>	<i>Enter Text</i>
18	<i>Enter Text</i>	<i>Enter Text</i>
19	<i>Enter Text</i>	<i>Enter Text</i>
20	<i>Enter Text</i>	<i>Enter Text</i>

**Annex 5: Self-declaration form**

<COMPANY> (the “Company”) hereby declares to the Foundation of Innovative New Diagnostics (FIND) that:

- a. it is not bankrupt or being wound up, having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning the foregoing matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. it is solvent and in a position to continue doing business for the period stipulated in the contract after contract signature, if awarded a contract by FIND;
- c. it or persons having powers of representation, decision making or control over the Company have not been convicted of an offence concerning their professional conduct by a final judgment;
- d. it or persons having powers of representation, decision making or control over the Company have not been the subject of a final judgment or of a final administrative decision for fraud, corruption, involvement in a criminal organization, money laundering, terrorist-related offences, child labour, human trafficking or any other illegal activity;
- e. it is in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the national legislation or regulations of the country in which the Company is established;
- f. it is not subject to an administrative penalty for misrepresenting any information required as a condition of participation in a procurement procedure or failing to supply such information;
- g. it has declared to FIND any circumstances that could give rise to a conflict of interest or potential conflict of interest in relation to the current procurement action;
- h. it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any direct or indirect benefit (financial or otherwise) arising from a procurement contract or the award thereof.

The Company understands that a false statement or failure to disclose any relevant information which may impact upon FIND’s decision to award a contract may result in the disqualification of the Company from the bidding exercise and/or the withdrawal of any offer of a contract with FIND. Furthermore, in case a contract has already been awarded, FIND shall be entitled to rescind the contract with immediate effect, in addition to any other remedies which FIND may have by contract or by law.

<b>Entity Name:</b>	.....
<b>Mailing Address:</b>	.....
<b>Name and Title of Duly authorized representative:</b>	.....
<b>Signature:</b>	.....
<b>Date:</b>	.....