



## **Instructions for Participating in a HPA RFT**

Health Poverty Action will receive and consider RFT Bids subject to the instructions and conditions detailed hereunder:

### **1. Submission of Bids**

#### Bid Form

Bids must be submitted in an email with a Bid Form

RFT No **SOM-CHANGE-250119-1**

The RFT closing date and time is:

*15<sup>th</sup> February 2019 at 16:00 HRS EAT*

Bids must be received before the indicated time and date as set forth above.

Bidders are solely responsible for ensuring that the full Bid is received by HPA in accordance with the RFT requirements, prior to the specified date and time above. HPA will consider only those portions of the Bids received prior to the closing date and time specified and that any Bids received after that time will not be considered.

### **2. Submission of Samples**

If you are requested in the covering letter of the RFT to submit samples of the items offered, then failure to do so may render your Bid invalid. Samples submitted should each be clearly marked with the same item number which is used on the Bid Form.

Sample packaging must be clearly marked 'Samples' with the RFT number and the Bidder's name etc.

### **3. Completion of Bid Form**

#### Prices Quoted

Bidders must state if the prices quoted are not DDP (Incoterms 2010).

Where freight is quoted it must be via a mode consistent with the temperature requirements of the goods, i.e. pharma/medical.

#### Currency

The currency of the Bid should preferably be in US Dollars. However, if other currencies are used they should be clearly indicated e.g. Euro, British pound

#### Language

The Bid Form, all correspondence and documents related to the RFT exchanged by the Bidder and HPA must be in English.

#### Packaging

Packaging shall be of International shipping standard, strong quality, and suitable for shipment.

#### Origin, Quantities, Bids

The **country of origin** of the items bided for must be clearly stated and certificates available on request. As far as possible Bids should be for the full HPA quantity required. Bids for only some of the items shown on the Bid Form may be submitted. If successful, the Certificates of Origin **must** accompany all shipments.



The Bid Form must be completed in all other respects when Bids for particular items are not submitted. This should be clearly indicated on the Bid Form i.e. a line drawn through those items not being Bid for. Explanations, which may be deemed necessary should be clearly set out and will be considered as an integral part of the Bid.

#### Presentation

Bids should be typewritten; if hand written they should be clearly legible. Prices entered in lead pencil will not be considered. All erasures, amendments, or alterations must be initialed by the signatory to the Bid. Do not submit blank pages of the Bid Form and/or schedules which are unnecessary for your offer. A completed duplicate of the Bid Form should be retained by the Bidder for record purposes. All documentation must be written in English.

#### Signing Authorisation

A copy of the official Company Registration Certificate, or equivalent, must be attached and if the company signatory differs from the named company Director on this registration certificate then the authorisation must be attached signed by said Director after which all Bids must be signed by the duly authorised representative of the Bidder.

#### Lots

If the RFT is divided into Lots then the Bidder may bid for one or all Lots. Each lot will form a separate contract and the quantities indicated for different Lots will be indivisible. The Bidder must offer the whole of the quantity or quantities indicated for each Lot. Bids for part of a Lot will not be considered.

If the Bidder is awarded more than one Lot, a single contract may be entered into covering all those Lots.

If the items have not been divided into Lots then Bids must be for the entirety of the quantities indicated.

#### Split Awards

**HPA reserves the right to split awards.**

#### Validity Period

Bids shall be valid for at least the minimum number of days specified in the RFT from the date of Bid closure. In the event that a Bidder is in a position to extend the validity of his offer for a limited period beyond the required minimum, this should be stated on the Bid Form. HPA reserves the right to determine, at its sole discretion, the validity period in respect of Bids which do not specify any such maximum or minimum limitation.

#### **4. Acceptance**

HPA reserves the right, at its sole discretion, to consider as invalid or unacceptable any Bid which is a) not clear; b) incomplete in any material detail such as specification, terms delivery, quantity etc.; or c) not presented on the Bid Form – and to accept or reject any amendments, withdraws and/or supplementary information submitted after the time and date of the RFT Closure.

#### **5. Award of Contracts**

This RFT does not commit HPA to award a contract or pay any costs incurred in the preparation or submission of Bids, or costs incurred in making necessary studies for the preparation thereof, or to procure or contract for services or goods. Any bid submitted will be regarded as an offer made by the Bidder and not as an acceptance by the Bidder of an offer made by HPA. No contractual relationship will exist except pursuant to a written contract document signed by a duly authorized official of HPA and the successful Bidder.



HPA may award contracts for part quantities or individual items. HPA will notify successful Bidders of its decision with respect to their Bids as soon as possible after the Bids are opened. **HPA reserves the right to cancel any RFT, to reject any or all Bids in whole or in part, and to award any contract.**

Suppliers who do not comply with the contractual terms and conditions including delivering different products and of different origin than stipulated in their Bid and covering contract **may be excluded from future RFTs.**

#### **6. Confidentiality**

This RFT or any part hereof, and all copies hereof must be returned to HPA upon request. It is understood that this RFT is confidential and proprietary to HPA, contains privileged information, part of which may be copyrighted, and is communicated to and received by Bidders on the condition that no part thereof, or any information concerning it may be copied, exhibited, or furnished to other without the prior written consent of HPA, except that Bidders may exhibit the specifications to prospective subcontractors for the sole purpose of obtaining offers from them. Notwithstanding the other provisions of the RFT, **Bidders will be bound by the contents of this paragraph whether or not their company submits a Bid or responds in any other way to this RFT.**

#### **7. Collusive Bidding and Anti-Competitive Conduct**

Bidders and their employees, officers, advisers, agent or sub-contractors must not engage in any collusive bidding or other anti-competitive conduct or any other similar conduct, in relations to:

- » The preparation of submission of Bids,
- » The clarification of Bids,
- » The conduct and content of negotiations,
- » Including final contract negotiations, in respect of this RFT or procurement process, or any other procurement process being conducted by HPA in respect of any of its requirements.

For the purpose of this clause, collusive bidding, other anti-competitive conduct, or any other similar conduct may include, among other things, the disclosure to, exchange or clarification with, any other Bidder, person or entity, of information (in any form), whether or not such information is commercial information confidential to HPA, any other Bidder, person or entity in order to alter the results of a solicitation exercise in such a way that would lead to an outcome other than that which would have been obtained through a competitive process.

#### **8. Improper Assistance**

Bids that, in the sole opinion of HPA, have been compiled:

- » With the assistance of current or former employees of HPA, or current or former contractors of HPA in violation of confidentially obligations or by using information not otherwise available to the general public or which would provide a non-competitive benefit,
  - » With the utilization of confidential and/or internal HPA information not made available to the public or to the other Bidders,
  - » In breach of an obligation of confidentially to HPA, or
  - » Contrary to these terms and conditions for submission of a Bid,
- shall be excluded from further consideration.

Without limiting the operation of the above clause, a Bidder must not, in the absence of prior written approval from HPA, permit a person to contribute to, or participate in, any process relating to the preparation of a Bid or the procurement process, if the person has at any time during the 6 months immediately preceding the date of issue of this RFT was an official, agent, servant, or employee of, or otherwise engaged by, HPA and was engaged directly, or indirectly, in the planning or performance of the requirement, project, or activity to which this RFT relates.

#### **9. Corrupt Practices**



All HPA Bidders and Suppliers shall adhere to the highest ethical standards, both during the procurement process and throughout the performance of a contract.

All Bidders attention is drawn to the HPA Code of Ethics which will be an integral part of any contract award between the HPA and the Bidder.

#### **10. Conflict of Interest**

A Bidder must not, and must ensure that its employees, officers, advisers, agents or subcontractors do not place themselves in a position that may, or does, give rise to an actual, potential or perceived conflict of interest between the interests of HPA and the Bidder's interests during the procurement process.

If during any stage of the procurement process or performance of any HPA contract a conflict of interest arises, or appears likely to arise, the Bidder must notify HPA immediately in writing, setting out all relevant details of the situation, including those cases in which the interests of the Bidder conflict with the interests of HPA, or cases in which any HPA official, employee or person under contract with HPA may have, or appear to have, an interest of any kind in the Bidder's business or any kind of economic ties with the Bidder. The Bidder must take steps as HPA may reasonably require to resolve or otherwise deal with the conflict to the satisfaction of HPA.

#### **11. Withdrawal/Modification of Bids**

Requests to withdraw a Bid shall not be honored. If the selected Bidder withdraws its Bid, HPA shall duly register the said Bid and shall evaluate it alongside all other received Bids. If the selected Bidder has furnished a Bid security, HPA shall withhold such Bid security until the issue has been resolved.

Withdrawal of a Bid may result in your suspension or removal from the HPA suppliers List.

A Bidder may modify its Bid prior to the RFT closure. Any such modification shall be submitted in writing and in a sealed envelope, marked with the original Bid number. No modification shall be allowed after the RFT closure.

#### **12. Late Bids**

All Bids received after the RFT closure will be rejected except if the delay is determined by HPA to have been due to a valid reason and documented in a Note to File. However, any bid received after the start of the Bid opening shall be rejected without exception.

#### **13. Opening of the RFT**

The RFT will be opened in a public session on *[insert date and local time]* at *[insert address]* by the HPA Tender Opening Committee.

At the tender opening, the Bidders' names, the Bid prices, written notifications of modification and withdrawal, the presence of the requisite Bid guarantee and such other information as HPA may consider appropriate will be announced.

After the public opening of the RFT, no information relating to the examination, clarification, evaluation and comparison of Bids, or recommendations concerning the award of the contract can be disclosed.

**Any attempt by a Bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation and comparison of tenders, to obtain information on how the procedure is progressing or to influence HPA in its decision concerning the award of the contract will result in the immediate rejection of the tender.**

#### **14. Evaluation of Bids**

Administrative Conformity



Bids will be checked to determine if they comply with the essential requirements of the RFT. A Bid is deemed to comply if it satisfies all the conditions, procedures and specifications in the RFT without substantially departing from or attaching restrictions with them. If a Bid does not comply administratively with the RFT, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.

#### Technical Evaluation

The Evaluation Committee will rule on the technical admissibility of each Bid, classifying it as technically compliant or non-compliant. The technical evaluation will be based on the information and documents annexed in the Bid concerning both the task to be carried out under the RFT, and the professional ability of the Bidder. The technical evaluation weighting will be documented and annexed in the Bid and will not be changed once the RFT process has begun without formally notifying all potential tenderers.

#### Financial Evaluation

The Evaluation Committee will not necessarily choose on the basis of lowest price alone but will award a contract on the basis of criteria such as best value for money, price, quality, and compliance with international norms, delay for delivery and other criteria, as defined in the RFT.

#### Previous Experience as part of the Evaluation

The experience of the Bidder in the performance of similar contracts, whether they were for HPA or other NGO's/companies, may also be criterion for selection.

### **15. General Conditions of Contract**

All Bidders must acknowledge that the HPA General Conditions of Contract for the Procurement of Goods, or Services, or Works, as applicable, are acceptable.

### **16. Cancellation of the RFT**

In the event of a RFT cancellation, Bidders will be notified by HPA. If the RFT is cancelled before the outer envelope of any Bid has been opened, the sealed envelopes will be returned, unopened, to the Bidders

The RFT may be cancelled in the following situations:

- » where no qualitatively or financially worthwhile Bid has been received or there has been no response at all;
- » the economic or technical parameters of the project have been fundamentally altered;
- » exceptional circumstances or force majeure render normal performance of the project impossible;
- » all technically compliant Bids exceed the financial resources available;
- » there have been irregularities in the procedure, in particular where these have prevented fair competition.

In no circumstances will HPA be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a RFT, even if HPA has been advised of the possibility of damages. The publication of a procurement notice does not commit HPA to implement the programme or project announced.

### **17. Queries about this RFT**

For queries on this RFT, please contact the Procurement Manger, [procurement@healthpovertyaction.org](mailto:procurement@healthpovertyaction.org)

All questions regarding this RFT must be submitted in writing to the above. On the subject line, please indicate the RFT number. Bids must **not** be sent to the above facsimile number or email.



Submitted by:

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*Company Name*

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*Place*

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*Date*

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*Title/Position*

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*Print Name*

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*Signature*

A duly authorized company representative

Company Stamp