**Request for Proposals**

Procurement Agent Services for

Anti-Tuberculosis Medicines, Diagnostics and

and related Health Products

of July 2012

**Questions & Answers, Notes**

***Questions received from bidders and answers (A) provided by GDF***

1. Would it be acceptable to submit a standalone proposal for the buffering stock, storage and distribution?

A: The RFP establishes in Sections 2.1 and 3.4 the Lots / Sub-Lots for which proposals may be submitted. Proposals for only selected elements of Lots / Sub-Lots are not foreseen under the RFP. Your company nevertheless remains free to submit such, and it would be at the discretion of the Evaluation Committee and/or GDF whether to consider such.

1. Section 5.5 of the RFP requires the successful bidder to accept WHO/GDF’s contract terms and conditions without change. Annex 9 of the RFP describes “selected” terms and conditions. Please provide us with the complete set of terms and conditions which the contractor is expected to accept.

A: A model Long-term Agreement (LTA) between WHO/GDF and the Procurement Agent(s) is not included at this stage of the process. However, an indicative draft outline of an LTA is attached as Annex QA.1 hereto.

The General and Contractual Conditions provided in Section 6 of the RFP will be either integrated into or attached to the LTA.

In regard to Annex 9 of the RFP (“Selected Terms & Conditions of Resulting Contracts”) we thank the bidder for pointing to an incongruity. Annex 9 in fact contains a combination of both RFP terms and Contract terms:

1. RFP terms: articles 3.1, 3.2, 3.5 para. 2.
2. Contract terms: articles 3.3, 3.4, 3.5 para. 1, para. 3, 3.8
3. Section 2.3 of the RFP describes the detailed processes that GDF expects the PA to undertake, and section 4 describes the evaluation and award process. Would GDF be receptive to an alternative proposal using processes different than section 2.3 describes that offered better value for money and a lower total delivered cost of product (as opposed to a lower PA handling fee)? If so, how would such a proposal be evaluated in light of the specific technical and financial criteria detailed in section 4.4?

A: The RFP outlines the specific prescribed Scope of Work and related evaluation process. Variations are not foreseen under the RFP (except where indicated otherwise). Your company nevertheless remains free to submit such, and it would be at the discretion of the Evaluation Committee and/or GDF if and how to consider such.

1. Can you disclose the exact product list required under Lot 2 and the approved manufacturers/suppliers for Sublot 2A (Sublot 2B is only GeneXpert) ? Please also indicate whether we are obliged to offer the approved suppliers for Diagnostics, or can propose other suppliers ?

A:

1. Please find attached in Annex QA.2 and in relation to Lot 2, Sub-Lot 2A, the product list currently provided under the Expand TB Project.
2. Suppliers under Lot 2, Sub-Lot 2A, are not yet known at this stage. Current suppliers of these items under the Expand TB Project are: Becton Dickinson (BD) Europe, Hain, Standard Diagnostics (SD), Technologie Transfer Marburg e.V. (TTM). Singular procurement from AFMS (negative air pressure) has occurred and further providers of ventilation systems are expected to be contracted as well.

Both products and suppliers are subject to change.

Suppliers are contracted following market screening exercises and competitive bidding processes (except in the case of sole or single source, or similar special circumstances). Proposals for additional suppliers will be most welcome in the first stage (market screening).

1. [ Note ] Please note that in line with Section 3.4 of the RFP, specific award(s) may be made by WHO/GDF to United Nations (UN) Procurement Agent(s) for execution of World Bank (WB)-funded procurement. Under WB rules, recipient countries of a WB credit/grant are regularly only permitted to entrust external procurement to an Agency under the UN system.
2. Addendum to point 4 above:

Additionally, GDF currently supplies four sets of diagnostic kits for drug-sensitive TB:

* Equipment Starter Kit, containing materials needed to equip a new (or refurbish an existing) laboratory unit to perform smear microscopy
* Microscope Kit, containing an Olympus CX22 microscope, as well as a mirror unit, a lamp stand and a rechargeable battery and charger.
* Consumables Kit, containing dissolved reagents and other consumables such as slides, filter paper, immersion oil, needed to prepare 1000 slides.
* Sputum container Kit, containing 1000 sputum containers.

These kits are currently provided by Svizera Europe.

GDF has designed new Kits for LED Microscopy, which contain similar items as above, but aligned to LED Microscopy technology (for details, see the respective Call for Expressions of Interest document at <http://www.stoptb.org/gdf/drugsupply/procurement_notice.asp>). It is expected that these Kits will be tendered among eligible suppliers by the end of the year, and respective contract awards made. For the LED Microscope Kit (containing the Microscope and accessories), this process has already been almost completed and a contract is expected to be signed shortly.

The previous Diagnostic Kits will still continue to be made available to countries, as these differ in their duration of transition to LED Microscopy technology. The Procurement Agent may need to conduct a competitive bidding process for these Kits in 2013 (shortlist of eligible suppliers will be provided by GDF).

1. A question on specific qualification was raised by a bidder and addressed by GDF.
2. Would you be able to offer clarification regarding the 5th point in the document? Specifically, is there any further information available regarding which lots and sub-lots (as described in the RFP) this may apply to? In preparing a proposal, it would be helpful to know if you anticipate that World Bank credits/grants may be used for specific lots, services, and/or medicines, diagnostics and related health products.

A: This possibility applies to all Lots / Sub-Lots under the RFP. There is potential in both medicines and diagnostics procurement with WB funding, though it is currently not possible to estimate the demand.

1. Section 3.4 of the RFP document – Content of proposals

In case a bidder intends to bid for more than one Lot/ Sub-Lot is it required that one complete, separate proposal document be submitted for each Lot/Sub-Lot or can one single proposal including separate sections for each Lot/ Sub-Lot be submitted?

A: One composite proposal may include several offers for respective Lots/Sub-Lots.

1. Section 3.13.1.2 of the RFP document – Executive Summary

What is the required length/ structure of the Executive Summary?

A: There is no prescribed length, though it would be recommended to limit the Summary to no more than three pages.

1. Section 4.1 of the RFP Document – Opening of proposals

Are bidders allowed to attend the opening for the overall proposal and the Technical proposal (scheduled Monday, 17 September 2012, 14:00 hrs CET) and for the Financial Proposal (scheduled Monday, 08 October 2012, 14:00 hrs CET)? If yes, should the intention to attend be confirmed in writing in advance?

A: Yes, bidders may attend all opening sessions. Details will be sent to bidders in due time. While it is not mandatory to confirm attendance in advance, this will be appreciated.

1. Section 4.4 of the RFP Document – Technical Evaluation of Proposals

(IV) Step Four of the RFP document states that *[…] Several agents may be awarded contracts to provide procurement agent services to GDF […]* . Does this mean that more than one agent may be contracted for one individual Sub-Lot?

A: Yes, this is possible.

1. Section 4.5 of the RFP Document – Bidder’s Presentations

What advance notice shall be given to bidders confirming that they should indeed make preparations for the presentation? Shall this include the topic of choice by WHO and indications regarding the possibility of teleconference arrangements?

A: minimum of five calendar days notice will be given to bidders in advance of the Bidder’s Presentations. Yes, the notice may include a specific topic to be addressed and will contain details on the technical arrangement.

1. The deadline for submitting the Acknowledgement and Confidentiality documents for the RFP has been extended to 24 August 2012.
2. Could you give an estimation of the expected volume and weight of the supplies under this specific RFP, kindly  separate the  FLM and SLM for the period indicated in the RFP?

A: Unfortunately, these data are not available.

1. Can you provide insight into the required pharmaceutical storage capacity for the SLM, both keep cool and regular pharmaceutical storage?

A: Please find here below an approximate calculation for the SLM SRS. Please note that this reflects the current composition of the SRS, and this is and will be subject to change to reflect country needs and new suppliers coming aboard at a later stage:

Total SRS storage: approx. 65 000 kg

210 m3

For cold chain products: while these are also subject to change, significant increases are not expected, therefore the figures below can be considered maximum values. Note also that these amounts are included in the above information for total SRS storage.

approx. 22 000 kg

75 m3

For any SLM storage beyond the SLM SRS, weight/volumes cannot be forecast at this point.

1. Can you provide additional insight into the specific operational requirements under the New Diagnostic Lot ?

A: The operational process will be largely the same as for the medicines. Some differences, though this is not an exhaustive enumeration, are:

* The range of types of suppliers (regular suppliers of equipment, sole source (specialist) suppliers and wholesaler(s))
* Shorter lead times (goods are frequently on stock)
* Limited shelf life for in-vitro diagnostics (from 6 to 18 months)
* Different types of shipments (cold chain, dangerous goods, sensitive technical equipment, in-vitro diagnostics)
* Order value typically lower than for medicines
* Many line items per order (portfolio of about 400 items). Average approx. 50 items / order (approx. min. 10, max 200)

Secondly is the assumption correct that there will be no procurement activities during 2012 and 2013 ?

A: Yes

1. Section 2.5 of the RFP document – Financial Proposal

Reference is made to the table to be used to present the financial proposal below. Please answer the questions presented in each of the relevant boxes the questions refer to:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ACTIVITIES[[1]](#footnote-1)** | **Fee for medicines / diagnostics handling (% of EXW product price)** | | | **Comments** |
|  | **From stock** | **Non-stock surcharge** | **DP surcharge** |  |
| **Bidding, LTAs (incl. QC), performance monitoring, reporting** | A | n.a.  Please confirm that no values should be presented in this cell  A: Confirmed | n.a.  Please confirm that no values should be presented in this cell  A: Confirmed |  |
| **POs, OMS (incl. order allocation, freight quotations), Consolidation, QC, expediting, stockpiling, kitting** | B | E | H |  |
| **Invoice handling / invoicing, payment; for DP: GDF Client Contract and payment handling, account settlement** | C | F | I |  |
| **SUB-TOTAL** | D Should this cell present the sum of the values appearing in the above cells in the same column  (i.e. D=A+B+C)?  A: Yes | G  Should this cell present the sum of the values appearing in the above cells in the same column  (i.e. G=E+F)?  A: Yes | J  Should this cell present the sum of the values appearing in the above cells in the same column  (i.e. J=H+I)?  A: Yes |  |
| **TOTAL OVERALL FEE** | K  Is the value to be presented in this cell the sum (i.e. K=D+G+J) or the average (i.e. K=(D+G+J)/3) of the values in the above cells?  A: The sum (K=D+G+J) | | |  |

1. Section 3.10 of the RFP document – Closing Date for Submission of Proposals and Section 4.1 of the RFP document – Opening of Proposals

Would it be possible to postpone the deadline for submission of proposals to the same day scheduled for the public opening of the overall proposal and the Technical Proposal and hold the public opening shortly after the deadline for submission? This would prove practical for bidders wishing to attend the opening after delivering their proposal.

A: GDF agrees to extend the deadline for hand-delivered bids to Monday, 17 September 2012 at 14.15 h Geneva time. The bids must be delivered to the Bid Opening Committee Secretary, at the venue of the Bid Opening. The Bid Opening process will then begin at 14.15 h. Note again that this extension only applies to hand-delivered bids, not to bids delivered by registered mail or courier.

1. With regards of the breakdown of handling fee: Please describe the definition of the “Non-stock surcharge” and the “DP surcharge”.

A: “Non-stock surcharge” means the handling fee component for handling non-stock orders, i.e. orders not from stock but from fresh production. Normally, non-stock orders involve additional monitoring, e.g. of production progress and follow up on the estimated dates of pre-shipment inspection.

“DP surcharge” means the handling fee component for handling DP orders in contrast to grant orders. Normally, DP orders involve additional activities, as e.g. an additional delivery contract needs to be signed with the client country, receipt of advance payment monitored, tracked and recorded, and a final statement of account issued and any unused funds reimbursed to the client country.

1. Section 6.13 of the RFP states that the Place of Performance is Geneva.

Section 7.2 states that the Project Managers shall meet on a monthly basis.

Section 7.3 states that the Contractor shall verify that all its employees, agents and subcontractors are legally entitled to work in Switzerland and other countries required by the nature of the assignment.

Given the above, is it required that the entire PA Management Team or the Project Manager, or any PA representative be based in Geneva?

A: No.

Is it acceptable that all, or part of the team, be based in a different location?

A: Yes.

In regard to project meetings, note that section 2.3.4 (“*GDF and the PA shall hold meetings (in person, by video- or teleconference) every quarter in conjunction with the Technical Reports.*”) takes precedence over Section 7.2.

1. We understand that hand-delivered bids can be submitted up until Monday 17 September 2012 at 14:15. At what time on that date will the Bid Opening Committee Secretary begin accepting the hand-delivered bids?

A: The appointed Secretary to the Opening Panel, Ms. Veronique Bruniquel (WHO/Stop TB Partnership, GDF), shall be available from 10.00 h to 12.00 h and from 14.00 h – 14.15 h. Geneva time on Monday, 17 September 2012.

For bids to be delivered during the time from 10.00 h to 12.00 h, please report to the Reception Desk at the entrance of the WHO D-Building, Avenue Appia 20, 1211 Geneva, Switzerland. At the Reception Desk, kindly request the Receptionist to contact Ms. Bruniquel to come to meet you to take delivery of the bid.

Also, can you please provide information on the venue of the bid opening?

A: The venue for the Opening Session on Monday, 17 September 2012 is:

World Health Organization

Building D

Room HTM 30 (4th floor)

Avenue Appia 20

1211 Geneva

Switzerland

1. Broad categories; the total overall fee should in any case encompass all activities of the RFP for the specific Lot/Sub-lot/complete undertaking in regard to which a bid is submitted. [↑](#footnote-ref-1)