



Request For Proposal (RFP)

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| Reference | RFP/CHAI/CSt/SL/0123 |
| Posting Date | 14 th March 2023 |
| Closing date | 18 th April 2023 |

The Clinton Health Access Initiative, (CHAI) with funding from UNITAID, seeks interested and capable vendors to submit proposals for the construction of cylinder storage areas at the Central Medical Store in Freetown, Sierra Leone as detailed in the Product information (Annex A) of this RFP. When preparing your RFP, please be guided by the technical specifications, and details attached in Annex B and the CHAI code of conduct and ethics for suppliers in Annex C.

Any queries or clarifications on this RFP should be submitted via the email SLprocurement@clintonhealthaccess.org quoting RFP/CHAI/CSt/SL/0123 in the subject line by 12 midnight GMT on 11th April 2023. Responses will be shared via all RFP solicitation channels, as well as in email replies.

Bids must be submitted on or before 12 midnight GMT on 18th April 2023 via the email SLprocurement@clintonhealthaccess.org quoting RFP/CHAI/CSt/SL/0123 in the subject line. Should your submission exceed 2Mb and cannot be sent by email, send an email to request an upload link with the subject 'Requesting upload link' to SLprocurement@clintonhealthaccess.org

Bids submitted after the deadline will not be considered. Vendors may submit for one lot, all lots, or any combination of lots described. All products must be assessed against CHAI's quality and procurement policy. Vendors may be requested to submit additional information and/or cooperate with a site visit from CHAI to the production site prior to finalizing a purchase order.

Terms and conditions

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| Delivery Terms INCOTERMS 2020 | DPU preferred but other incoterms can be considered |
| Customs clearance and Duties, if needed, shall be done by: | CHAI |
| Exact Address/es of Delivery Location/s (identify all, if multiple) | Sierra Leone |
| Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, bid may be rejected by CHAI</i>) | June 2023 |
| Delivery Schedule | Specify in comments section of Annex A |
| Mode of Transport | SEA & ROAD |
| Preferred Currency of Quotation | United States Dollars |
| Warranty | Varies (see Annex B) |
| Deadline for the Submission of Bid | Closing date above |
| All documentations, including catalogs, instructions, and operating manuals, shall be in this language | English |
| Documents to be submitted. | <ol style="list-style-type: none"> 1. Completed Annex A and Annex B 2. Legal Documentation (Business Registration and Tax Clearance) to operate in Home Country applicable to both local and international supplier, Business Registration, Tax Certificate (This is in addition to completed vendor details in Annex A) If documents are not in English, please provide translation. |
| Payment Terms | 100 % after supply and inspection preferred but other terms can be negotiated |
| Liquidated Damages | 1% of total contract amount for each day of delay and maximum of 30 days after which contract will be terminated. |
| Evaluation Criteria | <ol style="list-style-type: none"> 1. Technical responsiveness/Full compliance to requirements and lowest evaluated price 2. Delivery period 3. Full acceptance of the PO/Contract General Terms and Conditions |
| Type of Contract to be Signed | Purchase Order |
| Special Conditions of Contract | Failure to comply with delivery date above shall be a basis for cancellation. Forfeiture of bid security if submitted with the bids if applicable. CHAI reserves the right to select any single or combination of supplier(s) |
| Proposal validity | 90 days |
| Conditions for Release of Payment | Passing Inspection/Verification of Supplies Written Acceptance of Goods based on full compliance with RFP requirements by the end user |
| Annexes to this RFP | <input checked="" type="checkbox"/> Product quantities and delivery location (Annex A) <input checked="" type="checkbox"/> Technical specification (Annex B) <input checked="" type="checkbox"/> Code of conduct (Annex C) |

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| Contact Person for Inquiries (Written inquiries only) | All queries must be sent to SLprocurement@clintonhealthaccess.org |
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Annex A: Products information and vendor details and shipping requirements

Products information, required quantities and detailed delivery location is found in sheets 1 and sheet 2 of Annex A. This can be found via this [Product information and vendor details link](#). Download the excel sheet, complete, and include in your application. If you are unable to access this link, please contact us via SLprocurement@clintonhealthaccess.org and we will email the documents to you.

| Lots | Product | Qty | Country | Latest Expected Date of delivery |
|-------|---|-----|------------------------|----------------------------------|
| Lot 1 | Cylinder storage room construction at the Central Medical store and materials | 1 | Freetown, Sierra Leone | June 2023 |
| Lot 2 | Construction works, inclusive of team travel, room, and board | 1 | Freetown, Sierra Leone | June 2023 |

Annex B: Technical Specification

Technical specifications for items can be found via this [Specification and checklist link](#). Download the excel sheet, complete, and include in your application. If you are unable to access this link, please contact us via SLprocurement@clintonhealthaccess.org and we will email the documents to you.

Annex C: CHAI code of conduct for suppliers

The CHAI code of conduct for suppliers is a minimum set of requirements that suppliers must meet to qualify to do business with CHAI and remain in good standing with the organization. Please read the document via this link [CHAI Code of Conduct for Suppliers](#) and apply for this solicitation only if your organization can comply with these requirements.