



**INVITATION TO BID**

Reference	<b>ITB/CHAI/ANTHEQ/GHA0524</b>
Posting Date	22 <sup>nd</sup> MAY 2024
Closing date	22 <sup>nd</sup> JUNE 2024

The Ghana Health Service (GHS) through its Nutrition Department seeks to improve the nutrition and health of all persons in Ghana especially vulnerable groups like children under-5. In line with this, GHS has implemented the Community-based Management of Acute Malnutrition (CMAM) program to help address acute malnutrition in children under-5 and as part of this program, health facilities offering CMAM services need to be equipped and well-resourced to ensure early detection of acute malnutrition and linkage to care.

The Clinton Health Access Initiative (CHAI) with funding from the Eleanor Crook Foundation as part of its ongoing efforts to support the GHS to increase access to CMAM services invites interested and capable vendors to submit bids for the supply of the following anthropometric equipment: weighing scales, height boards and MUAC tapes, as detailed in the specification package (Annex B) of this RFP. When preparing your submission, please be guided by the product details attached as Annex A, specifications attached as Annex B, and CHAI code of conduct and ethics for suppliers in Annex C.

All request for clarifications should be sent to [ghnutprocurement@clintonhealthaccess.org](mailto:ghnutprocurement@clintonhealthaccess.org) by **12/06/2024**. Quotations must be submitted on or before 12 midnight GMT (closing date above) via the email [ghnutprocurement@clintonhealthaccess.org](mailto:ghnutprocurement@clintonhealthaccess.org) quoting Reference **ITB/CHAI/ANTHEQ/GHA0524** in the subject line. Should your submission exceed 2 MB and cannot be sent by email, send an email to request an upload link with the subject 'Requesting upload link' to [ghnutprocurement@clintonhealthaccess.org](mailto:ghnutprocurement@clintonhealthaccess.org)

**Quotations submitted after the deadline will not be considered. Vendors may submit for one lot, all lots, or any combination of lots described. All anthropometric equipment must be assessed against CHAI's quality policy. Vendors may be requested to submit additional information and product samples to CHAI and GHS during the tender review process.**

Terms and conditions

Delivery Terms INCOTERMS 2020	DAP OR DDP
Customs clearance and Duties, if needed, shall be done by:	CHAI in coordination and cooperation with vendor
Exact Address/es of Delivery Location/s (identify all, if multiple)	Temporary Central Medical Stores Spintex, Accra

Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by CHAI)	<b>See each LOT</b>
Lead time (days)	<b>Specify in Annex A</b>
Mode of Transport	<b>SEA &amp; ROAD</b>
Preferred Currency of Quotation	<b>United States Dollars</b>
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	<b>English</b>
Documents to be submitted.	<ol style="list-style-type: none"> <li>1. Completed Annex A and Annex B</li> <li>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.</li> <li>3. Evidence of previous projects and/or reference letters</li> </ol>
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"> <li>1. Technical responsiveness/Full compliance to requirements and lowest evaluated price</li> <li>2. Delivery period</li> <li>3. Full acceptance of the PO/Contract General Terms and Conditions</li> </ol>
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 ( <b>Annex A</b> ) <input checked="" type="checkbox"/> Technical specification ( <b>Annex B</b> ) <input checked="" type="checkbox"/> Code of conduct ( <b>Annex C</b> )

Contact Person for Inquiries (Written inquiries only)	All queries must be sent to <a href="mailto:ghnutprocurement@clintonhealthaccess.org">ghnutprocurement@clintonhealthaccess.org</a>
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**Annex A: Products information and vendor details Shipping requirement**

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 link: [Product Information and Vendor details](#) download the excel sheet, complete, and include in your application. If you are unable to access this link, please contact us via [ghnutprocurement@clintonhealthaccess.org](mailto:ghnutprocurement@clintonhealthaccess.org) and we will email the documents to you.

**LOT 1: MUAC tapes**

Product/Item	Qty	Country	Latest Expected Date of delivery
MUAC tapes	2,000	Ghana	October 2024

**LOT 2: Weighing scales**

Product/Item	Qty	Country	Latest Expected Date of delivery
Weighing scales	250	Ghana	October 2024

**LOT 3: Wooden length/Height boards**

Product/Item	Qty	Country	Latest Expected Date of delivery
Length/Height boards for infants <24 months children ≥24 months and adults	190	Ghana	October 2024

**LOT 4: Plastic length/Height boards**

Product/Item	Qty	Country	Latest Expected Date of delivery
Length/Height boards for infants <24 months children ≥24 months and adults	60	Ghana	October 2024

**Annex B: Technical Specification and Shipping requirement**

Technical specifications for items can be found via this link: [Specification and checklist](#) download the excel sheet, complete, and include in your application. If you are unable to access this link, please contact us via [ghnutprocurement@clintonhealthaccess.org](mailto:ghnutprocurement@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: [Code of Conduct for Suppliers](#) and apply for this solicitation only if your organization can comply with these requirements.