

**INVITATION TO TENDER**

**WISH SUB-CONTRACT SUPPLY CHAIN OPPORTUNITIES**

**GENERAL INSTRUCTIONS AND GUIDANCE**

# **Introduction**

## The International Planned Parenthood Federation (IPPF), wishes to invite tenders for the supply of goods and services in accordance with the conditions set out in the attached documents.

## The procurement is for the new Department for International Development (DFID) flagship “Women’s Integrated Sexual Health” (WISH) programme, which will provide integrated and holistic healthcare across Africa and South Asia.

## IPPF intends to issue a contract for the following goods/services - Equipment, Pharmaceuticals, Contraceptive, Consumables and Vehicles as described in this ITT.

## 

We include the following information for your review:

* ITT General Instructions and Guidance
* Bid Response Document (Specification) – Appendix 1
* IPPF Term and Conditions of Purchase – Appendix 2
* Due Diligence Request – Appendix 3
* DFID Supply Partner Code of Conduct – Appendix 4
* Form of Tender – Appendix 5

## Please read the instructions carefully, bidders should make themselves fully aware of the content of the “General Instructions and Guidance” together with any other information or instructions issued by IPPF during this procurement.

## Bidders proposing to submit bids are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them, if their bids are accepted.

## In order to bid and be awarded a contract, you are required to submit a tender, which must contain the completed documents specified in the ITT.

## IPPF will evaluate Tenders fairly to identify the tender offering the best Value for Money (VFM) based on the following:

* Price
* Product availability
* Product Shelf life (minimum 75% remaining shelf life at point of delivery)
* Delivery lead time
* Ability to supply quality pharmaceuticals that meets internationally recognised regulatory standards (a list of the standards can be found in Appendix 1)
* Ability to supply quality Medical devices and IT equipment that meets quality standards requirements such as CE mark and/or ISO certification (e.g. ISO 13485:2016).

## Bidders are required to ship directly from their location to the port of destination.

# **Timetable**

1. 1. The Tender timetable is as follows:

| **Event** | **Date** |
| --- | --- |
| Tender documents issued | 16 April 2019 |
| Bidders Clarification | 18 April 2019 (9am) |
| IPPF Clarification Response | 23 April 2019 (5pm) |
| Tender return deadline | 29 April 2019 (4pm) |
| Notification of decision | 7 May 2019 |

* 1. This is an indicative timetable and may be subject to change. Bidders will be notified if there are any delays to the timetable.
  2. Bidders may submit any clarification questions relating to this ITT by no later than the date and time specified in the timetable at paragraph 2.1 above.
  3. Please only submit such queries by email to IPPF at: [WISHProcurement@ippf.org](mailto:WISHProcurement@ippf.org)
  4. IPPF will respond to reasonable requests for clarification of this ITT provided they are received before the deadline (multiple questions should be aggregated rather than sent individually). No queries received after the deadline will be answered.
  5. Clarifications provided by IPPF will be circulated to all tenderers on or before the date specified in the timetable at paragraph 2.1 above. All questions and their answers will be published and circulated to all bidders without revealing the identity of the individual bidder that put forward a particular question.
  6. IPPF reserves the right to amend the ITT at any time prior to the deadline for receipt of tenders. Where amendments are significant, IPPF may at its discretion extend the deadline for receipt of tenders.

# **Instructions**

* 1. Bids must only be sent by email to IPPF at: [WISHProcurement@ippf.org](mailto:WISHProcurement@ippf.org)
  2. It is the responsibility of the bidders to obtain for themselves, at their own expense all information necessary for the preparation of their tenders. Information supplied by IPPF (whether in the ITT or otherwise) is supplied for general guidance in the preparation of the tenders. Bidders must therefore satisfy themselves by their own investigations about the accuracy of any such information and no responsibility is accepted by IPPF for any inaccurate information obtained by bidders.
  3. Your tender response must be completed in the format issued by IPPF. Any tender that is not submitted in the original format, contains gaps or omissions is likely to be rejected.
  4. Your tender must be returned by the date and time specified in the timetable. Any tender received after this date and time will not be considered.
  5. It is your responsibility to ensure that your tender is delivered not later than the appointed time. IPPF accepts no liability whatsoever for the tenders that are not processed due to internet connectivity issues, transmission delays or errors.
  6. Bidders are expected to keep their bids valid for acceptance for a period of 90 days from the closing date specified.
  7. All tenders must be based on rates and prices which exclude Value Added Tax (VAT). This tax, if applicable, will be paid by IPPF as an addition at the appropriate rate on the invoices when submitted.
  8. All rates and prices must be quoted in the local currency and pounds sterling, with indication of exchange rate used.
  9. The tender price shall be deemed to include all associated costs and charges incurred in supplying the goods. If the tender is accepted the bidder will not be entitled to claim and IPPF will not allow any increases in the price.
  10. Bidders must not, without the prior consent of IPPF (given by the Head of Supply Chain), appoint sub-contractors or add consortia partners who have not been declared as part of the initial submission. IPPF may refuse consent for any reason, acting reasonably. This is to ensure that products are delivered in a timely, good quality and cost-effective fashion.
  11. IPPF appreciates that the delivery structure may impact the delivery lead time of the contract, therefore bidders are required to highlight all such impacts in their tender submission and provide any additional requirements for customs clearance at destination country.
  12. IPPF reserves the right to discontinue this procurement at any time or not to select a supplier, without liability, and does not bind itself to accept the lowest or any tender.
  13. Bidders are advised that in the event of their Tender being successful, the contract between IPPF and the supplier will only come into existence once it has been duly executed in writing by both parties.
  14. Nothing contained in this tender shall constitute an agreement. Receipt by the bidder of this ITT does not imply the existence of a contract or commitment by or with IPPF for any purpose and bidders should note that the tender may not result in the award of any business.

## Bidders should provide in their bid response, the primary contact person(s) responsible for all communications for the duration of the tender.

* 1. Bidders should provide as part of their bid submission, suppliers general business details and up to 3 references contact details which IPPF may contact – email and postal addresses, this can be either for previous or current clients.

## All information supplied by IPPF in this tender shall be regarded as confidential by the bidder, except where such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the bidder’s tender.

# **Conduct of Bidders**

## You must not:

## offer an inducement of any kind to a member or officer of IPPF in relation to obtaining a contract

## try to obtain any information about anyone else's tender or proposed tender

## make any arrangements with another organisation about whether or not they should tender, or about their or your tender price

## Should it be determined that any bidder has been communicating with a member or officer of IPPF or any other bidder in respect to this tender, IPPF may, acting reasonably, disqualify that bidder.

# **Evidence of Insurance**

## During the term of the Agreement, the Supplier shall maintain in force, with a reputable insurance company, product liability insurance and public liability insurance to cover such heads of liability as may arise under or in connection with the Contract, and shall, on IPPF's request, produce both the insurance certificate giving details of cover and the receipt for the current year's premium in respect of each insurance.

# **Terms and Conditions of Contract**



## All bids received as part of this tender shall be deemed to have been made subject to the IPPF’s Terms and Conditions of Contract. Please do not submit your own standard terms with your Tender.

## All purchases following an award, will be made subject to IPPF Terms and Conditions of Purchase.

# **Due-Diligence Requirements**

## Bidders are required to provide satisfactory evidence of their organisations policy (where applicable) to meet the Due-Diligence requirements which can be found in (Appendix 3). You must include your evidence(s) depending on the category and value of procurement as stated, with your submitted bid.

## All bidders are required to sign a copy of Department for International Development (DFID) Supplier Code of Conduct (see Appendix 4) and attach the signed copy to their bid submission, as a declaration of acceptance.

## If a supplier fails to provide satisfactory evidence, then IPPF reserves the right to exclude the supplier from the bid process.

# **Invoices and Payment**

## Invoices for Goods supplied under a Contract resulting from this tender shall be sent on, or after, delivery of the Goods to IPPF’s satisfaction.

## Each invoice must quote the order number, be in the currency stated in the Purchase Order Form and addressed to the contact specified in the Purchase Order Form.

## Correctly rendered invoices will be paid within 30 days from satisfactory delivery of Goods.