

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Printing data collection tools
Type of Procurement:	One-Off Procurement
Type of Contract:	Fixed Price contract
Term of Contract:	As per the proposed delivery period
Contract Funding:	USAID
This Procurement supports:	DRC CHISU Project
Submit Proposal to:	procurementchisudrc@rti.org
Date of Issue of RFP:	1 March 2024
Date Questions from Supplier Due:	10 March 2024
Date Proposal Due:	20 March 2024 4:00 p.m.
Approximate Date Purchase Order Issued to Successful Bidder(s):	29 March 2024

Method of Submittal:	
Via email to procurementchisudrc@rti.org	
Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 days from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP/RFQ.	
Solicitation Number:	DRC-CHISU-01-20234 Printing data collection tools

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:
http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms").
 Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.

Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

RTI International is an independent, not-for-profit research institute dedicated to improving the human condition. We provide research, development, and technical services in the social and laboratory sciences, engineering, and international development.

RTI International implements Country Health Information Systems and Data use (CHISU) Project in the DRC. The objective of the CHISU project is to strengthen health information systems, interoperable information architecture and data use and support country self-reliance in building capacity for local leadership and engagement in all aspects of health data. We are supporting the PNLN at central level and nine provinces building their M&E capacities and strengthening data quality and use for making decisions.

In year one, the semiannual malaria data reviews supported by CHISU and conducted by the PNLN in the provinces with the health zone management teams revealed a great challenge in the overall low availability of data collection tools in health facilities even the stock in the health zone level which have a negative impact on the quality of the data reported by them. Health facilities are sometimes forced to use non-compliant data collection tools, sometimes traced by hand or to reproduce them themselves. This situation was confirmed through mRDQA organized in 45 health facilities where the majority lacked the appropriate data collection tools. To overcome this challenge, CHISU will support the reproduction and distribution of data collection tools (registers) and reporting (templates/canevas) for all 179 PMI-supported health zones. This activity should allow providers to use tools standardized and validated by the country in all supported health facilities.

To achieve this objective, CHISU is looking for a supplier who can reproduce tools for Sankuru, Sud Kivu, Haut Katanga, Tanganyika, Kasai central, Kasai oriental, Haut Lomami, Lomami & Lualaba provinces

Product or Service Expectations (both if applicable):

Registre Consultation externe HGR Page de garde : 1

Nombre de pages : 100

Dimension : 30 x 21 cm

Orientation : Paysage

Type : A3

Grammage Papier bond : 80 Gr

Couverture : Cartonnée, en quadrichromie sur papier bristol 250 gr avec mention « REGISTRE DE CONSULTATION EXTERNE HGR »

Hauteur de ligne : 10 mm

Nombre lignes par registre : 20

Pages : A numéroté

Détachement feuille : Pas de détachement

Nombre de Colonnes : 18
Impression recto verso en paysage ;

Reliure agrafée avec bande noire en toile ;
Page de couverture cartonnée avec Logo CHISU (reproduit par.....)

Registre Hospitalisation/ admission Page de garde : 1

Nombre de pages : 100

Dimension : 30 x 21 cm

Orientation : Paysage

Type : A3

Grammage Papier bond : 80 Gr

Couverture : Cartonnée, en quadrichromie sur papier bristol 250 gr avec mention « REGISTRE D'HOSPITALISATION/ADMISSION »

Hauteur de ligne : 10 mm

Nombre lignes par registre : 18

Pages : A numéroté

Détachement feuille : Pas de détachement

Nombre de Colonnes : 21

Impression recto verso en paysage ;

Reliure agrafée avec bande noire en toile ;

Page de couverture cartonnée avec Logo CHISU (reproduit par.....)

Registre Laboratoire au niveau des HGR Page de garde : 1

Nombre de pages : 100

Dimension : 42 x 30 cm

Orientation : Paysage

Type : A4

Grammage Papier bond : 80 Gr

Couverture : Cartonnée, en quadrichromie sur papier bristol 250 gr avec mention « REGISTRE DE LABORATOIRE HGR »

Hauteur de ligne : 10 mm

Nombre lignes par registre : 15

Pages : A numéroté

Détachement feuille : Pas de détachement

Nombre de Colonnes : 46

Impression recto verso en paysage ;

Reliure agrafée avec bande noire en toile ;

Page de couverture cartonnée avec Logo CHISU (reproduit par.....)

Registre Consultation prénatale Page de garde : 1

Nombre de pages : 100

Dimension : 30 x 21 cm

Orientation : Paysage

Type : A3

Grammage Papier bond : 80 Gr

Couverture : Cartonnée, en quadrichromie sur papier bristol 250 gr avec mention « REGISTRE DE CPN »

Hauteur de ligne : 10 mm

Nombre lignes par registre : 20

Pages : A numéroté

Détachement feuille : Pas de détachement

Nombre de Colonnes : 15

- Impression recto verso en paysage ;
Reliure agrafée avec bande noire en toile ;

Page de couverture cartonnée avec Logo CHISU (reproduit par.....)

Registre Consultation curative CENTRE DE SANTE Page de garde : 1

Nombre de pages : 200

Dimension : 42 x 30 cm

Orientation : Paysage

Type : A3

Grammage Papier bond : 80 Gr

Couverture : Cartonnée, en quadrichromie sur papier bristol 250 gr avec mention « REGISTRE DE CONSULTATION CURATIVE »

Hauteur de ligne : 10 mm

Nombre lignes par registre : 20

Pages : A numéroté

Détachement feuille : Pas de détachement

Nombre de Colonnes : 18

- Impression recto verso en paysage ;

Reliure agrafée avec bande noire en toile ;

Page de couverture cartonnée avec Logo CHISU (reproduit par.....)

Registre CONSULTATION PRESCOLAIRE Page de garde : 1

Nombre de pages : 100

Dimension : 42 x 30 cm

Orientation : Paysage

Type : A3

Grammage Papier bond : 80 Gr

Couverture : Cartonnée, en quadrichromie, sur papier bristol 250 gr avec mention « REGISTRE DE CONSULTATION PRESCOLAIRE »

Hauteur de ligne : 10 mm

Nombre lignes par registre : 18

Pages : A numéroté

Détachement feuille : Pas de détachement

Nombre de Colonnes : 21

- Impression recto verso en paysage ;
Reliure agrafée avec bande noire en toile ;

Page de couverture cartonnée avec Logo CHISU (reproduit par.....)

Registre LABORATOIRE AU CENTRE DE SANTE Page de garde : 1

Nombre de pages : 100

Dimension : 30 x 21 cm

Orientation : Paysage

Type : A4

Grammage Papier bond : 80 Gr

Couverture : Cartonnée, quadrichromie, sur papier bristol 250 gr avec mention « REGISTRE DE LABORATOIRE CENTRE DE SANTE »

Hauteur de ligne : 10 mm

Nombre lignes par registre : 15

Pages : A numéroté

Détachement feuille : Pas de détachement

Nombre de Colonnes : 34

Impression recto verso en paysage ;

Reliure agrafée avec bande noire en toile ;

Page de couverture cartonnée avec Logo CHISU (reproduit par.....)

Canevas mensuel BCZ Page de garde : 1

Nombre de pages : 12

Dimension : 30 x 21 cm

Orientation : Portrait

Type : A4

Grammage Papier bond : 80 Gr

Couverture : Papier bond 80 Gr

Présentation des Pages : à numéroté

-Impression recto verso en Portrait ;

-Couverture en quadrichromie, sur Papier bond 80 Gr avec mention « CANEVAS DU RAPPORT MENSUEL BUREAU CENTRAL DE LA ZONE DE SANTE »

Reliure agrafée des feuilles A3 Plié en deux ;

Page de couverture cartonnée avec Logo CHISU (reproduit par.....)

Canevas mensuel HGR

Page de garde : 1

Nombre de pages : 12

Dimension : 30 x 21 cm

Orientation : Portrait

Type : A4

Grammage Papier bond : 80 Gr

Couverture : Papier bond 80 Gr

Présentation des Pages : à numéroté

Impression recto verso en Portrait ;

Couverture en quadrichromie, sur Papier bond 80 Gr avec mention « CANEVAS DU RAPPORT MENSUEL HOPITAL GENERAL DE REFERENCE »

Reliure agrafée des feuilles A3 Plié en deux ;

Page de couverture cartonnée avec Logo CHISU (reproduit par.....)

Canevas mensuel CS et PS

Page de garde : 1

Nombre de pages : 12

Dimension : 30 x 21 cm

Orientation : Portrait
 Type : A4
 Grammage Papier bond : 80 Gr
 Couverture : Papier bond 80 Gr
 Présentation des Pages : à numéroté
 Impression recto verso en Portrait ;
 Couverture en quadrichromie, sur Papier bond 80 Gr avec mention « CANEVAS DU RAPPORT MENSUEL DU CENTRE DE SANTE »
 Reliure agrafée des feuilles A3 Plié en deux ;
 Page de couverture cartonnée avec Logo CHISU (reproduit par.....)

Deliverables, Timelines, Special Terms and Conditions:

1. Only those bids that meet all requirements above will be considered for the award.
2. Indicate the proposed delivery period for each category of items.

Pricing

Item #	Quantity to be Purchased	Description of Preferred Commodity or Services Specifications	Unit of Measure	Unit Fixed Price (Each)	Total Fixed Price (Each)	Lead Time Availability (Number of Days)
1	840	Registre Consultation externe HGR				
2	840	Registre Hospitalisation/ admission				
3	840	Registre Laboratoire au niveau des HGR				
4	840	Registre Consultation prenatale HGR				
5	7000	Registre Consultation curative CENTRE DE SANTE				
6	7000	Registre CONSULTATION PRENATALE (CS+HGR)				
7	7000	Registre CONSULTATION PRESCOLAIRE (CPS)				
9	7000	Registre LABORATOIRE AU CS				
9	1100	Canevas SNIS BCZ				
10	6700	Canevas SNIS HGR				
11	56000	Canevas SNIS CS				
Total Value						



A discount of

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

Attachment “B” Instructions to Bidders/Sellers

- Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single “approved” supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
- Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI International \ National Office 4630, street of science, Building Residence of science Gombe, Kinshasa

(insert full address of the office)

who has a purchase requirement in support of a project funded by

USAID

(insert client’s name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

- Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI’s evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller’s offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI’s office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is “late” and may not be considered at the discretion of the RTI Procurement Officer. The Seller’s proposal shall include the following:

- (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:
 - (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.
5. **Questions Concerning the Procurement.** All questions in regard to this RFQ/RFP to be directed to

procurementchisudrc@rti.org

(insert name of procurement officer)

at this email address:

procurementchisudrc@rti.org

(insert email address of the procurement officer).

The cut-off date for questions is *(insert date)*.

10 March 2024

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.
7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , <http://www.rti.org/files/PO FAR Clauses.pdf>, or <http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf>. Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.

(e) OTHER EVALUATION CRITERIA.

The supplier must be able to ensure the shipment of tools to the capitals of the following nine provinces: Sankuru, South Kivu, Haut Katanga, Tanganyika, Kasai Oriental, Kasai Cenntal, Haut Lomami, Lomami & Lualaba after inspection and acceptance of the tools by the RTI operations team. The supplier must present to us in his offer the cost of shipping the tools to the nine capitals of the provinces mentioned above.

The organizational capabilities section must describe the Bidder's ability to participate in the implementation of the terms of reference of this RFQ, clearly demonstrating their ability to implement the program.

Desired organizational capacity and experience includes the following:

1. Have a minimum of five (5) years of operating experience, particularly in printing health data collection tools.
2. Have executed similar contracts for printing health data collection tools of the same technical and budgetary importance over the last five (5) years.
3. Have management staff (director and/or technical managers) with at least three (3) years of experience in the field of printing data collection tools

As an annex to the technical proposal, all proposals should include information for at least three (3) customer references for recently supplied products of similar terms of reference and/or capabilities.

The references must be linked to the printing work of the health data collection tools:

- a) the name, address, contact person, and current telephone number of the organization for which the services were provided.
- b) a brief description of the work carried out.
- c.) the duration (including dates) of the work and the amount (specify currency) of the contracts / subcontracting. If the bidder has encountered problems in the performance of one of these contracts, it must provide an explanation of the problem encountered and describe the corrective measures taken.
- d) a detailed plan of shipment to the nine provinces

12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for 90 days after submission.



14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: