



Innovations for Poverty Action – Bangladesh (IPA-B)

Request For Quotation (RFQ) Reference No. IPA-B/RFQ/003/2022

Supply and Delivery of Nasal Swab Collection Kits

Issue Date: January 21st, 2022

1. Synopsis of the Request for Quotation

IPA (Bangladesh) invites qualified vendors to submit quotations to supply and deliver Nasal Swab Collection Kits, as follows:

1. RFQ No.	RFQ No. IPA-B/RFQ/003/2022
2. Issue Date	January 21st, 2022
3. Title	Supply and delivery of Nasal Swab Collection Kits in Lots
4. Issuing Office	Innovations for Poverty Action - Bangladesh Apt. #6B, House #35, Road #7, Block G, Banani, Dhaka-1213, Bangladesh +880 1716 590539
5. Deadline for Receipt of Quotes.	Proposals / Quotations MUST be received on or before Thurs, 27th January 2022 at 12:00 pm (GMT+6)
6. Submission Address	Responses to the Invitation / quotations MUST be submitted STRICTLY to bgd_proposals@poverty-action.org , please include the RFQ number in the subject line. Proposals sent to any other email address shall be automatically disqualified.
7. Anticipated Award Type	Issuance of this RFQ in no way obligates IPA to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to IPA considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 4, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

2. Request for Quotation

1. General Instructions to Bidders	<ul style="list-style-type: none"> • Quotes must be received by Thurs, 27th January 2022 at 12:00 pm (GMT+6) Late offers will be automatically rejected. • Quotes must be valid for a period of 30 days • Bidders shall sign and date their quotation. • Bidders shall complete Attachment 1: Price Schedule template. All applicable taxes should be included in the unit cost.
2. Questions Regarding the RFQ	Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted in writing to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.
3. Technical Specifications and requirements for Technical Acceptability	<ol style="list-style-type: none"> 1. The list of goods/services required is provided in Attachment 1: Price Schedule. 2. Delivery required by 6th February 2022, but earlier is preferable.
4. Determination of Responsibility	<p>IPA will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the business licenses, tax IDs, relevant import/export licenses to operate in the host country. 2. Ability to comply with required or proposed delivery or performance schedules.
5. Compliance with Terms and Conditions	Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment 2: Terms and Conditions .
6. Procurement Ethics	By submitting an RFQ, Bidders certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445.

3. a) Attachment 1: Price Schedule

Item Number	Item Name	Specifications	Qty	Unit Price	Total Price
1	Supply and delivery of Nasal Swab Collection Kits	<ul style="list-style-type: none"> - Sterile swabs (flocked, spun fiber, or round foam; no wooden shaft or calcium alginate swabs) - Collection vials (screw-top tubes of appropriate length for swabs) <p>Swab Length: 90mm Tube Length: 120mm Liquid in tube: 60mm</p>	Lots of 5,000 10,000 or more Units*		
GRAND TOTAL IN BDT (Inclusive of Applicable Taxes)					
Delivery period:					
Payment Terms:					

* Note: IPA is willing to accept quotes from vendors who can provide kits in lots of at least 5,000 units or more. IPA reserves the right to make multiple awards under this RFQ at its sole discretion.

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____ Our attached quote is for the total price of _____ (figure and in words)

I certify a validity period of ___days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that IPA is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

b. Attachment 2: Terms and Conditions

1. The Request for Quotes is not and shall not be considered an offer by IPA.
2. All responses must be received on or before the date and time indicated on the RFQ. All late responses will be rejected.
3. All unresponsive quotes will be rejected.
4. All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by respondent.
5. All procurement will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
6. IPA reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting quotations for such rejection or cancellation of the procurement.
7. IPA reserves the right to accept all or part of the quotation when awarding the purchase order/contract.
8. All information provided by IPA in this RFQ is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
10. The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response.
11. All Responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.