



International Rescue Committee (LIBERIA COUNTRY OFFICE)

Request for Proposal (RFP)

(DEVELOPMENT OF EXPANDED ELECTRONIC INTEGRATED DISEASE SURVEILLANCE AND RESPONSE SYSTEM- eiDSR)

Planned Timetable	
Issue Request for Proposal	<i>April 1, 2022</i>
Developers return signed Intent to Bid forms due date	<i>April 8, 2022</i>
Questions from Developers due date	<i>April 8, 2022</i>
Answers to Developers' questions due date	<i>April 14, 2022</i>
Bid submission due date	<i>April 22, 2022</i>
Bid Opening and Evaluation date	<i>April 25, 2022</i>
Developers visit if applicable	<i>April 28, 2022</i>
Award of Business	<i>May 5, 2022</i>

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A. INTRODUCTION

1. The International Rescue committee

Founded in 1933, Over 80 years ago, Albert Einstein helped create the International Rescue Committee (IRC). Today, we are a leading humanitarian and development organization working in more than 40 countries and 26 U.S. Cities to help people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. The IRC has been present in Liberia since 1996, serving as a lead partner in the health sector. The country program is currently implementing a USAID Community Health Activity that supports the Ministry of Health (MOH) in strengthening the health care systems and service delivery at all levels following the MOH National Standards.

2. The purpose of this Request for Proposal (RFP)

This RFP intends to secure competitive proposals to select Developer(s) for the International Rescue Committee (Liberia Country Office) to support the government of Liberia through the Ministry of Health (MOH) and National Public Health Institute (NPHIL) to Develop the **“Expanded Electronic Integrated Disease Surveillance and Response – eIDSR system.** Therefore, all qualified and interested systems developers are invited to submit their proposals.

Bidders shall be regular taxpayers and shall furnish a copy of their operating license/registration certificate and Tax Clearance valid for the fiscal year (2021-2022) from their country of residence or operations. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices. Tax Clearance should be valid during the submission of the Bid and shall be under no fraud investigation.

3. Cost of Bidding

The Bidder shall be responsible for all costs associated with the preparation and submission of its Bid, and IRC hereinafter referred to as "the Purchaser" will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

B. THE BIDDING DOCUMENTS:

4. The Bidding Documents

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared to select qualified developers. Failure to furnish all information required as per the bidding documents or submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in bid rejection.

The Bidding documents shall include the following documents:

- *The Request for Proposal – RFP (this document);*
- *The categories of goods and services*
- *Specifications of each item or Scope of Work attached.*
- *Price offering sheet (space provided on the list)*

5. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at IRCLiberia.ProcurementC@rescue.org and copy . gsc-rfp.submissions@rescue.org. The request for clarification must reach the Purchaser no later than (April 8, 2022). The Purchaser shall respond by email, clarifying the bid documents no later than April 14, 2022. Written copies of the Purchaser's response (including an explanation of the query but without identifying the source of inquiry) shall be communicated to all prospective Bidders who express an intention to submit bids.

C. PREPARATION OF BIDS:**6. Language of Bid**

The Bid and all related correspondence and documents exchanged between the Bidders and the Purchaser shall be written in English Language. Any printed literature furnished by the Bidder and written in another language shall be accompanied by an English Language translation of its pertinent passages, in which case, for purposes of interpretation of the Bid, the English Language version shall prevail.

7. Documents Comprising the Bid

The submitted Bid shall include the following information. Failure to provide all requested information or comply with the specified formats may disqualify the Bidder from consideration.

- *A cover letter explaining the Bidder's interest in supplying the good or service to the IRC;*
- *Profile of the company;*
- *A Bid detailing the goods or services and their unit prices only in the sheet given for the purpose;*
- *Explanations of delivery lead-times, warranties, transport, storage, and handling requirements, and other important information;*
- *A Certificate of Business Registration, Valid Tax Clearance*
- *Taxpayers' documents*
- *Financial capabilities- Last audit report or bank statement*
- *Three (3) References from current or past clients (at least in the last year)*
- *Intent to bid form completed and signed*
- *Vendor Information form completed and signed.*
- *IRC Conflict of Interest and Code of Conduct completed and signed.*
- *ID or passport copies for individual owner(s).*
- *Previous/Current Long-Term Agreement and high-value contracts*
- *Other essential documents which Bidder attaches to support its Bid.*

8. Bid Prices.

The Bidder shall clearly indicate the price/cost for the development of the eiDSR Platform it proposes to develop. The complete breakdown of costs shall be displayed in the space provided in the price schedule, and the cost/price quoted in the RFP response shall be agreed to be in effect for a minimum of twelve (12) months beginning on the date when the business is awarded, except for products or services which are subject to significant and unavoidable market forces which prevent this, in which case the Bidder shall describe and justify the driver(s) of potential price

fluctuation during the first twelve (12) months of the Agreement. The Bidder shall sign the price schedule and shall stamp the price schedule with the Bidding Company's seal where feasible.

9. *Bid Currencies*

All financial rates and amounts entered in the Bid Form and Price Schedule and used in documents, correspondence, or operations of this tender shall be expressed in UNITED STATES DOLLARS.

10. *Document Establishing Goods Eligibility and Conformity to Bidding Documents*

Pursuant to Clause 8, the Bidder shall furnish, as part of its Bid, documents establishing the eligibility and conformity to the Bidding Documents of all goods and services, which the Bidder proposes to supply.

The Documentary evidence of the goods and services' conformity to the Bidding Documents may be in the form of technical specifications, literature, drawings, data tables, graphs, etc., and shall furnish:

- A detailed description of the goods' essential technical and performance characteristics.
- A clause-by-clause commentary on the Purchaser's Technical Specifications demonstrating the goods' and services' substantial responsiveness to those specifications or a statement of deviations and exceptions to the provisions of the Technical Specifications.

The Bidder may propose alternate standards, brand names, and/or catalog numbers in its Bid, provided that it demonstrates to the Purchaser's satisfaction that the substitutions are substantially equivalent or superior to those designated in the Technical Specifications.

11. *Bid Security and Bid Performance Guarantee*

For this Tender Process, Bid Security or Bond is not applicable; however, the winning Bidder will be required to allow the IRC to withhold 20% of the total purchasing price as a Bid Performance Guarantee value for 12 months, after final delivery. The Bid Performance Guarantee will ensure that if the product fails to perform within the 12 months and the developer fails to fix the problem, which may result in a total product failure, IRC will have the right to retain 20% of the total purchasing cost.

12. *Period of Validity of Bids*

Bids shall remain valid for **90 working days** after the date of bid opening prescribed by the Purchaser. The Purchaser may reject a bid valid for a shorter period as non-responsive.

In exceptional circumstances, the Purchaser may request the Bidders to extend the validity period. The request and responses shall be made in writing by letter or email. A bidder agreeing to the request will not be required nor permitted to modify his Bid.

13. *Format and Signing*

The original Bid shall be signed by the Bidder or by a person or persons authorized to bind the Bidder to the Contract. The Bid's financial proposal pages shall be initialed by the person or persons signing the Bid and stamped with the Bidder's company seal.

Interlineations, erasures, annotations, or overwriting shall be valid only if they are initialed by the person or persons signing the Bid.

Please note: A single bidder may not bid on the same tender via more than one company under their ownership. In addition, bidders having close relationships with other bidders (members of the same family, subsidiary, or daughter companies, etc.) may not bid on the same tender. This type of action, or any other action judged by the Purchaser to constitute collusive behavior, will lead to the Bidder (s) being automatically eliminated from this tender and disqualified from participating in future IRC tenders. On the other hand, one Bidder may submit more than one offer in response to the same tender only if the offers demonstrate clear differences in specifications, quality, lead time, and other characteristic of the goods and services offered.

D. SUBMISSION OF BIDS

14. Submission and Marking of Bids:

Bidder shall submit sealed bids through the below e-mail addresses:

gsc-rfp.submissions@rescue.org, IRCLiberia.ProcurementC@rescue.org

All bids shall be submitted before **4:30 pm on Tuesday, 22nd March 2022**. All bids shall be electronically submitted to the above email addresses for the purpose. Bids submitted after the deadline will not be accepted. The PURCHASER may, at its discretion, extend the deadline for the submission of bids, in which case all rights and obligations of the PURCHASER and Bidders, as documented in the RFP, will apply to the new deadline

Format

The Bidder's proposal shall include a technical and financial proposal in separate sealed envelopes.

15. Modification and Withdrawal of Bids

The Bidder may modify or withdraw its Bid after submission, provided that written notice of the modification, including substitution or withdrawal of the Bids, is received by the Purchaser before the deadline prescribed for submission of Bids.

The Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched. No Bid may be modified after the deadline for submission of bids.

E. BID OPENING AND EVALUATION

16. Preliminary Examination

The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether bids are generally in order.

17. Evaluation and Comparison of Bids

Bids determined to be substantially responsive as per section 7 above will be considered evaluated by the IRC Procurement Committee, with the below scoring criteria.

Scoring Criteria business award for the eIDSR

EVALUATION CRITERIA	Description	Weight (%)
Eligibility	Refers to Bidder's ability to demonstrate that they have valid business registration, tax certificate, all registration as required by the laws of Liberia/West Africa. Eligibility criteria will be scored YES / NO. Yes, will proceed to complete technical evaluation, and NO will be excluded from the next step.	Preliminary to pass to the next step
Payment terms	Refers to the Bidder providing the most favorable terms of payment. The Purchaser payment terms are to pay within 30 calendar days of acceptance of goods/services and receipt of invoice	10%
Past Experience	Refers to vendors experience in developing similar product through working with non-governmental organization or state ministry.	15%
Proposed Methodology	Refers to developer system of methods structured to develop the system demonstrating proposed solution.	25%
Developer organization and capacity/capability is appropriate	Refers to the Developer's capability to fulfill the IRC's requirement in terms of standard product, meeting the functional and technical requirements of the system (eIDSR)	30%
Site Visits	Refers to the Bidders' ability to demonstrate knowledge in relation to the provision of the required services as proven after a procurement committee site visit or virtual discussion. Bidder to mention all the services that they can offer.	10%
Staff / Technical Team	Refers to the qualification and & experience of key staff to be proven by the vendors (CVs, employment contracts, pay slips etc...)	10%
Financial Proposal	The vendor with the lowest financial price and technically competent as per the above scoring criteria will be considered for offer.	
		100%

18. Contacting the Purchaser

Subject to Clause 5, no Bidder shall contact the Purchaser on any matter relating to its Bid, from the time of the bid opening to the time the business is awarded, or the selected qualified Supplier is announced.

19. Notification of Award

Before the expiration of the bid validity period, the Purchaser shall notify the successful Bidder in writing or where necessary by telephone that their Bid has been accepted and, selected for award for the specific goods and/or services. At this stage, IRC may also negotiate with the selected Bidder to finalize the offer.

F. CONTRACTING**20. Contract award and notification**

The Purchaser shall award the Contract to the notified successful Bidder(s) whose Bid has been determined to be substantially responsive and has been determined to be the best evaluated Bid considering price and performance factors, provided further that the Bidder is determined to be qualified to enter into Agreement and perform its obligations satisfactorily.

21. Warranty

The Supplier shall warrant that the goods to be supplied are new, unused, of the most recent or current models (products) and meet the Purchaser's specifications.

The warranty shall remain valid for a period of time as may be specified by the Supplier in the Bid and this warranty period shall be considered as one of the bid advantages and shall in no case be less than that which is provided for by the laws of the Republic of Liberia, if any.

22. Inspection

The Purchaser shall have the right to inspect the goods to confirm their conformity to the specification. The inspection will be conducted by assigned staff of the Purchaser or a reputed relevant consultant selected by the Purchaser.

In the future business relation, should any inspected goods fail to conform to the specification, the Purchaser may reject them, and the Bidder shall replace the rejected goods without extension of time except at the Purchaser's sole discretion.

23. Price Schedules and Location

Vendors interested in the provision of Goods and Services to IRC Country offices should NOTE that all categories apply to all IRC Offices.

List of Goods and Services for Agreement as per below Categories is attached.

24. Service or consultant agreements

For service or consultant agreements, time and material awards are not authorized unless it is the only suitable award, and a ceiling is established.

25. Disclaimer

The Purchaser reserves the right to alter the dates of the timetable.

The Purchaser does not bind itself to accept the lowest or any proposal.

G. ETHICAL OPERATING STANDARDS

1. Compliance with the IRC Way

The IRC Way: Standards for Professional Conduct ("The IRC Way"), the IRC's code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC's combating Trafficking in Persons Policy, which can be found at: <https://rescue.app.box.com/s/h6dv915b72o1rnapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does "not engage in theft, corrupt practices, nepotism, bribery, or trade-in illicit substances." IRC's procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC's operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC's business has been compromised during the RFP process, and
- (ii) Reports such events through IRC's confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654-6461 in the U.S., or collect (503) 352-8177 outside the U.S.

2. Bidder Non-Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- a) Members of the same family submit separate bids for the same tender
- b) Separate companies owned by the same person submit separate bids for the same tender
- c) Employees of a bidding company submitting separate bids through companies they own for the same tender
- d) Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved Individuals or companies from that tender as well as disqualify them from submitting bids for future tenders. In addition, IRC may share information relating to this collusion with other international aid organizations operating in the region leading to loss of business opportunities for the colluders.

H. Annexes:

Annex 1 : ToR

Annex 2 : Price Schedule

Bidders must submit their financial offers in accordance with the PRICE SCHEDULE provided under ANNEX-2 of this RFP document.

Annex 3 : Intent to Bid Form (ITB)

Annex 4 : Vendor Information Form (VIF)

Annex 5 : IRC Conflict of Interest and Supplier Code of Conduct form

A. Annex: 1: TOR – See attached to RFP

B. Annex: 2: Price Schedule (eiDSR)

C. Annex: 2: Intent to Bid



International Rescue Committee, Inc.
Intent to Bid

IRC Reference #: *IRC/2LR/MONROVIA/2022/001*

Company Name _____

(Please indicate #1 or #2 below)

1. ☐ It is the intent of this company to submit a response to the **(development of Extended Electronic Integrated Disease Surveillance Response Systems)** Request for Proposal.

Please provide a name and email address for the person within your company that should receive notices, amendments, etc. that are related to this RFP:

Name _____

Phone _____

Email _____

Signature (If faxed) _____

Title of Person signing _____

Date _____

We realize that this is an intent to bid and in no way obligates this company to participate in this process.

2. ☐ This company DOES NOT intend to participate in this RFP.

Name (Signature if faxed) _____

Title of Person signing _____

Date _____

Please fax or email this form at your earliest convenience to the attention of:

Name (YOU) _____

Fax _____

Email _____