INVITATION TO BID

ITB No.: 384-2021-HIST-ITB-LTAs-ARV
Establishment of Global Long Term Agreements (LTAs) for procurement of Tenofovir 300 mg + Lamivudine 300 mg + Dolutegravir 50 mg
GF/Health Implementation Support Team (HIST) – Procurement Support Unit (PSU) United Nations Development Programme

SECTION 1: LETTER OF INVITATION

The United Nations Development Programme (UNDP) hereby invites you to submit a Bid to this Invitation to bid for establishment of Global Long Term Agreements (LTAs) for procurement of Tenofovir 300 mg + Lamivudine 300 mg + Dolutegravir 50 mg.

This ITB includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet:

Section 1: This Letter of Invitation
Section 2: Instruction to Bidders
Section 3: Bid Data Sheet (BDS)
Section 4: Schedule of Requirements and Technical Specifications
Section 5. Evaluation Criteria and Required Documents
Section 6: Returnable Bidding Forms/ Checklist and Evaluation Criteria

- Form A: Bid Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
Form D: Eligibility and Qualification Form

Form E: Technical Bid Form

Form F: Price Schedule

Form G: Cumulative Volume Discount and Datalogger Cost

Form F: Additional Information (API Cost Breakdown)

Section 7: Template of Purchase Order

If you are interested in submitting a Bid in response to this ITB, please prepare your Bid in accordance with the requirements and procedure as set out in this ITB and submit it by the Deadline for Submission of Bids set out in Bid Data Sheet.

Bids must be submitted directly in Quantum supplier portal following this link: http://supplier.quantum.partneragencies.org using the profile you may have in the portal.

Follow the instructions in the user guide to search for the tender using Negotiation ID: UNDP-PSU00021

If you are interested in submitting a bid in response to this ITB, please prepare your bid in accordance with the requirements and procedure as set out in this ITB and submit it by the deadline for submission of bids set out in Quantum supplier portal. All Bidding forms and attachments are to be filled, signed stamped and submitted through the system.

In case you have never registered before, follow this link to register a profile:
https://estm.fa.em2.oraclecloud.com/fscmUI/faces/PrcPosRegisterSupplier?prcBuId=300000127715271

Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from the previous registration.
UNDP looks forward to receiving your Bid and thank you in advance for your interest in UNDP procurement opportunities.

Sincerely,

UNDP GF-HIST/PSU

Copenhagen
Tender Overview

LTAs for ARV
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1 Overview

1.1 General Information

<table>
<thead>
<tr>
<th>Title</th>
<th>Establishment of Global LTAs for TLD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Point</td>
<td>Tatiana Panfil</td>
</tr>
<tr>
<td>Outcome</td>
<td></td>
</tr>
<tr>
<td>E-Mail</td>
<td><a href="mailto:Tatiana.Panfil@undp.org">Tatiana.Panfil@undp.org</a></td>
</tr>
<tr>
<td>Reference Number</td>
<td>GPH3840000</td>
</tr>
<tr>
<td>Beneficiary Country</td>
<td>Denmark</td>
</tr>
</tbody>
</table>

Introduction

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Sincerely,
UNDP GF-HIST/PSU
Copenhagen

1.2 Tender Timeline

<table>
<thead>
<tr>
<th>Preview Date</th>
<th>Open Date</th>
<th>Close Date</th>
<th>Time Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>29/11/21 19:34 PM</td>
<td>20/12/21 16:00 PM</td>
<td>Coordinated Universal Time</td>
</tr>
</tbody>
</table>

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

<table>
<thead>
<tr>
<th>Rule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Suppliers are allowed to respond to selected lines</td>
</tr>
<tr>
<td>☑</td>
<td>Suppliers are allowed to revise their submitted response</td>
</tr>
</tbody>
</table>

1.4 Terms

Negotiation Currency | USD ()

1.5 Attachments

<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITB document</td>
<td>File</td>
<td>ITB_for_Establishment_of_LTAs_for_TLD</td>
</tr>
<tr>
<td>Returnable bidding forms</td>
<td>File</td>
<td>Returnable bidding forms ITB384</td>
</tr>
<tr>
<td>Annex 1_Tech&amp;Fin</td>
<td>File</td>
<td>Annex 1_ITB_TLD_Technical_and_Financial_Bid</td>
</tr>
</tbody>
</table>
2 Requirements

*Response is required

The requirement section of this document includes general instructions and information for suppliers as well as requirements and sections that suppliers need to respond. Please review this section carefully and provide responses in the manner and format required by uploading required forms and when required also keying in the information directly in the system.

2.1 Section 1. Bid Data Sheet

1. Scope
This Invitation to Bid include the supply of TLD as further described in this document.

UNDP intends to establish Long Term Agreements (LTAs) with

maximum upto 5 suppliers per product/lot, as detailed in Section 4 of this ITB. The duration of the LTAs is intended to be for an initial period of 1 year with a possibility of prolongation for additional 1+1 years, subject to supplier's performance and need for the health products for UNDP health projects.

Recommendation for establishment of an LTA for any given product/lot will be based on the following factors;

§ Fulfillment of minimum product and bidder qualification requirements as stated in the ITB (see Section 5 & 6 of the ITB).

§ Technically compliant lowest/er offered LTA ceiling price per product.

§ Acceptance of UN General Terms and Conditions for Goods (see Section 7).

As stated in Section 4 of this ITB, when procuring ARVs, a secondary bidding process will be conducted on quarterly (3 monthly) basis for the consolidated volume at central level by UNDP, GF HIST, based in Copenhagen. If required, UNDP reserves the rights to conduct an adhoc secondary bidding process. The call off for items are also detailed in Section 3, point 22 as well as in Section 4 of this ITB. LTA holders will be expected to respond to call off requests/ corresponding RFQ quoting the price lower or equal to the price set as as a ceiling price for the given period. UNDP Business Units will issue corresponding call-offs, by raising the corresponding Purchase Orders. Corresponding SOPs will be developed and disseminated among LTA holders by UNDP.

2. Eligible Goods
1.1 Condition for participation

Invitation to Bid is open to those bidders that are authorized to manufacture and market the medicines by relevant regulatory authorities for the products compliant to the below eligibility and qualification criteria:

A. prequalified by the WHO Prequalification Programme[1]; or

B. authorized for use by a stringent drug regulatory authority[2]; or

C. recommended by the WHO's Expert Review Panel for Pharmaceutical Products[3]

UNDP will further monitor the market after the corresponding LTAs have been established and intends to conduct an annual review and assessment to identify possible additional qualified sources of supply at the time for any relevant product/formulation. Depending on the final scope of the LTA offering and based on demand and forecast, UNDP may consider incorporating additional sources of supply of the LTA offering as an outcome to the cited annual market review and through the corresponding procurement process/es.

[1]https://extranet.who.int/prequal/content/prequalified-lists/medicines


recommendations are time limited and hence, products recommended by ERP will only be eligible for procurement under the corresponding LTAs during the corresponding approved ERP timeframe.

3. Clarification of solicitation documents

Clarification requests should be sent to:
4. **Language**
   All bids, information, document and correspondence exchange between procurement unit and bidders in relation to this bid process will be in English.

5. **Partial Bid**
   The Bidder may submit Bid for separate Lots/Items. However, Bidders are encouraged to quote for as many Lots/Items as possible meeting the minimum qualification criteria as stipulated in 4 of this ITB.

6. **Bid Currencies**
   Price shall be quoted in USD

   Reference date for determining UN Operational

   Exchange Rate: December 2021

7. **Bid Validity**
   Confirm that your bid is valid for 120 days from deadline of the tender.

   Target: 120 days

8. **Pre-Bid conference**
   Time: 13:00 by CET (CPH) time
   Date: 6 December, 2021
   Venue: Zoom conference meeting

   Companies shall/can participate at the pre-bid conference through Zoom conference. Interested companies should send confirmations by below email.

   The UNDP focal point for the arrangement is:

   **Tatiana.Panfil@undp.org**
HIST Procurement Unit
E-mail: hist.procurement@undp.org

To participate in Zoom conference for pre-bid conference. The link for the meeting will be shared with confirmed participants.

Minutes of the Pre-bid conference will be disseminated by through the portal.

9. Deadline for Bid Submission
   Deadline is indicated in the supplier portal. In case of discrepancies between the deadline indicated in the portal and deadline indicated elsewhere, the deadline in the portal will prevail. It is the responsibility of the bidder to be informed on the tender deadline.

10. Bid Opening

   UNDP will present bids received in the system in the presence of Bidders' Representatives who choose to attend, at the time, on the date, and at the place specified below.

   The bid opening will be conducted via Zoom and will take place one day after the bid submission deadline at 14:00 CET time. The bid submission deadline is indicated in the Quantum system.

   Companies shall participate at the Bid Opening conference through Zoom conference. Interested companies should send confirmations by below email. During the bid opening, the total offered bid per bidder will be announced and minuted.

   Any bidder that intends to participate in the public bid opening shall notify UNDP by address hist.procurement@undp.org at least 24 hours in advance so that the link to Zoom can be shared with the interested participants prior to the bid opening conference.

11. Expected date for commencement of contract

   10 January 2022

12. Rights to vary requirement at time of award

   At the time of award of Contract, UNDP reserves the right to vary the quantity of goods and/or services, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

13. Type of contract to be awarded

   Long Term Agreement/Face Sheet

14. **Conditions of contract to apply**

UNDP General Terms and Conditions for Contracts

### 3 Lines

**Instructions**

Please provide the bids for the lots below:

#### 3.1 Line Information

<table>
<thead>
<tr>
<th>Line</th>
<th>Category Name</th>
<th>Item</th>
<th>UOM</th>
<th>Estimated Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
<th>Additional Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-</td>
<td>Dolutegravir/Lamivudine/Tenofovir disoproxyl fumarate, 50+300+300 mg, bottle HDPE 30 tablets</td>
<td>Medical nasal cannulas</td>
<td>Ea</td>
<td>Ea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2-</td>
<td>Dolutegravir/Lamivudine/Tenofovir disoproxyl fumarate, 50+300+300 mg, bottle HDPE 90 tablets</td>
<td>Medical nasal cannulas</td>
<td>Ea</td>
<td>Ea</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-</td>
<td>Dolutegravir/Lamivudine/Tenofovir disoproxyl fumarate, 50+300+300 mg, bottle HDPE 180 tablets</td>
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<td>Ea</td>
<td>Ea</td>
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</table>