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
o Form D: Eligibility and Qualification Form

o Form E: Technical Bid Form

o Form F: Price Schedule

o Form G: Cumulative Volume Discount and Datalogger Cost

o 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
# Table of Contents

1 Overview.................................................................................................................................6
   1.1 General Information...........................................................................................................6
1.2 Tender Timeline......................................................................................................................
   1.3 Response Rules..................................................................................................................8
   1.4 Terms...................................................................................................................................8
   1.5 Attachments.......................................................................................................................8
2 Requirements............................................................................................................................9
   2.1 Section 1. General Provisions............................................................................................9
   2.2 Section 2. Evaluation Criteria - Preliminary Examination.................................................9
   2.3 Section 3. Evaluation Criteria - Minimum eligibility.........................................................11
   2.4 Section 4. Evaluation Criteria - Qualifications.................................................................12
   2.5 Section 5. Technical Evaluation Criteria..........................................................................13
3 Lines.........................................................................................................................................14
   3.1 Line Information...............................................................................................................14
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>Amendment</td>
<td>Minutes of Pre-Bid conference added</td>
</tr>
<tr>
<td>Description</td>
<td></td>
</tr>
<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

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?prcBuild=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

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>13/12/21 16:48 PM</td>
<td>20/12/21 17:00 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>ITB384 Pre-bid conference minu</td>
<td>File</td>
<td>ITB384 Pre-bid conference minutes</td>
</tr>
<tr>
<td>GPH384_Annex 1_ITB_TLD_Technic</td>
<td>File</td>
<td>GPH384_Annex 1_ITB_TLD_Technical_and_Financial_Bid ver 2</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. General Provisions

1. **General Instructions to Bidders**
   This solicitation process is governed by the General Instructions to Suppliers attached herewith and Bid Data Sheet and other information listed herewith. By submitting a bid response to this tender supplier confirms to have read, understood, and accepted such provisions.

   **Attachments:**
<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2_General instructions</td>
<td>File</td>
<td></td>
</tr>
</tbody>
</table>

2. **Bid Data Sheet**

   Bid Data sheet contains information and instructions specific to this Tender. By submitting a bid you confirm to have read, understood, and accepted the provisions herewith attached.

   **Attachments:**
<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 3_Bid Data Sheet ITB3</td>
<td>File</td>
<td></td>
</tr>
</tbody>
</table>

2.2 Section 2. Evaluation Criteria - Preliminary Examination

*1. **General Conditions of Contract**
   Do you accept the General Conditions of Contract (GTCs) as specified herewith.
   
   **Target:** Confirm acceptance of GTCs

*2. **Proposal Validity**
   Do you accept that your bid is valid as required in General Instructions and Bid Data Sheet?
   
   **Target:** Confirm Bid Validity as required

*3. **Form A: Bid Submission Form**
   Have you attached Form A using the template herewith attached?

   **Attachments:**
<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Form A - Bid Submission Form**  
Have you attached form A using template herewith attached?  
Attachments:  
<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form A - Bid Submission</td>
<td>File</td>
<td>Form A - Bid Submission Form</td>
</tr>
</tbody>
</table>

**Target: Yes**

*4. **Form B: Bidder Information Form**  
Have you attached form B using template herewith attached?  
Attachments:  
<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form B - Bidder Information Form</td>
<td>File</td>
<td>Form B - Bidder Information Form</td>
</tr>
</tbody>
</table>

**Target: Yes**

5. **Form C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM**  
Have you provided information on Joint Venture/Consortium/Association Information using the template and instructions attached?  
Choose the applicable answer from options below.  
Attachments:  
<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form C - Joint Venture-Consort</td>
<td>File</td>
<td>Form C: JOINT VENTURE/CONSORTIUM/ASSOCIATION INFORMATION FORM</td>
</tr>
</tbody>
</table>

6. **Form D: Eligibility and Qualification Form**  
Have you attached form D using template herewith attached?  
Attachments:  
<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form D - Eligibility and Qualification Form</td>
<td>File</td>
<td>Form D: Eligibility and Qualification Form</td>
</tr>
</tbody>
</table>

*7. **Form E - Technical Bid Form**  
Have you attached form E with information on the bidder using template herewith attached?  
Attachments:  
<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form E - Technical Bid Form.do</td>
<td>File</td>
<td>Form E - Technical Bid Form</td>
</tr>
</tbody>
</table>

**Target: Yes**

*8. **FORM F/G/H: PRICE SCHEDULE FORM**  
Have you attached form F/G/H using template herewith attached?  
Forms F, G and H (excel sheet) with the Price Schedule Form, Cumulative Volume Discount Form, Price for Datalogger and Additional Information shall be provided both in Excel and PDF format (signed version).  
Attachments:  
<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form F_G_H - Price Schedule Form</td>
<td>File</td>
<td>FORM F/G/H: PRICE SCHEDULE FORM</td>
</tr>
</tbody>
</table>

*9. **Annex 3 UNDP Environmental Questionnaire**  
Have you provided UNDP Environmental Questionnaire  
Attachments:  
<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex 3_UNDP_Environmental</td>
<td>File</td>
<td>Annex 3 UNDP Environmental Questionnaire</td>
</tr>
</tbody>
</table>
**Section 5a - Other Related Requirements**

Please confirm the acceptance of other related requirements as per form attached.

<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 5a - Other Related Req</td>
<td>File</td>
<td>Section 5a - Other Related Requirements</td>
</tr>
</tbody>
</table>

**Section 6. Returnable Bidding Forms / Checklist and Evaluation Criteria**

Please complete the returnable bidding forms in accordance with instructions and attach them as part of your bid response in the system. No alteration to the format of the forms shall be permitted and no substitution shall be accepted.

Please provide the checklist filled with reflection of forms submitted.

<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
</table>

**I-1. Overall Assessment of Preliminary examination**

This is an internal criteria for evaluation team to assess and determine if the offer meets overall the criteria for this section based on information provided in their offer and any subsequent clarifications sought.

Insert 1 for "Pass" and 0 for "Fail"

**2.3 Section 3. Evaluation Criteria - Minimum eligibility**

**1. Legal Registration**

Bidder is a legally registered entity and all relevant information is provided.
Upload scanned copies of legal registration documents according to options listed below and any other relevant document.

**2. Sanctions List**

Vendor is not suspended, nor otherwise identified as ineligible by any UN Organization, the World Bank Group or any other International Organisation in accordance with Section 2 Article 4.
Target: Not suspended or ineligible

3. **Conflict of Interest**
   No conflicts of interest in accordance with Clause 4 of Instructions to Bidders.

4. **Bankruptcy**
   Do you confirm that you have not declared bankruptcy or not involved in bankruptcy or receivership proceedings and there is no judgment or pending legal action against the company that could impair operations in the foreseeable future.

5. **Certificates and Licences**
   Have you provided required certificate and licences.
   Select any of the options below as applicable and supporting documents.
   - Duly authorized to act as Agent on behalf of the Manufacturer, or Power of Attorney, if bidder is not a manufacturer.
   - Official appointment as local representative, if bidder is submitting a bid on behalf of an entity located outside the country.
   - Patent Registration Certificates, if any of technologies submitted in the bid is patented by the bidder.
   - Export/Import Licenses, if applicable.

I-1. Overall Assessment of eligibility
   This is an internal criteria for evaluation team to assess overall whether the offer meets the eligibility criteria. Insert 1 for "Pass" and 0 for "Fail"

**2.4 Section 4. Evaluation Criteria - Qualifications**

1. **History of non-performing contracts**
   Provide history of non-performing contracts that did not occur as a result of contractor default within the last 3 years.
   Non-performance, as decided by UNDP, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employer's decision was overruled by the dispute resolution mechanism.

2. **Litigations**
   No consistent history of court/arbitral award decisions against the bidder for the last 3 years.

3. **Relevant Experience**
   Indicate the number of years of relevant experience of the Company.
   The company must have **at least 3 years of relevant experience**.
   *Response attachments are optional.*

4. **Recent Experience**
   Minimum 3 or more contracts/POs with cumulative value at least USD 1 million for supply of ARVs, implemented over the last 3 years.
   *(For JV/Consortium/Association, all Parties cumulatively should meet requirement).*
   *Response attachments are required.*

5. **Minimum manufacturing capacity requirements**
Minimum manufacturing capacity required 1,800,000 tabs per month.

*6. Financial standings - Liquidity
The ratio average current assets/Current liabilities over the last years must be equal to or greater than 1.

(For JV/Consortium/Association, all Parties cumulatively should meet requirement).

Bidders must include audited balance sheets covering the last 3 years.

Indicate the average ratio
Response attachments are required.

*7. Satisfactory Performance
The Statements of Satisfactory Performance from the Top 3 (three) Clients or more.
Response attachments are required.

I-1. Overall Qualifications Criteria
This is an internal criteria for evaluation team to asses and determine whether bidder meets overall the qualifications criteria.
Insert 1 for "Pass" and 0 for "Fail"

2.5 Section 5. Technical Evaluation Criteria

*1. Technical offer and specifications
Goods offered in the bid are substantially compliant and do not contain any material deviation(s) from the minimum required as included in Section 4: Schedule of Requirements and Technical Specifications

<table>
<thead>
<tr>
<th>File Name or URL</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 4 - Schedule of Requir</td>
<td>File</td>
<td>Section 4 - Schedule of Requirements and Technical Specifications</td>
</tr>
</tbody>
</table>

Response attachments are optional.

*2. Delivery Requirements
The bid is substantially compliant with the minimum Delivery Requirements included in Section 4: Schedule of Requirements and Technical Specifications and do not contain any material deviation(s).
Response attachments are optional.

I-1. Overall assessment of technical offer
This is an internal criteria for evaluation team to assess and determine whether bidder meets the overall technical requirements.
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>4-Lot 1. Dolutegravir/Lamivudine/Tenofovir disoproxyl fumarate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.1- Dolutegravir/Lamivudine/Tenofovir disoproxyl fumarate, 50mg+300mg+300mg, tablet, bottle HDPE: 30</td>
<td>Medical nasal cannulas</td>
<td>Ea</td>
<td>Ea</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5-Lot 2. Dolutegravir/Lamivudine/Tenofovir disoproxyl fumarate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.1- Dolutegravir/Lamivudine/Tenofovir disoproxyl fumarate, 50mg+300mg+300mg, tablet, bottle HDPE: 90</td>
<td>Medical nasal cannulas</td>
<td>Ea</td>
<td>Ea</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-Lot 3. Dolutegravir/Lamivudine/Tenofovir disoproxyl fumarate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Line</td>
<td>Category Name</td>
<td>Item</td>
<td>UOM</td>
<td>Estimated Quantity</td>
<td>Unit Price</td>
<td>Total Price</td>
<td>Additional Attributes</td>
</tr>
<tr>
<td>------</td>
<td>---------------</td>
<td>------</td>
<td>-----</td>
<td>---------------------</td>
<td>------------</td>
<td>-------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>6.1-</td>
<td>Dolutegravir/Lamivudine/Tenofovir disoproxyl fumarate, 50mg+300mg+300mg, tablet, bottle HDPE: 180</td>
<td>Medical nasal cannulas</td>
<td>Ea</td>
<td>Ea</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>