# Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Covid-19 Antigen Rapid Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>Not to Exceed Ceiling Price</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Purchase Order</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>Pricing should be fixed for 30 days</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>CA 72049218CA00009</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>ReachHealth – a USAID funded project</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td>Procurement Selection Committee</td>
</tr>
<tr>
<td></td>
<td>USAID’s ReachHealth Project</td>
</tr>
<tr>
<td></td>
<td>Office Address: Unit A-D,16F Strata 2000 Building</td>
</tr>
<tr>
<td></td>
<td>F. Ortigas Jr. Road, Ortigas Center,</td>
</tr>
<tr>
<td></td>
<td>1600 Pasig City</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:procurement@ph-reachhealth.rti.org">procurement@ph-reachhealth.rti.org</a></td>
</tr>
</tbody>
</table>

| Date of Issue of RFP:       | October 25, 2021 |
| Date Questions from Supplier Due: | October 27, 2021 |
| Date Proposal Due:          | November 6, 2021 |
| Approximate Date Purchase Order Issued to Successful Bidder(s): | November 16, 2021 |

**Method of Submittal:**

Submit via e-mail with attached document in .doc or .pdf format.

The Bidder/Seller agrees to hold the prices in its offer firm for 30 days from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

| Solicitation Number: | RH-RFP-2022-008 |

**Attachments to RFP:**

1. Attachment “A” – Commodity Specifications
2. Attachment “B” – Instructions to Bidders/Sellers

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.
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.
Attachment “A”
Commodity Specifications or Statement of Work

Statement of Work

Description of Requested Commodity

Engagement with a Medical/Laboratory Supplies company. The company will provide laboratory supplies that will be used for the Fixed or Mobile Swabbing Teams of USAID’s ReachHealth COVID-19 Response activities in the following cities: Manila, Cagayan de Oro, Cotabato, Davao, and Zamboanga, and in Maguindanao province.

Background

COVID-19 testing serves as the entry point for care pathway, and faster detection, rapid contact tracing and management of cases is crucial in breaking the chains of transmission. To date, the Philippines has over 22M rt-PCR tests conducted on COVID-19 in 282 accredited COVID-19 laboratories nationwide. While COVID-19 rt-PCR remains the gold standard for confirming COVID-19 diagnosis, the Health Technical Assessment Council (HTAC), mandated to provide guidance to both DOH and PhilHealth, recommends that Rapid Antigen Testing (RAT), when used in suspect, probable, and those exposed in outbreak areas, are useful in immediately identifying COVID-19 cases. This can help to quickly initiate contact tracing, epidemiological investigation, and case management.

USAID-ReachHealth project provides technical assistance in strengthening targeted testing efforts in its partner LGUs through deployment and mobilization of fixed and mobile swabbing/testing teams, conducting swabbing services to COVID–19 suspected individual, and provide laboratory testing commodities such as Rapid Antigen Tests (RAT’s) in anticipation of addressing limited testing capacity in high-risk settings.

Purpose of the Activity:

Urgently respond to the pressing needs related to testing capacity of project sites considered as high-risk and high-transmission for COVID-19. This aims to:

- Facilitate COVID-19 testing to help with early detection and transmission control
- Provide the needed laboratory supplies to conduct swabbing and specimen collection for COVID-19 cases using Rapid Antigen Test (RAT) Kits, as per DOH protocol
- Shorten the testing turnaround time (TAT) in special settings
- Support the expanded targeted testing strategy
To accomplish this, the project will engage the services of a supplier to provide Philippine FDA-approved COVID-19 Rapid Antigen Test Kits (RATs) to identified USAID-ReachHealth project sites in Luzon and Mindanao: city of Manila in Luzon; the cities of Zamboanga, Cagayan de Oro, Davao, and Cotabato; and Province of Maguindanao.

Please quote your prices, **EXCLUSIVE OF VAT**, for the following commodities/services. Prices must be marked as VAT exclusive, zero-rated or exempt in your quotation.

### Product or Service Expectations

<table>
<thead>
<tr>
<th>Commodity Specifications:</th>
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<tbody>
<tr>
<td>* Product should be approved by the Philippines Food and Drug Administration (FDA)</td>
</tr>
</tbody>
</table>

**Category:** COVID-19 Antigen Rapid Test

**Test Format:** Rapid Diagnostic Test (RDT), qualitative

**Specimen type:** Upper respiratory specimens (e.g. nasopharyngeal or nasal swab)

**Performance characteristics:**
- **Clinical sensitivity:** minimum of 80%
- **Clinical specificity:** minimum of 97%

**Analytical specificity:**
- **Acceptable:** Assay detects all SARS-CoV-2 viral strains and does not cross-react with common interfering substances or other human coronaviruses (except SARS-CoV-1) or any other common human diseases, especially those presenting with similar signs and symptoms of COVID-19 (e.g., influenza A, B; RSV; malaria; dengue)
- **Desirable:** Same description as for the acceptable criteria, and it does not cross-react with SARS-CoV-1

**Limit of Detection:**
- **Acceptable:** $10^2 \text{ - } 10^3$ TCID50/mL
- **Ideal:** $< 1 \times 10^2$ TCID50/mL

**Invalid/error/unreturnable rate:** < 5% invalid results with correct use by operator

**Principle of the assay:** Lateral flow immunochromatography

**Specimen(s) volume:** Single swab

**Type of result:** Qualitative

**Time to result:**
- **Acceptable:** < 30 minutes
- **Ideal:** < 15 minutes

**End-point stability:** Fixed reading time

**Shelf life of kit/reagents upon manufacture (months):** At least 12 months

**Remaining shelf life of kit/reagents upon delivery (months):** Minimum 6 months
Deliverables, Timelines, Special Terms and Conditions:

Quantities and Terms of Delivery:

Total number of RAT kits: **27,275 kits**

Preferred Delivery Points (see Option A below – preferred option):
- NCR (Pasig City, Ortigas Center)
- Cagayan de Oro City
- Cotabato City
- Davao City
- Zamboanga City

If these items cannot be delivered to areas mentioned above, the vendor is expected to deliver to NCR (see Option B below – alternative option):
- RTI ReachHealth Office
  - Unit A-D, 16th Floor Strata 2000 Building
  - F. Ortigas Jr Road, Ortigas Center, 1600 Pasig City

Schedule of Delivery: within 15 days after signing of PO.

**Pricing**

**Option A (preferred option)**

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Preferred Commodity or Services Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
<th>Lead Time Availability (Number of Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>5,000</td>
<td>NCR (including delivery to Ortigas Center, Pasig City)</td>
<td>kits</td>
<td>Php ______</td>
<td>Php ______</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2,500</td>
<td>Cagayan de Oro City (including shipping and delivery)</td>
<td>kits</td>
<td>Php ______</td>
<td>Php ______</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10,125</td>
<td>Cotabato City (including shipping and delivery)</td>
<td>kits</td>
<td>Php ______</td>
<td>Php ______</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4,650</td>
<td>Davao City (including shipping and delivery)</td>
<td>kits</td>
<td>Php ______</td>
<td>Php ______</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>5,000</td>
<td>Zamboanga City (including shipping and delivery)</td>
<td>kits</td>
<td>Php ______</td>
<td>Php ______</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 27,275  
**Total Value**
Option B (alternative option)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Quantity to be Purchased</th>
<th>Description of Preferred Commodity or Services Specifications</th>
<th>Unit of Measure</th>
<th>Unit Fixed Price (Each)</th>
<th>Total Fixed Price (Each)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>27,275</td>
<td>NCR (including delivery to Ortigas Center, Pasig City)</td>
<td>kits</td>
<td>Php ______</td>
<td>Php ______</td>
<td></td>
</tr>
</tbody>
</table>

Proposed Brand and Manufacturer: ________________________

Requirements:

The Seller must submit all information and documentation listed in Section 3 of Attachment B - Instructions to Bidders/Sellers

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

1. **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.

2. **Procuring Activity**: This procurement will be made by **Research Triangle Institute (RTI International)**, located at

   16th Flr. Strata 2000 Building, Emerald Avenue, Ortigas Center, Pasig City 1650

   (insert full address of the office)

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

   **US Agency for International Development (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.

3. **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: RH-RFP-2022-008

   (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: 30 days
(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.

The offer should include the following information:

Category: COVID-19 Antigen Rapid Test
Test Format: RDT, qualitative
Specimen type: Upper respiratory specimens (e.g. nasopharyngeal or nasal swab)
Brand/Manufacturer: ______________________________
Country of Manufacturer____________________________
Performance characteristics:
Clinical sensitivity: ________ (minimum of 80%)
Clinical specificity: ________ (minimum of 97%)
Analytical specificity:
Acceptable: Assay detects all SARS-CoV-2 viral strains and does not cross-react with common interfering substances or other human coronaviruses (except SARS-CoV-1) or any other common human diseases, especially those presenting with similar signs and symptoms of COVID-19 (e.g., influenza A, B; RSV; malaria; dengue).
Desirable: Same description as for the acceptable criteria, and it does not cross-react with SARS-CoV-1
Limit of Detection: __________ TCID50/mL
Invalid/error/unreturnable rate: < __% invalid results with correct use by operator
Principle of the assay: Lateral flow immunochromatography
Specimen(s) volume: Single swab
Type of result: Qualitative
Time to result: ______ minutes
End-point stability: Fixed reading time
Manufacturing Date: ___________________
Product Expiration Date: ___________________
Product Packaging Description: __________
FDA Approval Certification: ___________ (please attach a copy of the certificate)

(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.
   - Product Availability (Is commodity available in a warehouse? If not, when it be available in the Philippines?)

The kits will be delivered within _______ days after signing of Purchase Order.
(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.
   - Price for each commodity quoted (unit and total)

   *The vendor has an option to propose price (1) with delivery to indicated points-preferred, (2) delivery to ReachHealth Project Office in Pasig, NCR, or (3) both.*

Prices should exclude VAT. RTI will provide the necessary exemption documentation.

The price quotation must be in Philippine Pesos.

All offers must provide a price guarantee that the quotation price remains valid for 30 days.
- Payment terms:

Do you accept RTI's payment terms of within 30 days after delivery?
Yes ____ or No ____

If No, what is your proposed alternative payment terms?

(j) Payment address or instructions (if different from mailing address)

(k) Acknowledgment of solicitation amendments (if any)

(l) Past performance information:

1. Company profile, if any
2. List of recent clients to whom the supplier sold similar test kits
   a. Names of organization (government or non-government);
      ii. Addresses
      iii. Contact persons
      iv. Telephone numbers
   b. One to three (1-3) Letters of attestation for satisfactory use of the tests proposed to be supplied, coming from customers that previously used the proposed test kits/brands.

(m) Bidder shall submit Legal Registration Documents such as:

   i. SEC registration
   ii. Business Permit
   iii. BIR Registration
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 with regards to this RFQ/RFP to be directed to:

   **Procurement Selection Committee**

   at this email address:

   procurement@ph-reachhealth.rti.org

   (insert email address of the Procurement Officer).

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

   October 27, 2021

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.)

   (d) Warranty Documents if applicable

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, technical suitability, price, delivery, and past performance are of 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.

(a) The evaluation factors will be comprised of the following criteria:

<table>
<thead>
<tr>
<th>Evaluation Factor</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Technical Suitability</td>
<td>35%</td>
</tr>
<tr>
<td>Price</td>
<td>30%</td>
</tr>
<tr>
<td>Delivery</td>
<td>25%</td>
</tr>
<tr>
<td>Past Performance</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

- **Technical Suitability** (35% of evaluation points)
  - Conformance to the specifications listed in commodity specifications; meets or exceeds the specification requirements.
  - Warranty Term

- **Price** (30% of evaluation points)
  - Pricing with or without delivery to designated points, or both
  - Payment terms and conditions: acceptance of RTI’s payment term of 30 days

- **Delivery** (25% of evaluation points)
  - Delivery timeframe: Due to public health emergency, we prefer shorter delivery timeframe

- **Past Performance**  (10% of evaluation points)
  Demonstrated capacity of the bidder to successfully fulfill contractual obligations for supplying similar goods/services, based on previous contracts.

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 30 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: ____________________________