

Request for Quotation (RFQ)

RFQ Title	Procurement of TB Laboratory Equipment, Consumables and Reagents
Date of Issue	July 25, 2021
Quotation Submission Deadline	August 12, 2021, by/not later than 05:00 PM (Bangladesh Time)
Offer Submission Requirement	Price Offer/Quotation to be submitted by email to sbiswas@fhi360.org
Questions Due Date	July 29, 2021, 05:00 PM (Bangladesh Time) Submit questions by email to sbiswas@fhi360.org
Answers Due Date	August 2, 2021 Answers will be shared through email

A. Background

The Infectious Disease Detection and Surveillance (IDDS) project is funded by the United States Agency for International Development (USAID). In Bangladesh, the IDDS project provides technical support to the National TB Control Programme (NTP), Bangladesh, to strengthen the TB laboratory network. The project invites quotations from competent companies having proven experience in supplying TB laboratory equipment, consumables, and reagents for laboratories as per the list of items mentioned in the table below. Suppliers must submit quotations to FHI 360 as per the list of items and specifications. **The suppliers must provide separate quotes for each Brand or Country of Origin, if multiple brands/country of origin meet the specifications and proposed.** The supplier must submit the quotation using the template given under **Section L. Instructions to Offeror.**

List of items with specifications:

SL	Items	Quantity	Specification
1	Thermoshaker / Twincubator	2	The Thermoshaker /TwinCubator is for use with reverse line blot strip assays and for manual hybridization and washing steps
2	GTQ-Cycler 96	1	High-capacity thermal cycler assisting you processing with the GenoType and GenoQuick® test systems
3	Tabletop PCR workstation with UV light	2	PCR Workstation: glass sides, which are resistant to UV-cracking and can be cleaned with the medium of choice, equipped with 1 x 25-watt UV-lamp (254 nm), 1x 15-watt white light lamp and 1 x UV/Air cleaner (254 nm). Dimensions: 69x51x57 cm; · Product with 2 years warranty; · Voltage / Amp / Frequency: 230V/ 50/60Hz, 110V 60Hz; · Item to be upright transported, fragile
4	Thermoblock	1	Thermo heater, exchangeable heating blocks for different standard reaction tubes, range + 5 °C above ambient to >100 °C, heating time 25 °C to 100 °C ≤ 20 min., uniformity within the block +/- 0,2°C (at 37°C)
5	Minicentrifuge	2	Mini Centrifuge Sprout: ideal for quick spin-downs of reaction-tubes. Easy to use function. Rotor 6000 rpm (2000 x g), circular for: 6 x 1.5- and 2.0-ml tubes, including adaptor for 6x0.4 and 0.5 ml tubes, 3x 0.4 ml and 3x 1.5- and 20-ml tubes. Rectangular for two 8 x 0.2ml PCR tube-strips or 16 individual 0.2 ml PCR tubes; Ptdoct with 2 years warranty. Voltage / Amp / Frequency: 230V/ 50/60Hz, 110V 60Hz
6	Microcentrifuge	2	Hettich Centrifuge type Micro 200: capacity: 24x 2.0ml, rpm 15.000min-1, voltage 220-240V, 50-60Hz, with rotor type 2424-A, angle rotor 24x02-2.0ml.

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7	Refrigerated bench top centrifuge	3	Capacity 4x 290ml, rpm 15000 min-1/ RCF 24.400, DESIGN - Metal housing; - Stainless steel centrifuging chamber; - For 50 ml tubes; - Viewing port in the lid; - Powered lid locking, including swing rotors and buckets - Ergonomic control and information panel; - Easy rotor changing; Product with 2 years warranty;
8	Minishaker/ Vortex	8	Vortexer is designed with a solid-state electronic control that provides adjustable speed from 40 to 3200 rpm. Units can be operated in touch or continuous mode using the three-way switch. Product with 2 years warranty. Voltage / Amp / Frequency: 230V/ 50/60Hz, 110V 60Hz
9	Water distiller	2	Fully automatic water distil: water still for single distillation (fully automatic) 4l/h, with 16 litre. storage tank, suitable for both bench and wall mounting, very good distillate quality; conductivity approx. 2.3 μ s/ cm at 25°C, the distillate storage tank accepts twice the hourly capacity of still, electronic level switch switches the still off when storage tank is full and restarts it automatically when distillate is withdrawn, electronic impurity detector switches the unit off in case of high degree impurities of water, thermostat low water cut off, economical energy consumption by distillation of the heated cooling water, this unit is specially been used in research and development e.g. for preparing bacteriological and medical samples. Product with 2 years warranty. Voltage / Amp / Frequency: 230V/ 50/60Hz, 110V 60Hz
10	Laboratory Refrigerator 140 lt	3	Product with 2 years warranty. Voltage / Amp / Frequency: 230V/ 50/60Hz, 110V 60Hz
11	Laboratory deep freezer 70 lt	1	Chest Freezer: user friendly microprocessor technique, conformable control panel with digital display to enter and read out all security relevant data, adjustable alarm limits for over and under temperatures (1-20K), additional control and alarm option, maintains all display and alarm functions for 60 hours in case of power failure, electronic alarm device and potential free contact for connection to an internal alarm system, RS 232 serial interface for trouble free data transfer, inside cabinet made completely of stainless steel and ex proof, energy saving maintenance-free cooling unit, both not flammable refrigerant and the all-around special insulation (up to 150 mm) are CFC free (heat emission is only approx. 400W), temperature range from -50°C to -85°C, capacity 5 lt, unit is included with the following accessories: 6x Storage rack for boxes 50mm height art. no. 6901, 48x storage boxes. Product with 2 years warranty; Voltage / Amp / Frequency: 230V/ 50/60Hz, 110V 60Hz
12	Analytical balance	2	With single-cell weighing system, weighing range: 42 – 120 g, readout: 0,01 – 0,1 mg, reproducibility: 0,02 – 0,1 mg, linearity: 0,05 – 0,2 mg, incl. thermal printer with data interface RS-232; Product has 2 years warranty; Voltage / Amp / Frequency: 230V/ 50/60Hz, 110V 60Hz
13	Precision balance	2	precision balance, measuring range max 3.5 kg, readout 10mg, reproducibility 10mg, linearity \pm 30 mg, pre tare function of known containers, data transfer for example to Printer or PC, battery option, auto of function; · Essential for the preparation of ZN reagents; · Product has 2 years warranty; · Voltage / Amp / Frequency: 230V/ 50/60Hz, 110V 60Hz
14	Laboratory oven 250 lt	1	Memmert UF 260, forced air circulation by quiet air turbine adjustable in 10% steps, continuous adjustment of pre heated fresh air admixture, fuzzy-supported PID microprocessor, solid state switching unit, including perforated stainless-steel shelf. 1 Product with 2 years warranty.
15	Densitometer	2	Densitometer, designed to measure cell suspensions turbidity in the range of 0.3-0.5 McFarland units (100x10 ⁹ cells/ml - 150x10 ⁹ cells/ml). Product includes adaptor of 16mm and set of McFarland stds. Products with 2 years warranty. Voltage / Amp / Frequency: 230V/ 50/60Hz, 110V 60Hz
16	Water bath 22 lt	2	Microprocessor PID temperature controller with integrated auto diagnostic system with fault indicator, one Pt 100 sensor class a in 4 wire circuit, integrated digital timer from 1 min to 99.59 hours for ON continuous operation
17	Water bath (7 lt)	1	Water bath, with microprocessor PID-temp. Controller with integrated auto

			diagnostic system with fault indicator, solid state switching unit, one Pt100 sensor class A in 4-wire-circuit, integrated digital timer from 1min. To 99,59 hours, continuous operation
18	GenoType MTBDRsl 2.0 (without Genolyse)	8	Molecular line probe assay for identification of M. tuberculosis complex and its resistance to fluoroquinolones and aminoglycosides/cyclic peptides from rifampicin resistant or MDR sputum specimens or cultures. Product includes Master mix;
19	GenoLyse, Version 1.0	12	Kit for extraction of bacterial DNA; after GenoType MTBDRplus, there is no need to order Genolyse.
20	Molecular grade water	20	DNAase, RNAase free water - not chemically treated molecular grade water - 1.7mlx10 or 10ml
21	Single channel pipette 1 - 10 µl	6	1-channel pipette, variable from 1-10µl, accuracy< 0.10 to 0.20, precision < 0.03 to 0.06;
22	Single channel pipette 10 - 100 µl	6	Gilson pipetman NEO P100 N (10-100 µl) ISO 8655, Chemical and UV resistant, resistant to disinfectant, autoclavable.
23	Single channel pipette 200 - 1000 µl	6	Gilson pipetman NEO P1000 N (200-1000 µl) ISO 8655, Chemical and UV resistant, resistant to disinfectant, autoclavable.
24	Rack for 4 single channel pipettes	6	Pipettor stand, Ergonomical: slightly curved to the user, universal fitting for all pipettors, material: easy to clean, 3 mm thick acryl
25	Sterile filter tips 0.1-10 µl	8	Pipette filter tips PP, capacity 0.1-10µl, free from DNA/RNase and ATP, autoclavable, sterile, 10 racks of 96 pcs;
26	Sterile filter tips 1-200 µl	8	Pipette filter tips PP, capacity 1-200µl, free from DNA/RNase and ATP, autoclavable, sterile, 10 racks of 96 pcs;
27	Sterile filter tips 100-1000 µl	8	Pipette filter tips PP, capacity 100-1000µl, free from DNA/RNase and ATP, length 89mm, autoclavable, sterile, 10 racks of 96 Product linked to the pipette 200 - 1000 µl (106057)
28	Long 1 ml tips with filter	4	Molecular Bio Products *ART* Barrier tips, with Micro Point Cat. No. 2079 100-1000µl packaging 8 x 100 sterile;
29	PCR tubes 0.2 ml	4	Single PCR Tubes with Attached Caps, 0.2 ml PCR tubes with attached caps are compatible with leading thermal cyclers with heated lids, autoclavable
30	Sterile cryovials 2 ml single handed	4	Cryo-vial, sterile with cap, 2 ml Material: PP screw cap same material, dimensions: 12.5x49 mm, with stand
31	Rack for PCR tubes of 0.2 ml	6	Set of Rotilabo®-PCR-stands, Made of SBS. With 96 holes in 8 x 12 array, for vials 0.2 ml, individual vials, on strips or plates, in different colours 4x blue, 4x red, 2x white Dimensions L 127 x W 85 x H 16 mm.
32	Rack for sterile cryovials 2 ml	6	Rack for cryovials made of white PC, the snap in attachment in the base stops the vials from turning when opening and closing the box and also enables speedy and convenient one-hand operation. With alpha numerical coding. 50 holes in a 5x 10 array. autoclavable;
33	Storage cardboard box for PCR tubes 0.2 ml	6	High resistance PP. Designed to accommodate 96 individual 0.2 ml tubes or 12 or 8 strips of 8- or 12- tubes, Tube wells are easily identified by imprinted numbers and letters, Removable, hinged lid, in different colors.
34	Storage cardboard box for sterile cryovials 2ml	6	Cardboard cryobox, 50mm high, white, 136x136mm, with 9x9 inlet;
35	Storage plastic box for PCR tubes 0.2 ml	6	Cryo-storage-box with lid plastic, suitable for cryovial 1ml to 2ml, for storage of up to 81 pcs. Operating range -196 °C to +121 °C, autoclavable, with numeric position label, colour (blue, red or green);
36	Storage plastic box for sterile cryovials 2ml	6	Simport Cryo-storage-box with lid plastic, suitable for cryovial 1ml to 2ml, for storage of up to 100 pcs. Operating range -196 °C to +121 °C, autoclavable, with numeric position label, colour (blue, red or green)
37	Labels for cryovials	4	Labels white, for 2ml tubes, packed in rolls
38	Sterile plastic centrifuge tubes 50 ml	8	Centrifuge tubes 50ml, super clear™, PP aor Ps, conical, printer graduation, extra thick walls to allow centrifugation up to 15000g, with extra-large, solvent resistant, white labelling area and black graduations flat PE caps can close with quick 3/4 turn, allowing one handed operation, patented earth friendly® racks can be labelled with lab markers, 1 rack contains 25tubes

39	Microcentrifuge tubes 1.5 ml	8	Microcentrifuge Tubes 1.5ml with attached screw caps, PP, graduated, temp. - 196°C, +121°C autoclavable, PP screw cap with silicone seal, with frosted marking field, can withstand centrifugation to 20000g
40	Four-way rack for 15-50 ml tubes	8	Rack with four different usable sides, high chemical resistant, high temperature resistant and autoclavable
41	Rack for 1.5-2 ml tubes	8	Rack, PP autoclavable, for tubes 0,2 - 2,0 ml, 20positions
42	Floating test tube rack	10	Floating rack 24 places for tubes 1.5-2ml, yellow, for ultrasonic bath, Set of 5 pcs
43	Sterile plastic laboratory forceps	10	Megro, Pinzette sterile, white plastic, individual packaging, 145 mm, box of 50 pcs
44	Steel laboratory forceps	6	Forceps, stainless steel, anatom. pointed 130mm, polished
45	Tri-Sodium citrate dihydrate	2	Tri-Sodium citrate dihydrate, for analyses EMSURE® ACS, ISO, Reag. Ph Eur>99%
46	N-acetyl-L-cysteine	2	N-Acetyl-L-cysteine for biological usage in bottles of 100g
47	Plastic test tube rack for 16 mm tubes	6	Stands for test tubes, made of PP, autoclavable, stackable, white, approx., 246x104x64mm, Ø 16mm;
48	Plastic test tube rack for 18 mm tubes	6	Test tube rack, 50 holes, with alphanumeric markings, Ø 18mm
49	Plastic test tube rack for 30 mm tubes	6	Test tube rack, 21 holes, with alphanumeric markings, Ø 30mm
50	Stainless-steel test-tube rack for 18 mm tubes	6	Test tube rack stainless steel, 3x12 places, 18mm;
51	Stainless-steel test-tube rack for 35 mm tubes	6	Test tube rack stainless steel, 3x7 places, 35mm
52	pH strips	2	pH- indication sticks in box of 100 tests, ph. from 6.5-10,0, graduation 0,2-0,5, with color indication, cannot blend as it is in tubes
53	Marker pen for PCR tubes	20	0.6mm marker pen, especially for laboratory usage, permanent with Dry safe technology to allow the pen to stay open (Test ISO 554), rechargeable
54	Adhesive labels	5	Labels, adhesive 50x19mm, packaging 486 pcs per box (10boxes)
55	Alarm clock	4	Alarm clock, with stop function, digital, programmable for mx. 99 min, memory function, with alarm function at 0,
56	BBL MGIT tubes for use in BACTEC MGIT 960 (7ml)	6	The BACTEC™ MGIT™ Tube is intended for the detection and recovery of mycobacteria using the BD BACTEC™ MGIT™ 960 system. Each plastic tube has a screw-top cap and contains 7 ml of modified Middlebrook 7H9 Broth base, which is supplemented with BD BACTEC™ MGIT™ Growth Supplement (Cat. No. 245124). Acceptable specimen types are digested and decontaminated clinical specimens (except urine) and sterile body fluids (except blood). additionally, these tubes can also be used for antimicrobial susceptibility testing of mycobacteria, including SIRE and PZA testing.
57	BACTEC MGIT 960 Supplement Kit (PANTA and OADC combined)	10	1 pack is 6 tubes of 15 ml OADC and 6 tubes of PANTA The kit includes 6 vials of lyophilised BBL™ MGIT™ PANTA™ Antibiotic Mixture and 6 vials of 15 ml BD BACTEC™ MGIT™ 960 Growth Supplement. The BD BACTEC™ MGIT™ Growth Supplement contains Middlebrook OADC enrichment (Oleic acid, Bovine albumin, Dextrose, Catalase and Polyoxyethylene stearate [POES]). The BBL™ MGIT™ PANTA™ Antibiotic Mixture contains Polymyxin B, Amphotericin B, Nalidixic acid, Trimethoprim and Azlocillin."
58	MycoPrep Specimen Digestion / Decontamination Kit - 150ml	20	"This kit contains reagents necessary for the preparation of respiratory and non-respiratory (blood excluded) specimens for identification of mycobacteria. The kit includes bottles of NaOH-citrate solution (containing a plastic ampule with NALC) and powdered phosphate buffer. After activation of the NALC ampule, the NALC-NaOH mixture is stable for 24 hours.
59	AST Carrier Set (2-tube) - 3 carriers	20	AST Carrier Set (2-tube) - 3 carriers
60	AST Carrier Set (3-tube) - 3 carriers	20	AST Carrier Set (4-tube) - 3 carriers
61	AST Carrier Set (4-tube) - 3 carriers	20	AST Carrier Set (4-tube) - 3 carriers

62	AST Carrier Set (5-tube) - 3 carriers	20	AST Carrier Set (5-tube) - 3 carriers
63	AST Carrier Set (8-tube) - 3 carriers	40	AST Carrier Set (8-tube) - 3 carriers
64	BACTEC MGIT 960 AST transport rack	20	BACTEC MGIT 960 AST transport rack
65	Mc Farland standard set	4	1 set of Mc Farland standards (0.5, 1.0, 2.0, 3.0,4.0)
66	Sterile serological pipette 5 ml	2	Serological pipette 5 ml, graduation 0.1 ml
67	Sterile serological pipette 10 ml	2	Serological pipette 10 ml, graduation 0.1 ml
68	Measuring pipette 1 ml	10	Measuring pipette, 1ml, subdivision 0.1ml
69	Sterile Pasteur pipettes 3 ml	4	Pipette Pasteur Graduation 0,5ml, Ster/10, individually packed
70	Glass petri dish	2	Petri dish absolutely plain, heat resisting glass, two parts incl. cover, superior quality
71	Rapid test for detection of MPT 64 Antigen - SD Bioline TB Ag MPT64	10	"Rapid discrimination between the M. tuberculosis complex and MOTT bacilli. Identification of the M. tuberculosis complex in combination with culture systems. Sample: Colony, Condensation fluid (Solid cultures) or Liquid cultures. MPT 64 Antigen:
72	Laboratory trolley	4	Trolley, 18/0 stainless steel, tubular frame: 25 mm ø, thick shelves: 0,8 mm, with 76 x 44 cm surfaces, swivel wheels (2 with brakes), 40 kg maximum load per shelf.
73	Sterile syringes 20 ml	40	Single use syringes, sterile 20 ml individual packed
74	Sterile syringe filter	40	Syringe filter for single use, ACRODISC LC PVDF 0.2µm 25mm
75	Tri-Sodium phosphate dodecahydrate	1	Tri-sodium phosphate dodecahydrate, NA3PO4·12H2O, MW:380.12 in plastic bottles

B. Scope of Work

The specific scope of work for this RFQ is mentioned below:

- a) Supply all the required equipment, consumables, and reagents as per the list and specifications mentioned in the table above.
- b) Installation of the equipment including calibration as necessary in accordance with the timeline to be provided by FHI360.
- c) Training of the laboratory staff on routine maintenance and operations of the supplied equipment at two laboratory sites – Shyamoli TB Hospital, Dhaka and Regional TB Reference Laboratory, Rajshahi, as per schedule to be provided by FHI360.

C. Deliverables

Supply of the listed equipment, consumables, and reagents to two laboratories in Dhaka and Rajshahi after completion of entry at the Central TB Store of the National TB Control Programme, Shyamoli, Dhaka within the due delivery date as specified.

D. Maintenance and service warranty

The supplier will provide maintenance support including free replacement of any equipment, consumables, and reagents as may be found out of order, broken or damaged.

E. Competency and expertise requirement

The offeror shall meet the following requirements:

- a. Shall have previous experience/a proven track record in supply of laboratory equipment or of similar category.
- b. Demonstrate practical experience and skills in the relevant field (Provide a Portfolio of evidence)
- c. Shall submit at least two references and contact information of the client for whom the offeror has completed similar projects in the past.
- d. Be able to maintain strong ethical standards in specified work.
- e. Indicate readiness to deliver as per the required timeframe.
- f. Be cost effective in the approach to this work.

F. Contracting Mechanism

A fixed price purchase order will be awarded to the selected Supplier/Offeror whose quote will be determined to be the most competitive and acceptable. If additional services are added to the contract after the purchase order has been signed by the vendor, FHI360 will modify the purchase order in discussion with the supplier/offeror.

G. Conflict of Interest

The offeror must disclose any past, present or future relationship with any persons associated with the review, issuance or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in disqualification of the offeror or re-evaluation of the selection of the potential offeror.

H. Submission of quotation

The quotation along with the supporting documents shall be submitted through email to sbiswas@fhi360.org. The applicant shall use its company letterhead and the template prescribed below (see Section L) in responding to this RFQ. Technical and cost proposals should be provided in separate zipped files.

I. Criteria for Evaluation

FHI 360 will review quotations and award points based on the following criteria:

Sl. No.	Criteria	Weight (%)
1	Competitive cost	40%
2	Technical Specifications of the items	25%
3	Overall experience in similar work, Organization Profile Client List and Customer Reference	15%
4	Delivery time	10%
5	Guarantee, warranty, replacement facility	10%
	Total	100%

For verification purposes, additional documentation may be requested to confirm proof of the past work.

Only offers/responses meeting the minimum technical specification requirements of the RFQ will be evaluated.

FHI 360 will keep confidential all offers/bids received and will not disclose them to any third-party without written permission of the submitting party.

J. Key Points in Evaluation of Responses

1. To assist in the evaluation of responses, the selection committee may, at its discretion, ask any organization to provide additional information/evidence supporting information provided by the organization. Any request for additional information/evidence shall be in writing. If the organization does not provide clarifications of the

information requested by the date and time set in by FHI 360's request for clarification, its response may be awarded zero marks in evaluation.

2. To assist in the evaluation of responses, the selection committee may, at its discretion, ask any organization for a clarification of its response which shall be submitted within a stated reasonable period of time. Any request for clarification and all clarifications shall be in writing. If the applicant does not provide clarifications of the information requested by the date and time set in FHI 360's request for clarification, its response may be rejected. FHI 360 reserves the right to perform check on any documentation provided as a response to this solicitation.
3. This RFQ provides guidance to offerors concerning the documentation necessary to conduct an informed evaluation of each RFQ. The offerors must furnish adequate and specific information in the responses. A response may be eliminated from further consideration before a detailed evaluation is performed if the response is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low.
4. FHI 360 shall use all the factors, methods and criteria defined in the evaluation criteria to evaluate the RFQs of the offerors and any specialist subcontractors. FHI 360 reserves the right to waive minor deviations in the evaluation criteria if they do not materially affect the capability of an offeror to perform the contract.
5. The selection committee reserves the right to make an award under this RFQ on the basis of initial offers without discussions. Similarly, the committee also reserves the right to accept or reject one or all responses received against this RFQ.
6. Eligibility check and site visit will be performed on all the responses received. Evaluation will be performed only of those responses that have passed the eligibility check.
7. FHI 360 requires that FHI 360 vendors observe the highest standard of ethics during the procurement and execution of such awards. In pursuit of this policy FHI 360:

a. Defines, for the purposes of this provision, the terms set forth below as follows:

- i. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in an award execution; and
- ii. "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of an award to the detriment of the Borrower and includes collusive practices among offeror (prior to or after RFQ submission) designed to establish RFQ prices/ response at artificial, non- competitive levels and to deprive the borrower of the benefits of free and open competition.

b. Will reject a RFQ response for award if it determines that the offeror recommended for an award has engaged in corrupt or fraudulent practices in competing for the award; and

c. Will declare an organization and/or an individual ineligible, either indefinitely or for a stated period of time, to be awarded any FHI 360 award if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a FHI360 funded award.

8. Any attempt by an offeror to collude with other offers or to influence FHI 360 representatives in the evaluation of the RFQs or while making award decisions may result in the rejection of its offer/response.
9. This solicitation and any resulting contract shall be interpreted in accordance with the laws of Bangladesh or as otherwise agreed to.

FHI 360 may contact offerors to confirm contact person, address, validity of the offer and to confirm that the offer was submitted for this solicitation, or any relevant information to this solicitation.

K. False statement in offer

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

L. Instructions to Offerors

a. General

The offerors will NOT be reimbursed for any cost, liabilities or loss incurred in connection with the preparation and submission of their offers. FHI 360 is looking forward to making an award to the most responsive offer. Due to shortage of processing and implementation time, only shortlisted offerors will be contacted for final selection. Individual enquiries will not be entertained for determination of the status of the applications.

b. Preparation of offers

All offers must be submitted in English language, single spaced and numbered consecutively. All offers must be signed by individual authorized to commit the offer on behalf of the applicant. The completed forms shall have no erasures except those necessary to correct errors made by the offeror, in which case such corrections shall be initialed by the person(s) signing the offer.

c. The offer

Only offers submitted in accordance with this RFQ will be eligible for evaluation. The submission package shall comprise the following documentations:

Technical Proposal

- Cover letter
- Copy of Trade License
- TIN Certificate
- VAT Registration
- Bank Account Certificate
- List of two references and certificates/documents showing past experience
- Client list and any other relevant documents under the terms and conditions mentioned above.

Cost Proposal

The offeror shall submit price quotes for all equipment, consumables, and reagents as per the list using an Excel Template as mentioned below. All prices shall be quoted in Bangladesh Taka. The bidder shall also mention applicable VAT and Custom Duty, if any, for all items.

Template for submission of quotation

SI No	Items	Specification	Country of origin	Qty	Unit Price (BDT)	Total Price (BDT)	Expected Delivery Date from Purchase Order issued

d. Validity of Bid

The bid shall remain valid and open for acceptance for a period of **90 days** from the date of submission of Bid.

M. Payment Schedule

Time	% of total contract amount
1. On completion of delivery of all items as per specifications to the NTP store in Dhaka	70%
2. On completion of delivery of all items to the respective laboratories in Dhaka and Rajshahi as per schedule to be provided by FHI360	15%
3. On completion of installation of equipment and training on laboratory staff on routine maintenance and operation of equipment	15%

N. Disclaimer

- FHI 360 may cancel the solicitation and not make any award.
- FHI 360 may reject any or all responses received.
- Issuance of solicitation does not constitute award commitment by FHI 360.
- FHI 360 reserves the right to disqualify any offer based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award the contract for all items to a single bidder or issue multiple awards for different items to different bidders as deemed appropriate.
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- FHI 360 will be contacting offerors to confirm the contact person, address and that bid was submitted for this solicitation.
- FHI360 will not reimburse the applicant/s for preparation and/or submission of their quotations in response to the solicitation.
- For verification purposes, additional documentation may be requested to confirm proof of past work.

O. Reserved Rights

All responses become the property of FHI 360, who reserves the right in its sole discretion:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- To waive any deviations by offerors from the requirements of this solicitation that in FHI 360's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- To extend the time for submission of all RFQ responses after notification to all offerors.
- To terminate or modify the RFQ process at any time and re-issue the RFQ to whomever FHI 360 deems appropriate.
- To issue an award based on the initial evaluation of offers without discussion.
- To increase or decrease quantities, if necessary.
- To award only part of the activities in the solicitation issue multiple awards based on solicitation activities.
- To award a purchase order to more than one vendor for specific parts of the activities in the RFQ.
- FHI 360 will not compensate vendors for preparation of their response to this RFQ.
- Issuing this RFQ is not a guarantee that FHI 360 will award a purchase order.

P. General Terms and conditions to work with FHI 360

- If awarded through competitive process, payment shall be made in BDT through crossed cheque/bank transfer in favor of organization to which the bid has been awarded.
- Payments will be made within Thirty (30) days of invoice receipt after successful delivery of work and certified by FHI 360 concerned employee.
- The invoices should be certified by the respective FHI 360 personnel.
- VAT and Tax will be deducted as per Government laws. VAT coupon will be issued, and tax will be deposited to Government treasury.
- No advance will be issued for this category of work.