

## **MANAGEMENT SCIENCES FOR HEALTH (MSH)**

### **VENDOR PREQUALIFICATION & ENLISTMENT SCHEDULE**

#### **A. Introduction & Categories**

Management Sciences for Health (MSH) Bangladesh office will enlist its Preferred Vendors for the following categories for 2 (Two) year from November-2021 to October-2023.

<b>Category</b>	<b>Description</b>
<b>A</b>	<b>Advertising and Media Program:</b> Newspaper advertisement, Audio or and video production, Talk show programming, radio program, on Air and all other communication related works, etc.
<b>B</b>	<b>Hotel, Venue, Food, Logistics:</b> Hotel accommodation, food, venue, logistics support and others etc.
<b>C</b>	<b>Event Management:</b> Venue, food, logistics support, invitation card etc. Campaign design, approach and communication, etc.
<b>D</b>	<b>Catering Services:</b> Food (supply in buffet, box), etc.
<b>E</b>	<b>ICT Equipment and Services:</b> Branded computer authorized distributor and its related products e.g. Server, Scanner, Laptop, Printer, Tablet, Cell Phone, other IT accessories, Broadband and Internet Service, Networking, IT equipment maintenance etc.
<b>F</b>	<b>Software:</b> Software development, Software maintenance, ready-made licensed software etc.
<b>G</b>	<b>Office Equipment, Electric and Electronic:</b> Telephone and PABX System; Camera; Multimedia Projector, TV, Refrigerator, Air Conditioner, Photocopier, IPS, Fire Safety, Security Device, Access Control, CCTV Camera and Maintenance etc.
<b>H</b>	<b>General Items:</b> Stationery & Office Supplies, drinking water, coffee, tea, sugar etc. T-Shirt, Banner, Cap, Pen, Ceramics, HP Printer Toner (Original & China), Campaign materials, Books, Gift items, Office /training bags, any other supply items etc.
<b>I</b>	<b>Photocopy and other services:</b> Photocopy, Computer Print, Spiral Binding, and Lamination etc.
<b>J</b>	<b>Design, Printing &amp; Publication:</b> Designing, editing, printing and publication of Annual Report, Note Book, Calendar, souvenir, leaflet, hand note, booklet, book, report, IEC Materials, forms etc.
<b>K</b>	<b>Travel &amp; Transport Service:</b> Air ticket booking, VISA processing and related services, booking of hotel accommodation in abroad, Rental Vehicle etc.
<b>L</b>	<b>Furniture and Fixtures:</b> Branded and non-branded furniture manufacturer/supplier, all fixtures (Thai, Curtain) etc.

<b>M</b>	<b>Medical Supplies:</b> Mask, sanitizer, gloves, apron, face shield, medicine, other supplies etc.
<b>N</b>	<b>Insurance Services:</b> Group Life, Health, Hospitalization, Outpatient, Asset, Car, Building etc.
<b>O</b>	<b>Courier Services:</b> Local document, Local Parcel, International Document, International Parcel, Money Transfer etc.
<b>P</b>	<b>C&amp;F Agent:</b> Clearing & Forwarding; Loading, Unloading, Goods Transportation, etc.
<b>Q</b>	<b>Audit, Tax and Payroll:</b> Audit, Taxation, Payroll etc.
<b>R</b>	<b>Legal Services:</b> Legal advice, NGOAB related services, Registration related services etc.
<b>S</b>	<b>Other Services:</b> Repair and servicing of Equipment i.e. Photocopier, AC, IPS, Computers, Electrical/electronic items, Safety & Security equipment, Office Facility Maintenance, Cleaning Services, Temporary Support Services, Security Services, Office Shifting, Tree Plant Supplier, Translation services, Document Archiving and other related services etc.

## B. Qualification Criteria:

MSH invites reputable and qualified companies to fill out prescribed application form for vendor registration having at least 3 years experience with INGOs, UN agencies, diplomatic missions and have proven records of providing high quality goods and services.

Application should include:

- Completed application form (filled out online google form at the following link....).
- Detailed Company Profile with registered address, functional email, telephone numbers and point of contact for the organizations, including CVs of key staff (where applicable)
- Evidence of valid and active company registration (i.e. Certificate of incorporation from relevant government authority). Copy of updated Valid trade license.
- Copy of authorization letter/license from an OEM/Government Agency (Partner ID for HP, Dell, Cisco, etc. for IT Equipment Suppliers and other registration bodies as required, IATA certification/approval as applicable for category K etc.) Evidence of usage of Amadeus or equivalent global reservation system for travel management service firms will be an added advantage. A completed attestation of NDAA Compliance at appendix A, for categories E, F & G
- Copy of updated Tax Identification Number Certificate.
- Copy of updated Value Added Tax Registration/BIN.
- Copy of Current Bank solvency certificate.

- Copy of certificates (at least 3 INGOs/UN agencies/diplomatic missions) in terms of number of years experience and/or track record of the firm in business for the group of items for which enlistment is solicited.
- If a company specializing in several categories, it should complete application form for each category, separately.

**For Design, printing & publication category, MSH** wants to create two grades based on vendor's quality of works & experience.

### **C. Application submission**

Application can be submitted through the following link:

<https://forms.gle/RqiZ4N4kufK51NB36>

No hard copy is acceptable. If any vendor need support to fill out online form then contact [malamin@msh.org](mailto:malamin@msh.org).

**Application must submit on or before 5:00 PM of 11 November-2021.**

**MSH Bangladesh staff will be available to respond to any clarifications/questions from the date of this publication through 5:00pm of 31 October 2021 to [malamin@msh.org](mailto:malamin@msh.org).**

Note:

Please note that **MSH** reserves the right to accept or reject any application without providing any reason thereof. Only the pre-qualified companies would be included into the vendor enlistment. Enlistment of vendors will be done by an evaluation committee.

Following scrutiny of the applications, only selected vendors shall be notified by MSH and be invited to sign an agreement with MSH detailing period of enlistment and considering their legal entity, technical assistance, experience, capacity, etc.

Enlistment will make vendors eligible to receive request for quotation or proposal in the respective category. Enlistment does not mean that tender will be limited within the enlisted vendors only. MSH does not assure vendors to get at least a work order during enlisted period.

Only technically qualified companies will be included into the vendor enlistment and invited to participate in the possible subsequent contracting exercise. The potential subsequent procurement will be governed by the rules and regulations of MSH.

The enlistment will be done for at least **two years commencing from the date MSH notification of enlistment and/or issuance of Long term agreement to the Vendor**. The validity of enlistment can be further renewed based on performance and provision of service.

Supplier(s) may terminate the enlistment by giving one month's notice. Nevertheless, the Management of MSH reserves the right to cancel the whole or part of the enlisted suppliers at any time without assigning any reason. In this context the decision of MSH shall be final and binding upon the respective supplier(s).

**If any potential vendors responding to this notice are found to have offered anything of value to any member of MSH staff, they will be disqualified from participation in this**

**vendor enlistment exercise and may be disqualified for any future procurement with MSH. MSH staff are instructed not to request or accept anything of value from vendors. If an MSH representative requests from you any kind of incentive payment or other gift please report it to the following email address: [auditcommittee@msh.org](mailto:auditcommittee@msh.org)**

### **How to fill up the form: -**

The form should be typewritten in uppercase (or written in capital letters) and completed clearly and accurately ensuring that all questions are answered. The numbers below correspond to item numbers on the registration form.

- 1.1 Full name of Company
  - 1.2 Postal address
  - 1.3 Telephone number (Cell and Landline)
  - 1.4 E-mail:
  - 1.5 FAX Number:
  - 1.6 Web Address, if any
  - 1.7 If you are an authorized dealer of any company, please provide that company name.
  - 1.8 If you are representative, local agent of any company please provide that company.
  - 1.9 Provide name, designation, contract number and e-mail addresses of your contract that will communities with MSH.
  - 1.10 Tick one box only. If "Other" is ticked, please specify.
  - 1.11 Indicate the year in which the organization was established.
  - 1.12 Indicate the total number of full -time personnel in the Company.
  - 1.13 Provide trade license/registration number under which the Company is registered and validity period of the license. Please attach photocopy of the certificate.
  - 1.14 Provide E-TIN number and attach photocopy of update certificate.
  - 1.15 Provide VAT Registration number and photocopy of update certificate.
  - 1.16 Profile of your company and specialization.
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- 2.1 Please provide your company bank details i.e. title, account number, bank and Branch name.
  - 2.2 Please indicate the years of experience of your present business.
  - 2.3 List any Quality Assurance Certificates (BSTI or ISO 9000 series) that have been issued to your Company and provide a copy of the latest certificates.
  - 2.4 Please list up to 10 of the core goods/services offered. And also 10 client's name For which you are an enlisted vendor or provide significant amount of quality Goods/services from above items
  - 2.5 This form should be signed by the person completing it, and their name and title should be typed, along with the date.

## Attestation of NDAA Compliance

Please include a completed and signed copy of this page in your response. If you are unable to comply with the requirements of NDAA 889, please be advised that MSH cannot consider conducting business with you. Responses received without this attestation will be disqualified from consideration.

Please copy and paste the orange text box below on the cover page of your response.

Attestation of NDAA 889 Compliance

We have conducted a review of the devices, components and/or services we are offering to Management Sciences for Health (MSH) in response to this RFQ/RFP and have determined that none of them contain or rely on "covered telecommunications equipment or services" under the John S. McCain National Defense Authorization Act, Section 889 (or the interim rule.)

Prohibited telecommunications and security equipment and services include those designed, developed, manufactured, or supplied by entities listed below or persons affiliated with their ownership or control.

1. Huawei Technologies Company
2. Dahua Technology Company
3. Hangzhou Hikvision Digital Technology Company
4. Hytera Communication Corporation
5. ZTE Corporation
6. Any subsidiary or affiliate of the above entities

Company Name: \_\_\_\_\_

Responsible Party: \_\_\_\_\_ Title \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### NDAA Section 889 Background and Requirements

Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (Pub. L. No. 115-232) places restrictions on U.S. Government contractors' ability to contract with or use certain Chinese telecommunications equipment or services based on U.S. national security concerns.

Covered telecommunications equipment or services are defined as all telecommunications equipment or services produced and provided by Huawei Technologies Company or ZTE Corporation, and video surveillance and telecommunications equipment or services produced and provided by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiaries or affiliates of those entities.

This prohibition applies to all U.S. Government contractors, domestic and international, even if that company is not specifically selling telecommunications equipment or services to the U.S. Government. As a prime contractor, Management Sciences for Health (MSH) must conduct a reasonable inquiry of the suppliers that provide telecommunications equipment and



services to MSH, regardless of whether that equipment or service is used by MSH as part of its work for the U.S. Government.

If MSH provides any telecommunications equipment or services as a subcontractor to a U.S. Government contractor, MSH may be asked whether any of that equipment or service is prohibited under Section 889. Responding to these inquiries requires MSH to inquire as to the source of supply of telecommunications equipment and services provided to MSH by its subcontractors, suppliers, and vendors.

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