

MSH REQUEST FOR QUOTES (RFQ)

Ref: RFQ-BD-2019-099

RFQ Title:	Archiving and Storage of MSH Document (CTB Project)
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Management Sciences for Health, Inc. (MSH) invites you to submit a quote in accordance with the requirements of this request for quotes. Quotes must be received by MSH no later than the Date and Time indicated in the table below:

Request for Quotes Issue Date:	23 May 2019
Due Date and Time for Questions:	27 May 2019 by 3 PM
Quote Due Date and Time:	Bid Dropping Time & Date: 3.00 PM, 12 Jun 2019 Either Hard Copy or Electronic Bid can be submitted: You are requested to either drop a Sealed Quotation in the Tender Box kept at MSH Office, 2nd Floor, H-3, R-23/B, Gulshan-1, Dhaka – 1212 OR You can send an electronic/pdf. version of the Quotation to MSH following e-mail: bdprocurement@msh.org
<i>Quotes submitted after the deadline has passed or that do not include all of the information requested may be rejected.</i>	
MSH Point of Contact:	malamin@msh.org

Complete Description of Need/Scope of Work/Specifications			
Sl.	Item with specification	Quantity	Remark
1.	Detail of archiving and storage services: 1. Period: July 2019 to December 2025 (5.5 years) 2. Box size: 15" x 15" x 13" (or bigger size); price to be quoted 3. Rent: Monthly or Annual basis rent to be quoted 4. Transport: MSH Gulshan-1 Office to Warehouse; each trip transport charge to be quoted 5. Labor: Charge for box load and unload to be quoted either per box or per person per day 6. Pick and Drop on Call to be quoted for as and when required basis 7. Insurance premium for boxes/document to be quoted 8. Estimated no of box would be around 300 plus	1 Job	
Delivery Address/ Place of Performance:		MHS Office and Vendor's Warehouse	
Payment Terms:		Payment will be made on net 30 days (Monthly) basis after successful completion of services and submission of invoices by A/C payee cheque. VAT & TAX will be deducted as per Govt. rules. (VAT coupon will be provided in terms of VAT charged) as the MSH is USAID Funded organization where the VAT is exempted.	
<i>By responding with a quote you are accepting the requirements as outlined above, including any delivery requirements and payment terms</i>			

In order to be considered quotes must be valid for at least 30 days and must include all of the following:

- Complete vendor information – including vendors physical address, full legal name, VAT registration number & nationality¹
- The price offered for the needed goods and/or services, including associated costs such as shipping or installation
- If you have not provided goods and/or services to MSH within the past 3 years - Current contact information for at least 3 past customer references
- All information relevant to demonstrating the vendor's ability to meet MSH's Evaluation Criteria (see below)

Quotes will be evaluated based on the following Evaluation Criteria:

Ability to meet the Description/Scope of Work/Specifications above	
Price and Value	
Acceptable Past Performance	
Other Factors (if any):	Warehouse capacity, security and distance from MSH office

¹ If submitted a bid as an individual 'nationality' is your country of citizenship or lawful permanent residence, if submitting a bid as a company/organization 'nationality' is the country in which your company/organization is registered to legally do business.

This RFQ is non-binding and in no way obligates MSH to award any contract. MSH reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by MSH. MSH will not pay for vendors quote preparation costs.

If any company or individual submitting an offer in response to this RFQ is found to have offered anything of value to any member of MSH staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurements with MSH. MSH staff are instructed not to request or accept anything of value from companies or individuals receiving RFQ's. If an MSH representative asks you for any kind of incentive payment or other gift please report it to the following email address: auditcommittee@msh.org