

REQUEST FOR QUOTES For
Deworming Medication
Issued by: Counterpart International

Issue Date: September 25th, 2023
RFQ Number: CPI-FFE_1090/MGD/Act6/P4
RFQ Name: **RFQ for Deworming Medication (Albendazole)**
Questions due by: September 29th, 2023, by 17:00 EST
Answers due by: October 2nd, 2023 by 17:00 EST
Deadline for offers: October 6th, 2023 by 17:00 EST

COUNTERPART International (hereinafter COUNTERPART) is seeking written quotes from qualified individuals, organizations and/or firms for Deworming Medication Albendazole. Please take the time to read and understand these sections as failure to respond fully may result in your submission being determined to be non-responsive and removed from further consideration.

Questions and quotes are due to:
COUNTERPART International
E-mail: procurement.mauritania@counterpart.org
No phone calls please.

1. INTRODUCTION/BACKGROUND

Counterpart International, Inc. builds capacity in leaders, organizations and social sector networks to help them solve pressing challenges. For over 50 years, we have been supporting solution creators — our counterparts — in more than 65 countries. Our clients include donor governments, multilateral institutions, foundations, and corporations. For more information, please visit www.Counterpart.org.

In Mauritania, Counterpart International (Counterpart) is implementing a United States Department of Agriculture (USDA) funded McGovern-Dole Food for Education Program. In the context of this program, it is planned and budgeted to purchase de-worming medicine (Albendazole) for distribution to children during deworming campaigns that are organized every six months throughout the regions of Brakna and Gorgol.

Offerors should put forward their qualifications and price quote regarding providing Counterpart with deworming medication (Albendazole) for our deworming campaign. As a result of this RFQ, COUNTERPART anticipates issuing a vendor contract.

2. SCOPE OF WORK

Counterpart seeks a company or individual to provide 150,000 Albendazole USP 400mg flavored tablets. The organization should store the deworming medication in climate-controlled GDP and GSP certified warehouses and ship them to Nouakchott, Mauritania.

3. REQUIRED QUALIFICATIONS/ TECHNICAL SPECIFICATIONS

Offerors must show qualifications in the following areas:

- Providing medical supplies stored in climate-controlled, GDP and GSP certified warehouses.
- Having products portfolio covering Nouakchott, Mauritania.
- Having experience in the pharmaceutical field for more than five years.

4. ANTICIPATED PERIOD OF PERFORMANCE

The anticipated period of performance for this scope is approximately 90 days. Goods must be delivered no later than **November 10th, 2023**, to Counterpart office in Nouakchott, Mauritania (Address: VILLA LOT N. 254 ilot A, Nouakchott, Mauritania) or to Nouakchott International Airport – Oumtounsy.

5. PRICE OFFER

Quotations in response to this RFQ must be priced on a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in USD. Offers must remain valid for **not less than ninety (90) calendar days** after the offer deadline. Offerors are requested to provide quotations on official letterhead or format.

In addition, offerors responding to this RFQ are requested to submit the following:

- Organizations responding to this RFQ are requested to submit a copy of their official registration or business license.
- Individuals responding to this RFQ are requested to submit a copy of their identification card.

6. EVALUATION PROCEDURES AND CRITERIA

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via a trade-off analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

Criteria	Score
Technical quality of goods following the specifications mentioned in the RFQ	30
Experience with similar tenders	15
Best Financial Value	30
Delivery by November 10 th , 2023 or sooner to Mauritania	25
Total	100

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. Counterpart reserves the right to waive immaterial deficiencies at its discretion.

Best-offer quotations are requested. It is anticipated that award will be made solely on the basis of these original quotations. However, Counterpart reserves the right to conduct any of the following:

- Counterpart may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, Counterpart may issue a partial award or split the award among various suppliers, if in the best interest of the McGovern-Dole Project.
- Counterpart may cancel this RFQ at any time.

Counterpart, at its sole discretion, will make a final decision on the protest for this procurement.

INSTRUCTIONS ON SUBMISSION OF OFFERS

You are requested to submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Offerors must provide the following information:

- a. The solicitation/RFQ number.
- b. The name, addresses (street, email, other), and telephone number of the offeror.
- c. Brief qualifications of the consultant, organization or firm and its capacity to fulfill the technical specifications including corporate capabilities.
- d. Past performance information: include recent and relevant contacts for the same or similar items and other references (including points of contact with telephone numbers and email addresses).
- e. Price quote.
- f. “Remit to” address, if different than mailing address.

One vendor contract will be awarded to the responsive Offeror whose offer has the highest evaluation score. COUNTERPART reserves the right to make an award based on initial submission. COUNTERPART reserves the right to make no award if it is determined that the offers submitted do not satisfy the needs of the organization. Offers shall be submitted via email and received no later than on the closing date and time. Offers received after the specified time and date will be considered late and will be considered only at the discretion of COUNTERPART. All written proposals submitted must be valid for a period of not less than ninety (90) calendar days from the stated closing date.

7. QUESTIONS AND REQUESTS FOR CLARIFICATIONS

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than **17:00 EST on 9/29/2023 by email to procurement.mauritania@counterpart.org**. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that COUNTERPART believes may be of interest to other offerors will be posted on COUNTERPART’s website as an amendment to the RFQ.

Only the written answers posted by COUNTERPART will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of COUNTERPART or any other entity should not be considered as an official response to any questions regarding this RFQ.

8. NOTIFICATION OF SELECTION

Prior to the expiration period of proposal validity, COUNTERPART will notify the offeror who submitted the highest scoring proposal in writing by Email. Clarifications and revision of minor errors and omissions may be requested. Upon completion of either, offeror may be required to submit a revised quote.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- ☐ Cover letter, signed by an authorized representative of the offeror (see Section 4 for template).
- ☐ Official quotation, including specifications of offered medication tablets (see Section 3 for example format).
- ☐ Copy of offeror's registration or business license (see above for more details).

Section 3: Specifications and Technical Requirements

The table below contains the technical requirements of the commodities/services. Offerors are requested to provide quotations containing the information below on official letterhead or official quotation format. In the event this is not possible, offerors may complete this Section 3 and submit a signed/stamped version to Counterpart.

Line Item	Description and Specifications	Qty	Items and Specifications Offered	Unit Price USD	Total Price USD
1	Albendazole USP 400mg tablet (Flavored)	150,000 tablets	Expiration date of November 2026 or later		
Subtotal:					
Delivery Costs:					
Other Costs (Describe: _____) :					
GRAND TOTAL (USD):					

Delivery time (after receipt of order): _____ calendar days

Section 4: Offer Cover Letter

The following cover letter must be placed on letterhead and completed/signed/stamped by a representative authorized to sign on behalf of the offeror:

To: Counterpart International
LOT VILLA LOT N. 254 Ilot A
Nouakchott, Mauritania

Reference: RFQ no. CPI-FFE_1090/MGD/Act6/P2

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced RFQ. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under USAID regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any Counterpart or McGovern-Dole project staff members;
- We have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to Counterpart’ prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____

Company Telephone and Website: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____