



UNIVERSITY RESEARCH Co., LLC
CENTER FOR HUMAN SERVICES



Request for Quotations (RFQ)

RFQ Number: FY25-KLA-UHA-019

Description: SUPPLY, DELIVERY, INSTALLATION,
COMMISSIONING AND USER TRAINING OF
MNCH/MEDICAL EQUIPMENT FOR DOD SITES.

Contracting Entity: University Research Company, LLC (URC)
USAID Uganda Health Activity

Funded by: DOD

Place of Delivery: Distribution List attached.

Publication Date 20TH November 2024

Deadline for Submission of Questions: Friday 29TH November 2024

**Deadline for Submission of Quotations: Thursday 5th December
2024 at 5:00pm EAT**

SECTION 1: INSTRUCTIONS TO OFFERORS

1.1 Introduction

University Research Co., LLC (URC), a US-based company working in Uganda since 2005, is implementing the URC/ USAID-Uganda Health Activity [URC/USAID-UHA]. URC/USAID-UHA supports the Government of Uganda's (GOU's) efforts to increase the survival and well-being of vulnerable populations and improve overall health system resilience in seven priority regions. The program will strengthen the quality and availability of MNCH, FP/RH, nutrition, and facility-level WASH services as well as health systems at the regional, district, facility, and community-levels.

URC/USAID-UHA is hereby inviting your company to submit offers in response to this Request for Quotations (RFQ) to **supply, deliver, install and commission Medical/MNCH Equipment** as per details in the attached Specification Sheet.,

Issuance of this solicitation does not in any way obligate URC to award a release order, nor does it commit URC to reimburse offerors for costs incurred in the preparation and submission of a proposal.

Please note that in submitting a response to this solicitation, the Offeror understands that USAID is not a party to this solicitation and the Offeror agrees that any protest hereunder must be presented in writing with full explanations to URC for consideration, as USAID will not consider protests made to it under USAID-financed awards. URC, at its sole discretion, will make a final decision on the protest.

1.2 Offer Deadline

Offers must be received no later than. **5th December 2024**

Late offers shall be rejected.

1.3 Submission of Offers

Sealed offers shall be submitted physically to the address below.,

**USAID URC UGANDA HEALTH ACTIVITY
PLOT 11 BUKOTO CRESCENT, NAKAWA DIVISION
P.O. BOX 28745, KAMPALA UGANDA**

1.4 Questions and Clarifications

All questions and clarifications regarding this RFQ must be submitted in writing to no later than **29th November 2024** to UHAProcurement@urc-chs.com.

All correspondence and inquiries regarding this solicitation must reference the RFQ Number “**UHA Procurement**”.

Questions and requests for clarification, and the responses thereto, that the Buyer believes may be of interest to other offerors, will be circulated to all RFQ recipients who have indicated an interest in bidding.

1.5 Required Documents

The following documents are required in any offer submission:

- All costs must be quoted in Ugandan Shillings (UGX)
- Indicate quotation validity, delivery period and payment terms.

- Submit a valid trading license or its equivalent.

MANUFACTURER CERTIFICATES

- **Manufacturers Authorization**
- **Certificate of Conformity (CC)/ CE Certificate (certified for European standards)**
- A tax Clearance certificate addressed to **URC Tin; 1000099925**.
- NDA certificates (**Suitability of Premises and License to deal in medical devices**) for Ugandan Firms.
- Indicate all applicable taxes on quotation in a separate line if applicable.
- Attach at least **3 contracts/Purchase orders** for previously supplied Medical Equipment.
- URC/USAID-UHA expects the best price and **quality** from its service providers. A discount is much appreciated.
- Important: Address all quotations to **USAID / URC Uganda Health Activity (USAID/URC-UHA)**

A complete offer **MUST** include all the above.

Please note: Issuance of this solicitation does not in any way obligate URC-CHS or USAID to award a contract, nor does it commit URC-CHS or USAID for cost incurred in the preparation and submission of a proposal.

1.6 Quotations

Prices quoted must be firm, fixed, all-inclusive total prices covering performance of all the Vendor's obligations, including, but are not limited to, delivery of goods in accordance with the delivery terms, performance of all associated and related services, warranty related costs and charges, packing, packaging, and any other costs or charges. **No taxes or fees are to be included in the Unit price, it should be quoted separately and clearly below/besides it.** Taxes, levies, and customs will be handled and treated according to USAID rules in Uganda. Offers must show unit prices, frequency, extensions, and total price. All prices should be quoted in Uganda Shillings, UGX currency.

1.7 Descriptive Literature

Descriptive literature for all equipment is recommended. Descriptive literature means information (e.g., cut sheets, illustrations, drawings, brochures, Catalogues etc.) that is submitted as part of an offer. Any discrepancy between written technical specifications in the RFQ and the literature must be clearly explained. The final specifications-determining instrument will be the completed Technical Specifications Sheet found in Section 2 and the attached descriptive literature/catalogue.

1.8 Delivery

The goods shall be delivered on; Indicate your delivery lead-time (This is part of the evaluation process and failure to deliver within stipulate time can lead to cancellation of the contract)
Delivery period/ Service provision: (subject to Negotiation as per selected Bidder's schedule)

1.9 Validity Period

Offers must remain valid for not less than **Ninety (90) calendar days** after the offer deadline.

1.10 Negotiations

URC reserves the right to make an award with no further discussion/negotiation. Therefore, offerors are instructed to present the best price in the initial submission.

1.11 Basis for Award

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the scope of services and is judged to be the most advantageous to the buyer in terms of cost, **quality** responsiveness to proposal specifications and delivery, and availability of the required services.

1.12 Terms and Conditions

Any award because of this RFQ will be subject to URC standard terms and conditions. **Bidders should indicate the payment schedule in their offer, which may be subject to negotiation**, if required. Generally, the payments are made upon successful delivery of the requirement, unless indicated otherwise in the awarded subcontract/purchase orders

1.13. Payment Terms

Within 30 days Following delivery of supplies and submission of a properly addressed and correct EFRIS invoice.

Important:

In compliance with URA directive "Tax Procedures Code (**E-Invoicing & E-Receipting**) Regulations, 2020, its is mandatory for all **VAT registered tax payers** to issue E-Invoices and E-Receipts.

URC/USAID-UHA will NOT process any payment that is not compliant with the said directive.

Complaints Resolution

Any complaints arising by vendors from this solicitation should be submitted to URC's HQ Senior Contracts Manager, Christopher Felipe, via cfelipe@URC-CHS.com for resolution within 10 days from the disputed incident being known or should have been known to the vendor. The URC HQ Senior Contracts manager's decision will be final.

Ethics Point Hotline:

URC holds its staff to the highest ethics and integrity standards in the conduct of procurement activities. If you experience or suspect fraud, bribes, or kickbacks, please report to the URC Ethics Point using the contact information below. You will be assured confidentiality and protection as a whistleblower.

Ethics Point Hotline can be accessed:

- On the Web: www.unc-chs.ethicspoint.com
- By Telephone (24 hours a day, 365 days a year):
 - ✓ *In the US:* 1-855-212-7607
 - ✓ *Outside of the US:* +1-800-230-6539

Compliance with National Defense Authorization Act, Section 889

We would also like to inform you that effective August 13, 2020, all United States Government (USG) funded contractors are prohibited from using certain telecommunications equipment or services under the Fiscal Year National Defense Authorization Act, Section 889. The relevant equipment and services are those that incorporate in any way equipment from:

- 1) **Huawei Technologies Company.**
- 2) **ZTE Corporation.**
- 3) **Hytera Communications Corporation.**
- 4) **Hangzhou Hikvision Digital Technology Company.**
- 5) **Dahua Technology Company; or any subsidiary or affiliate of such entities.**

Additional companies may be added in the future.

A copy of the Section 889 may be provided upon request.

As a USG funded program and contractor/recipient, URC must comply with this law and ensure that URC does not procure covered telecommunications equipment/services or procure goods and services that utilize covered telecommunications equipment/services.

Hence, the offer may not include costs of covered telecommunication equipment or services in the goods and services solicited.

SECTION 2: SPECIFICATIONS/SCOPE OF SERVICES

For each line item in the below table, please indicate (yes/no) whether the offer's proposed item meets the specification. If there is a difference between the item offered and the specification required, please indicate, and describe the difference. Please fill this information out on your headed paper showing your full physical office address details.

Offeror Name: _____

SPECIFICATIONS ATTACHED IN AN EXCELL SHEET

SECTION 3: PRICE/SERVICE SCHEDULE

The following summary must be completed and submitted with any offer on your company letter head or Proforma Invoice showing your physical office address details:

Offeror Name: _____

LIST ATTACHED IN AN EXCEL SHEET

SECTION 4: LETTER OF TRANSMITTAL

The following letter must be completed and submitted electronically with any offer on your company letter head with your physical office address details:

To: URC
Attention: Dr. Augustin Muhwezi
Chief of Party **URC/USAID-UHA**

Subject: Offer from Company Name
Reference: **FY25-KLA-UHA-019**

Date: _____

Company Name hereby proposes the attached offer to perform all work required to **supply, deliver, install, and commission maternal Newborn and Child Health/Medical Equipment-Phase 3/DOD** in accordance with the scope of work as described in the above-referenced RFQ. Please find attached our detailed offer, as called for in the RFQ.

We hereby acknowledge and agree to all the terms and conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that Company Name, as a 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 and conditions of this solicitation and under USAID regulations and are currently not excluded from federal procurement or non-procurement programs.

The quotation is comprised of the following required documents.

- ☐ Specifications Sheet based on the Technical Specifications
- ☐ Commodity Price and Delivery Schedule
- ☐ Offeror’s latest trading license and Tax Registration Certificate
- ☐ Letter of Transmittal

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

Company Name

Name and title of authorized representative

Signature

Date