



## Request for Quotation (RFQ)

## RFQ 006 2023-2024

Services Required:	Printing of Job Aids cum resource material for HIV treatment and adherence for patient education & counselling.
RFQ number	RFQ 006 2023-2024
Type of Procurement:	Material Procurement
Type of Contract:	Purchase Order
Term of Contract:	01st Aug.2023 – 30 <sup>th</sup> Sep.2023
Contract Funding:	Project Accelerate, Johns Hopkins University, USA, through YRGCARE, Chennai, India. Contracting number- 72038619CA00001
Submit Quotation to:	<a href="mailto:rfp@yrgcare.org">rfp@yrgcare.org</a>
Date of Issue of RFQ:	03.07.2023
Date Questions from Supplier Due:	07.07.2023
Date YRGCARE responds to queries	10.07.2023
Date Quotation Due:	19.07.2023
Approximate Date Purchase Order/Contract Issued to Successful Bidder(s):	<b>28.07.2023</b>

### Background on ACCELERATE and YRGCARE, Chennai, India

Project ACCELERATE is awarded under the PEPFAR/USAID grant to Johns Hopkins University School of Medicine as prime recipient of the grant. ACCELERATE is implemented by its implementing partner- YRGCARE India to implement all site level activities and other sub-partners – Blue Lotus Advisories and The Fenway institute who provide expertise on digital interventions and sexual minorities and PrEP respectively

The overarching goal of ACCELERATE is to design, implement and evaluate sustainable novel models of HIV testing and care that support the Indian National Strategic Plan (NSP) for HIV/AIDS and STI 2017-24 aimed at improving access to HIV prevention and treatment services, and social protection schemes among key populations and their families in India.

The ACCELERATE program aims to build upon US government investment in India by providing technical assistance (TA) to National, State, and District HIV/AIDS programs to deliver comprehensive HIV prevention, testing and treatment services to vulnerable populations including key populations (KP), their children and partners. While the overall focus of the program is all vulnerable populations, we will focus primarily on four KP groups, including female sex workers (FSW), men who have sex with men (MSM), transgender persons (TG), and people who inject drugs (PWID) as there is a disproportionate burden of HIV in these key populations and an unmet need for services. We will primarily focus our field-level activities in ten high burden districts in the states of Maharashtra (Mumbai, Thane, Pune), Andhra Pradesh (Guntur, Krishna and East Godavari), Manipur (Imphal East and Imphal West), Mizoram (Aizawl) and Nagaland (Dimapur); while providing TA at the national, state, and district levels.

Our core activities include innovative prevention and testing strategies like PrEP, HIVST, index testing, peer navigation and improving treatment and retention through integrated care models, community- based models, private sector engagement etc.



**YRGCARE**, established in 1993, offers comprehensive HIV care continuum to those at risk and or with HIV. YRGCARE is a pioneering Institution involved in implementation research, program delivery and basic laboratory sciences.

YRGCARE is an implementing partner for Johns Hopkins University, USA, for the Project ACCELERATE, funded by USAID, Government of USA.

## **1. Purpose of this RFQ, Scope of work and deliverables:**

### **I. Overview**

The purpose of this RFQ is to obtain competitive Quotations from qualified proposers to print NACP approved treatment job aids and related resource material for adherence and treatment literacy in alignment with national guidelines and overarching goals of 95-95-05.

**II.** The overall objective is to strengthen the HIV AIDS epidemic control response, through capacity building & understanding of facility level staff on different aspects of HIV treatment and patient adherence through innovative approaches like job aids, ready reckoners posters and related resource material.

### **III. Objectives:**

1. To assist ARTC staff during different stages of treatment counselling, as a ready reckoner as per the needs of the HIV patient
2. To assist community outreach staff for patient counselling and education on different aspects of HIV treatment, help them overcome the information gap so as to ensure uninterrupted treatment on ART & TB/other OIs.

### **IV. Scope of work:**

The agency will work closely with YRGCARE, Johns Hopkins University School of Medicine to deliver the required deliverables.

### **Target Audience:**

Patients coming to ARTC for HIV Treatment.

### **V. User Groups**

1. ARTC staff at facilities for patient education & counselling
2. Outreach staff at field level for patient education & counselling

### **VI. Where will this resource material cum Job Aids will be used:**

1. ART centers / LAC

During community outreach activities

### **VII. Different Job aids/Thematic Areas to be covered through the Job Aid cum resource material**

1. Patient posters-Overview of HIV AIDS



2. Doctor posters Available contraception methods for sero-discordant couples
3. Pediatric dosing chart

**VIII. Language(s):**

- Telugu
- Marathi
- English
- Hindi

**Bidding Form – Annexure 1**

Sl No	Name of the material	Specifications	Qty	Rate per Copy	Total Cost (Rate per copy x total copies)	GST in INR	Total Cost (Incl of GST)	Shipping & Delivery Cost (Details will be provided)
1	Pediatric dosing chart English	GSM: 100 (with dosing chart, enclosed in envelope as a retractable card) Laminated - Yes Size: 7 by 22 mm (l*b – Envelope Size) Multi-color - Yes Language: English Design corrections required - No Review of content required - Yes Logo placement: Yes (10 logos)	2500 (Envelope s + the retractable card inside each)	To be quoted by vendor	To be quoted by vendor	To be quoted by vendor	To be quoted by vendor	<b>TBC</b> 39 SACS Offices (39 states – list will be shared)
2	Patient Posters Marathi	GSM: 180 Size: 450 * 420mm (l*b) Multi-color – Yes, with self-adhesive taping on each poster Language: Marathi Lamination required: Yes Design corrections required- No Review of content required - Yes Logo placement: Yes (10 logos)	90 * sets of 4 posters  Each set contains 4 posters  (Total 360)					Wadala Maharashtra
3	Patient Posters Telugu	GSM: 180 Size: 450 * 420mm (l*b)	50 * sets of 4 posters					<b>TBC</b> Narayanguda Hyderabad, Telangana



Y.R.G.CARE

		Multi-color – Yes, with self-adhesive taping on each poster Language: Telugu Lamination required: Yes Design corrections required - No Review of content required - Yes Logo placement: Yes (10 logos)	Each set contains 4 posters  (Total 200)					
4	Patient Posters Hindi	GSM: 180 Size: 450 * 420mm (1*b) Multi-color – Yes, with self-adhesive taping on each poster Language: Hindi Lamination required: Yes Design corrections required - No Review of content required - Yes Logo placement: Yes (10 logos)	100 * sets of 4 posters  Each set contains 4 posters  (Total 800)					<b>TBC</b> Safdarjung Enclave Delhi
5	Patient Posters English Set 1	GSM: 180 Size: 450 * 420mm (1*b) Multi-color – Yes, with self-adhesive taping on each poster Language: English Lamination required: Yes Design corrections required - No Review of content required - Yes Logo placement: Yes (10 logos)	100 * sets of 4 posters  Each set contains 4 posters  (Total 800)					Safdarjung Enclave Delhi
6	Doctor Posters English	GSM: 180 Size: A2, 594*420 mm (1*b) With self-adhesive taping Multi-color - Yes Language: English Lamination required: Yes	200 * sets of 6 posters  Each set contains 6 posters					<b>TBC</b> 90 –Wadala (Maharashtra)  50 – Narayanguda Hyderabad (Telangana)



		Design corrections required- No Review of content required - Yes Logo placement: Yes (10 logos)	Total 1200					60 – Safdarjung Enclave, Delhi
7	Patient Posters English Set 2	GSM: 180 Size: A2, 594*420 mm (1*b) With self-adhesive taping Multi-color - Yes Language: English Lamination required: Yes Design corrections required- No Review of content required - Yes Logo placement: Yes (10 logos)	200 * sets of 4 posters  Each set contains 4 posters  Total 800					<b>TBC</b> 90 –Wadala (Maharashtra)  50 – Narayanguda Hyderabad (Telangana)  60 – Safdarjung Enclave Delhi

## 2. Pricing

The respondent to this RFQ shall provide a costing sheet/ budget that covers key components in the above format only.

## 3. Key instructions to bidders

All quotes sent to ACCELERATE/YRGCARE (electronic version only) shall contain information as sought in this RFQ. It is the responsibility of the bidder to ensure all details as asked is submitted. There will be no communication or feedback on submitted quotes until review is completed and a decision is communicated as per the timeline given above for this RFQ. (decision will be communicated only to those shortlisted/ finalized for next step relating to contracting).

**All agencies should submit both Technical and Financial Quotation as two separate documents**

The bidder's Quotation shall contain:

- 1) This RFQ reference number
- 2) Name, address, details of the chief functionary and two contact phone numbers apart from an email.
- 3) Validity period of the quote
- 4) Detailed description of services offered, relevant to this RFQ, to evaluate compliance to this solicitation.
- 5) Lead time required to initiate the contract deliveries should your bid be successful.



- 6) Bank details in full with account number, account type, IFSC Code, name of the bank and address of the branch,
- 7) The company registration certificate, GST number and Pan card
- 8) Past performance information relevant to this RFQ and details of potential to improve through this bid.
- 9) Two references with complete contact details for printing works executed for comparable or reasonably lower budget, naming the type of work carried out for each client in the past three years.
- 10) Audited balance sheets including P& L reports of last two FY years.
- 11) IT Tax return of last two financial years.
- 10) This RFQ in no way obligates YRGCARE and/or Project ACCELERATE to issue a contract and / or reimburse costs related to preparing / submitting a bid.

#### **4. Evaluation and award process**

YRGCARE will review each bid and will decide on a suitable bidder who conforms to the RFQ needs apart from being price advantageous to Project ACCELERATE. The contract will be awarded to the bidder representing best value to Project ACCELERATE, subject to a due diligence process. For purposes of clarity, it is to be understood that “best value” is determined by price, technical abilities, past performance and explanations of potential to improve on the same.

#### **5. Award notice**

A written notice of award or acceptance of a bid will be intimated to the successful bidder shall be ratified in the form of a written Purchase Order to be issued by YRGCARE. The Purchase Order shall be signed and accepted by the chosen vendor and shall constitute a binding contract

#### **6. Validity of offer**

All submitted Quotations will automatically be assumed to be valid until end of Sep 2023 or the issue and acceptance of a written Purchase Order, whichever is earlier.

#### **7. Declaration of compliance**

Every bidder shall in the document submitted for review, have the following as submission closure statement:

“We agree, as evidenced by the signature below, the Quotation submitted has in its entirety considered all terms and instructions provided in the RFQ.”

Signature.....  
Designation.....  
Date.....

#### **8. Key Deadlines**



Sno	Main Activity	Timeline (proposed key dates – latest by)
1	Publishing of RFQ	03.07.2023
2	Submission of Queries for clarification	07.07.2023
3	Selection of the agency	27.07.2023
4	Contracting of agency	31.07.2023

It shall be the responsibility of the bidder to ensure that the quotation reaches within the timelines provided hereunder. **Quotations date & time stamped after the submission deadline for whatsoever reason, shall not be considered for evaluation.**

### 9. Delivery Terms and Schedule:

The bidder shall provide the timelines for delivering each of the IEC material to the locations indicated.

### 10. Validity of Quotation:

The quotations shall remain valid until 30<sup>th</sup> September 2023.

### 11. Criteria for Selection determined by YRGCARE:

1. Price of product (80%),
2. Delivery, Payment Terms (10%)
3. Two References of clients with contact details, along with details of the order values for printing services provided (10%),

## 12. Bidder Information Form - ANNEXURE : 2

*[The vendor shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

**RFQ No.: 006/2021**

1. Vendors Name <i>[insert Vendors legal name]</i>
2. Vendors Address : <i>[insert address]</i>
4. Vendors year of registration: <i>[insert Vendors year of registration]</i>



5. Vendors Address in country of registration: *[insert Vendors legal address in country of registration]*

6. Vendors Authorized Representative Information

Name: *[insert Authorized Representative's name]*

Address: *[insert Authorized Representative's Address]*

Telephone/Fax numbers: *[insert Authorized Representative's telephone/fax numbers]*

Email Address: *[insert Authorized Representative's email address]*

7. Attached are copies of original documents of *[check the box(es) of the attached original documents]*

- Memorandum/Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above.
- Average annual turnover for past 3 years.
- Copy of audited financial statements for year 2020, 2021 & 2022
- Previous experience in similar supplies to Govt./ International NGO's (Copy of contract/ PO)
- GSTIN

### ANNEXURE 3

#### General Terms & Conditions

##### 1. ACCEPTANCE OF THE PURCHASE ORDER

This Purchase Order may only be accepted by the Supplier's signing and returning an acknowledgement copy of it or by timely delivery of the goods in accordance with the terms of this Purchase Order, as herein specified. Acceptance of this Purchase Order shall effect a contract between the Parties under which the rights and obligations of the Parties shall be governed solely by the terms and conditions of this Purchase Order, including these General Conditions. No additional or inconsistent provisions proposed by the Supplier shall bind YRGCARE unless agreed to in writing by a duly authorized official of YRGCARE.

##### 2. PAYMENT

- i. YRGCARE shall, on fulfillment of the Delivery Terms, unless otherwise provided in this Purchase Order, make payment within 30 days of receipt of the Supplier's invoice for the goods and copies of the shipping documents specified in this Purchase Order.
- ii. Unless instructed by YRGCARE, the Supplier shall submit one invoice in respect of this Purchase Order, and such invoice must indicate the Purchase Order's identification number.
- iii. The prices shown in this Purchase Order may not be increased.





### **3. FITNESS OF GOODS/PACKAGING**

The Supplier warrants that the materials, including packaging, conform to the specifications specified hereunder and are fit for the purposes for which such goods are ordinarily used and for purposes expressly made known to the Supplier and are free from defects in workmanship and materials. The Supplier also warrants that the goods are contained or packaged adequately to protect the goods.

### **4. INSPECTION**

- i. YRGCARE shall have a reasonable time after delivery of the goods to inspect them and to reject and refuse acceptance of goods not conforming to this Purchase Order; payment for goods pursuant to this Purchase Order shall not be deemed an acceptance of the goods.
- ii. Inspection prior to shipment does not relieve the Supplier from any of their contractual obligations.

### **5. INTELLECTUAL PROPERTY INFRINGEMENT**

The Supplier warrants that the use or supply of the goods under this Purchase Order does not infringe any patent, design, trade-name or trade-mark. In addition, the Supplier shall, pursuant to this warranty, indemnify, defend YRGCARE harmless from any actions or claims brought pertaining to the alleged infringement of a patent, design, trade-name or trade-mark arising in connection with the goods sold under this Purchase Order.

### **6. RIGHTS OF YRGCARE**

In case of failure by the Supplier to fulfil its obligations under the terms and conditions of this Purchase Order, and to make delivery of all or part of the goods by the agreed delivery date or dates, YRGCARE may, after giving the Supplier reasonable notice to perform and without prejudice to any other rights or remedies, exercise one or more of the following rights:

- i. Procure all or part of the goods from other sources, in which event YRGCARE may hold the Supplier responsible for any excess cost occasioned thereby.
- ii. Refuse to accept delivery of all or part of the goods.
- iii. Cancel this Purchase Order without any liability for termination charges or any other liability of any kind on the part of YRGCARE.

### **7. LATE DELIVERY**

Without limiting any other rights or obligations of the parties hereunder, if the Supplier will be unable to deliver the goods by the delivery date(s) stipulated in this Purchase Order, the Supplier shall (i) immediately consult with YRGCARE to determine the most expeditious means for delivering the goods and (ii) use an expedited means of delivery, at the Supplier's cost (unless the delay is due to Force Majeure), if reasonably so requested by YRGCARE.



## **8. ASSIGNMENT AND INSOLVENCY**

- i. The Supplier shall not, except after obtaining the written consent of YRGCARE, assign, transfer, pledge or make other disposition of this Purchase Order, or any part thereof, or any of the Supplier's rights or obligations under this Purchase Order.
- ii. Should the Supplier become insolvent or should control of the Supplier change by virtue of insolvency, YRGCARE may, without prejudice to any other rights or remedies, immediately terminate this Purchase Order by giving the Supplier written notice of termination.

## **9. USE OF YRGCARE NAME OR EMBLEM**

The Supplier shall not use the name, emblem or official seal of YRGCARE without the specific express permission from the authorised official of YRGCARE.

## **10. PROHIBITION ON ADVERTISING**

The Supplier shall not advertise or otherwise make public that it is furnishing goods or services to YRGCARE without obtaining specific permission from YRGCARE in each instance.

## **11. SETTLEMENT OF DISPUTES**

- i. **Amicable Settlement.** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Purchase Order or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in mutually acceptable terms and conditions.
- ii. **Arbitration.** Unless, any such dispute, controversy or claim between the Parties arising out of or relating to this Purchase Order or the breach, termination or invalidity thereof is settled amicably under the preceding paragraph of this Section within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, such dispute, controversy or claim shall be referred by either Party to arbitration in accordance with the Jurisdictional Arbitration Rules then obtaining, including its provisions on applicable law. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## **12. OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of YRGCARE has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.