



**REQUEST FOR PROPOSAL (RFP)**

Reference	<b>RFP/CHAI/CYL/GHA0122</b>
Posting Date	18 <sup>TH</sup> JULY, 2022
Closing date	8 <sup>th</sup> AUGUST, 2022

The Clinton Health Access Initiative (CHAI) seeks interested and capable vendors to submit quotations for the supply of Oxygen cylinders and accessories including cylinder pressure regulator, humidifier, flowmeter, and trolleys as detailed in the specification package (annex A) of this RFP. When preparing your RFP please be guided by the form attached as annex B and CHAI code of conduct and ethics for suppliers in Annex C.

Any queries or clarifications on RFP should be submitted via the email [GhanaUNITAIDOxygenProcurement@clintonhealthaccess.org](mailto:GhanaUNITAIDOxygenProcurement@clintonhealthaccess.org) quoting RFP/CHAI/CYL/GHA0122 in the subject line by **12 midnight GMT on 26<sup>th</sup> JULY 2022**. Responses will be shared via all RFP solicitation channels, as well as in email reply.

Quotations must be submitted on or before **12 midnight on 8th AUGUST 2022** via the email [GhanaUNITAIDOxygenProcurement@clintonhealthaccess.org](mailto:GhanaUNITAIDOxygenProcurement@clintonhealthaccess.org) quoting RFP/CHAI/CYL/GHA0122 in the subject line. should your submission exceed 2Mb and cannot be sent by email, send an email to request an upload link with the subject 'Requesting upload link' to [GhanaUNITAIDOxygenprocurement@clintonhealthaccess.org](mailto:GhanaUNITAIDOxygenprocurement@clintonhealthaccess.org) .

**Quotations submitted after the deadline will not be considered.**

**Terms and conditions**

Delivery Terms [INCOTERMS 2020]	DAP
Customs clearance and Duties of Material, if needed, shall be done by:	CHAI in coordination and cooperation with vendor
Project site (identify all, if multiple)	Multiple (see Annex A)

Project Duration	Scope of project must not exceed 45 days from date of award
Preferred Currency of Quotation	<b>United States Dollars</b>
Warranty	5 years (see Annex B)
Deadline for the Submission of Quotation	<b>8th/AUGUST/2022</b>
All documentations, including catalogs, instructions, and operating manuals, shall be in this language	<b>English</b>
Documents to be submitted	<ol style="list-style-type: none"> <li>1. Completed Annex A and Annex B</li> <li>2. Legal Documentation (Business Registration and Tax Clearance) to operate in Home Country applicable to both local and international supplier, Business Registration, Tax Certificate (This is in addition to completed vendor details in Annex A) If documents are not in English, please provide translation.</li> </ol>
Payment Terms	100 % after supply and inspection preferred but other terms can be negotiated
Liquidated Damages	1% of total contract amount for each day of delay and maximum of 30 days after which contract will be terminated.
Evaluation Criteria	<ol style="list-style-type: none"> <li>1. Technical responsiveness/Full compliance to requirements and lowest evaluated price</li> <li>2. Acceptance of project period</li> <li>3. Full acceptance of the PO/Contract General Terms and Conditions</li> <li>4. All interested bidders must have renewed license and bidder's registration certificate from Government of Ghana- Ministry of Finance</li> </ol>
Type of Contract to be Signed	Purchase Order
Special conditions of Contract	Failure to comply with delivery date above shall be a basis for cancellation. Forfeiture of bid security if submitted with the bids if applicable. CHAI reserves the right to select any supplier
Proposal validity	90 days
Conditions for Release of Payment	<p>Passing Inspection/Verification of Supplies</p> <p>Written Acceptance of Goods based on full compliance with RFP requirements by the end user</p>

Annexes to this RFP	<input checked="" type="checkbox"/> Product quantities, vendor details, and delivery location <b>(Annex A)</b> <input checked="" type="checkbox"/> Technical specification <b>(Annex B)</b> <input checked="" type="checkbox"/> Code of conduct <b>(Annex C)</b>
Contact Person for Inquiries (Written inquiries only)	All queries must be sent to <a href="mailto:GhanaUNITAIDOxygenProcurement@clintonhealthaccess.org">GhanaUNITAIDOxygenProcurement@clintonhealthaccess.org</a>

### Annex A: Products information, vendor details, and shipping requirements

Products information, required quantities and delivery location is found in sheets 1 and sheet 2 of Annex A. This can be found via this link [Product information and vendor details](#) download the excel sheet, complete, and include in your application. If you are unable to access this link, please contact us via [GhanaUNITAIDOxygenProcurement@clintonhealthaccess.org](mailto:GhanaUNITAIDOxygenProcurement@clintonhealthaccess.org) and we will email the documents to you.

S/no	Product	Qty	Country
1	Cylinder	360	Ghana
2	Flowmeter	120	Ghana
3	Humidifier	120	Ghana
4	Cylinder Pressure Regulator	120	Ghana

### Annex B: Technical Specification

Technical specifications for items can be found via this link [Specification and checklist](#) download the excel sheet, complete, and include in your application. If you are unable to access this link, please contact us via [GhanaUNITAIDOxygenProcurement@clintonhealthaccess.org](mailto:GhanaUNITAIDOxygenProcurement@clintonhealthaccess.org) and we will email the documents to you.

### Annex C: CHAI code of conduct for suppliers

The CHAI code of conduct for suppliers is a minimum set of requirements that suppliers must meet to qualify to do business with CHAI and remain in good standing with the organization. Please read the document via this link [Code of Conduct for Suppliers](#) and apply for this solicitation only if your organization can comply with these requirements.