

Foundation for Innovative New Diagnostics (FIND)

REQUEST FOR PROPOSAL

For an Agency/Diagnostic Laboratory to perform HCV RNA VL testing among HCV positive patients in Punjab

FIND/ HCV Viral Load /29/2019

Foundation for Innovative New Diagnostics

Flat No.- 08, 09th Floor, Vijaya Building,

17 – Barakhamba Road,

New Delhi – 110001, INDIA

1 Content

1	Content	2
2	Important dates	3
3	Terms of Reference	3
4	Purpose	3
5	Objectives.....	3
6	Background	3
7	About the project.....	4
8	Scope of Work.....	4
9	Summary of Test	4
10	Confidentiality	5
11	Payment conditions	5
12	Expected project duration	5
13	Proposal submission	5
14	Validity of bids.....	6
15	Pre-bid meeting.....	6
16	Annexes.....	6
17	ATTACHMENT A: EVALUATION CRITERIA.....	6
17.1	Submission, Receipt, and Opening of Proposal	6
18	Proposal Evaluation.....	7
18.1	Technical Evaluation Criteria	7
18.2	Cost Evaluation Criteria	9
19	Method of selection.....	9
	ATTACHMENT B: GUIDANCE FOR SUPPLIERS	10
20	Required Technical Proposal.....	10
20.1	Proposal	10
20.2	Past professional experience	10
20.3	Pre-qualifying criteria	10
20.3.1	References	11
20.4	Other supplementary documents	11
21	Award of Contract	11
22	General information.....	11
23	FORMATS	12

2 Important dates

Issuance Date	17 July 2019
Last Date and Time for receipt of request for clarifications/ queries	23 July 2019 17:00
Pre-bid Meeting	24 July,2019 at 11:00
Clarification on queries/ amendment/addendum	26 July 2019
Last Date, Time and Place for receipt of Bids	6 August 2019 at 15:00, FIND office
Date, Time and Place for opening of Technical bids	6 August 2019 at 15:30, FIND office
Bidding system	Two Bid System
Tender Type	advertised
Place of Pre-Proposal meeting, Proposal Submission and Opening	Foundation for Innovative New Diagnostics Flat No :-8, 9th Floor, Vijaya Building, 17 Barakhamba Road, New Delhi-110001, India FIND Representative: Mr. Jagdeesh Upreti procurement.in@finddx.org
Bid document and Amendments	The detailed bid document and amendment/addendum (if any) can be viewed and downloaded from website www.finddx.org .

3 Terms of Reference

4 Purpose	The purpose of this RFP is to engage an agency/diagnostic laboratory to perform Hepatitis C Viral Load RNA test for Anti HCV positive patients.
5 Objectives	<ol style="list-style-type: none"> 1. Conducting micro-elimination for Hepatitis C in Punjab's central and district prisons with thorough screening and confirmatory testing 2. Linking at least 90% of those with positive confirmatory diagnosis to the public sector for treatment
6 Background	FIND is an international non-profit organization based in Geneva, Switzerland. The organization is dedicated to activities that result in: 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases in low- and middle-income countries.

	<p>FIND is established in India as an independent non-profit Foundation created under Section 8 (Indian) Companies Act, 2013 with its offices in New Delhi. FIND India is the key implementing partner of Central TB Division, Ministry of Health & Family Welfare, Govt of India for strengthening and expanding TB laboratory diagnostic capacity within the Revised National TB Control Program (RNTCP) supported by the Global Fund</p>
<p>7 About the project</p>	<p>Global data suggests a higher prevalence and transmission of infectious diseases such as tuberculosis (TB), human immunodeficiency virus (HIV), syphilis, hepatitis B virus (HBV), and HCV among prisoners. Studies have found that HCV infection prevalence in prisons is higher than in normal population, ranging from 3.1% to 38% depending on HCV endemicity in the geographical location of the prison. Through the proposed activities, FIND will support micro-elimination efforts by introducing Hepatitis C screening among prison inmates. This will be followed up with confirmatory HCV diagnosis and further base line investigations and treatment initiation will be managed by DHS, Government of Punjab and prisons department. The intervention will be carried out in the 9 Central and 10 district prisons of Punjab with an estimated 21,400 in-mates over 18 months.</p>
<p>8 Scope of Work</p>	<ul style="list-style-type: none"> • To perform Hepatitis C Viral Load RNA for Anti HCV positive patients by method that quantifies HCV RNA • To be performed on: Whole blood - Plasma sample • Method: PCR, Transcription Mediated Amplification (TMA) <p>Estimated HCV RNA – VL Test : 4200 Estimated HCV RNA – SVR Test : 4200</p> <p>Project Sites</p> <ol style="list-style-type: none"> 1. Ferozepur 2. Patiala 3. Ludhiana 4. Amritsar 5. Bathinda 6. Jalandhar at Kapurthala 7. Gurdaspur 8. Faridkot 9. Hoshiarpur
<p>9 Summary of Test</p>	<p>The Hepatitis C virus (HCV), a significant cause of blood-borne hepatitis, is an enveloped virus containing a single-stranded positive sense RNA genome of approximately 9,500 nucleotides. It has been identified as the major etiological agent for post-transfusion non-A and non-B hepatitis worldwide.</p> <p>Viral load testing is performed to determine the presence and measure the level of hepatitis C virus (HCV) in the blood. If HCV antibody test is positive that suggests that the patient is exposed to</p>

	<p>HCV. In a certain percentage of people who are exposed to HCV, the body clears the virus on its own. However, antibodies to HCV are still detectable. Therefore, it is necessary to do a viral load test, to determine if HCV is still in your body.</p> <p>There are two approaches to measuring viral load: quantitative testing and qualitative testing. Quantitative testing uses different techniques to measure viral load, including polymerase chain reaction (PCR), branched-chain DNA (bDNA), and transcription-mediated amplification (TMA). Both PCR (real-time) and TMA measure HCV RNA levels in the blood and are accurate down to 10-15 IU/mL.</p> <p>Quantitative testing is typically used before starting treatment to determine a baseline viral load for the purpose of evaluating treatment response. Qualitative testing is capable of detecting low levels of HCV RNA. It gives results as positive or negative and, in some cases, has a lower limit of detection below 10 IU/mL.</p> <p>Qualitative testing is typically used to confirm diagnosis, where a specific viral count is not needed.</p>
<p>10 Confidentiality</p>	<p>FIND considers any proposal received under the RFP as confidential. Agency will not disclose the proposal to third parties without the prior written agreement from FIND.</p> <p>The review of proposals will be carried out by FIND and FIND’s independent review committee, all members of which are also under confidentiality and are recused if found to have a potential conflict of interest (which they are obliged to disclose).</p> <p>Any specific questions concerning confidentiality should be addressed to the FIND team.</p>
<p>11 Payment conditions</p>	<p>The payment shall be made on monthly basis against the invoice that raised by agency after submission of original invoice along with UID reports of tested samples per month</p>
<p>12 Expected project duration</p>	<p>Initially the contract would be valid for one year and it can be extended further after an evaluation of the performance of the agency in the first year of contract.</p>
<p>13 Proposal submission</p>	<p>Proposals are invited from interested agencies for the above assignment and last date for receiving proposal is as mentioned in the table on page no-3. IST. Proposal received after the prescribed deadline will not be considered.</p>

	For any queries related to the proposal, you may contact FIND Office at email: procurement.in@finddx.org within the deadline.
14 Validity of bids	Bids shall remain valid for 90 (ninety)days after the date of opening of Technical Bids. A bid valid for a shorter period may be rejected as non-responsive. However, the rates finalized after opening the tenders shall not increase throughout the contract period. In exceptional circumstances, FIND may request the Bidder(s) for an extension of the period of bid validity. The request and the responses thereto shall be made in writing.
15 Pre-bid meeting	The Bidder(s) or his official representative, are invited to attend a pre-bid meeting on date, time and venue specified above. The person should carry authorization letter and valid Photo ID proof. The bidder is requested to submit clarifications/questions by e-mail so as to reach FIND at least 2 (Two) days before the scheduled pre-bid meeting. These questions shall be replied during the pre-bid meeting.
16 Annexes	ATTACHMENT A: EVALUATION CRITERIA ATTACHMENT B: GUIDANCE FOR SUPPLIERS

ANNEXURES

17 ATTACHMENT A: EVALUATION CRITERIA

17.1 Submission, Receipt, and Opening of Proposal

The original proposal, both Technical and Financial Proposals shall contain no interlineations or overwriting, except as necessary to correct errors made by the Agencies themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the formats available in the following section of this document.

An authorized representative of the Agencies shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The signed Technical and Financial Proposals shall be marked "ORIGINAL".

The original Technical along with soft copy of technical bid in **pen drive** shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the Assignment/job. The envelopes containing the Technical Proposals and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number be clearly marked "DO NOT OPEN, BEFORE [6 August,2019 at 15:30 hrs.]".

FIND shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial

Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

The Proposals must be sent to the address/addresses indicated in the Data sheet and received by FIND no later than the time and the date indicated in the Data sheet, or any extension to this date. Any proposal received by FIND after the deadline for submission shall be returned unopened.

18 Proposal Evaluation

From the time the Proposals are opened to the time the Contract is awarded, the Agencies should not contact FIND on any matter related to its Technical and/or Financial Proposal. Any effort by Agencies to influence FIND in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Agencies' Proposal.

FIND will constitute a Selection Committee (SC) which will carry out the entire evaluation process. The FIND evaluation panel will assess the extent to which proposals submitted in response to this RFP meet the evaluation criteria below. The evaluations are divided into technical and cost factors. These factors will be evaluated relative to each other as described herein.

18.1 Technical Evaluation Criteria

Selection Committee while evaluating the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded, and the competent authority accepts the recommendation. In assessing each proposal, FIND will allocate greater importance to technical factors than to cost factors. A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical proposal being completed (first pass) prior to any price proposal being considered; and cost evaluation is only undertaken for technical submissions that have been previously shortlisted based on the content of the technical proposal.

The score assigned to each proposal will be of guidance in determining which proposal would provide the greatest value to FIND. However, FIND reserves the right not to employ raw scores in determining best value where it considers, in its sole discretion, that this would not be appropriate.

The technical merit of proposals will be evaluated based on the following evaluation criteria:

Scoring of Proposal:	
<p>Pre- Qualifying Assessment Criteria (documentary proof to be provided for all responses)</p>	<ol style="list-style-type: none"> 1. The Agency/Laboratory should have registered office in India. (Registration Certificate) 2. Reference letters from three of your end client organizations or individuals (existing or former) familiar with your work 3. Copy of work order form two of your end client organizations. 4. Agency should have minimum 3.0 CR turnover in last three years 5. Documents for NABL Accreditation (ISO:15189)/CAP Certification to perform PCR assays 6. Laboratory should have the capacity to provide HCV genotype result with 1.2ml of plasma samples (or serum).
Assessment Category: Technical Proposal	Weights (maximum)
Qualification of Firm (A)	
<p>Previous experience on undertaking similar assignments:</p> <ol style="list-style-type: none"> 1. Agency should have minimum three-year experience on working for centralizing laboratory work and experience working with HCV VL Testing Technical Scoring on the basis of experience <ol style="list-style-type: none"> a. 3 years of experience -: 14 marks b. 4 years of experience -: 16 marks c. 5 years of experience -: 18 marks d. ≥6 years of experience -: 20 marks 	20
<ol style="list-style-type: none"> 2. Proven established setup in Punjab state 	20
<p>Capacity of the organization to performing same test per month Technical scoring on the basis of sample tested per month Minimum sample per month should be 300</p> <ol style="list-style-type: none"> a. 300 sample per month -: 20 marks b. 400 sample per month -: 25 marks c. ≥600 sample per month -: 30 marks 	30
<p>Time line/Plan: Operational approach for managing samples and timely reporting with the Turn Around Time(TAT)</p>	30

Agencies work plan as per scope of work defined in the RFP document	
Total Score - Technical Proposal	100

A minimum technical score of 70 out of a maximum of 100 is required to pass the first evaluation. A proposal which fails to achieve the minimum technical threshold will not be considered for further evaluation.

18.2 Cost Evaluation Criteria

Financial proposals of only those agencies that are technically qualified shall be opened separately in presence of technically qualified agencies' representatives who choose to attend, after completion of technical evaluation. The name of the Agencies, their technical score (if required) and their financial proposal shall be read aloud.

Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures, the former will prevail. In addition to the above corrections the items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.

After opening of financial proposals, appropriate selection method shall be applied to determine the Agency who will be declared winner and be eligible for award of the contract. The cost proposal (second pass for shortlisted only) will be evaluated in terms of best value to FIND, price and other factors. The methods of selection are described in the following section. The selected Agency will then be invited for negotiations, if considered necessary.

19 Method of selection

Agency/Agencies that will secure minimum 70 and above marks will be considered as technically qualified for further financial evaluation and award of contract.

The technical quality of the proposal will be given a weightage of 70% and the method of evaluation of technical qualification will follow the procedure provided above. The price bids of only those Agencies who qualify technically will be opened. The proposal with the lowest cost may be given a financial score of 100 and the other proposals given financial scores that are inversely proportionate to their prices. The financial proposal shall be allocated a weightage of 30%. For working out the combined score, FIND will use the following formula:

Total points = $T(w) \times T(s) + F(w) \times LEC / EC$, where

T(w) stands for weight of the technical score.

T(s) stands for technical score

F(w) stands for weight of the financial proposal

EC stands for Evaluated Cost of the financial proposal

LEC stands for Lowest Evaluated Cost of the financial proposal.

The proposals will be ranked in terms of total points scored. The proposal with the highest total points (H-1) will be considered for award of contract and will be called for negotiations, if required.

ATTACHMENT B: GUIDANCE FOR SUPPLIERS

20 Required Technical Proposal

The proposal should be concisely presented and structured, and should explain your ability, capacity and resources to provide the requested services. Proposals that are incomplete or not responsive to these criteria may not be considered in the review process. All proposals must be submitted in English. In case potential candidates require additional information for their proposal development, this would be provided to them by FIND on written request only.

On submission of the proposal and for correspondence regarding this request for proposal, the RFP number, as appears in the front page for this solicitation, and your company name must be clearly indicated in the subject line of your correspondence and in the names of any documents enclosed.

20.1 Proposal

The applicants are required to produce a proposal not exceeding 3,000 words describing:

- Organization's overall approach
- Expected outputs/outcome(s)/achievement(s) including intermediate milestones, and activities (general)

20.2 Past professional experience

As part of the proposal, potential suppliers are required to provide information and documentary proof regarding prior work experience as qualifying pre-requisites to technically qualify. In describing experience, you must ensure it contains the following:

- Copy of work order form two of your end client organizations or individuals (existing or former) familiar with your work.
- Proven established setup in Punjab state.

20.3 Pre-qualifying criteria

- The Agency/Laboratory should have registered office in India (Registration Certificate)
- Reference letters from three of your end client organizations or individuals (existing or former) familiar with your work
- Copy of work order form two of your end client organizations.
- Agency should have minimum 1.5 CR turnover in last three years
- Documents for NABL Accreditation (ISO:15189) /CAP certification to perform PCR assays
- Laboratory should have the capacity to provide result with 1.2ml of plasma samples (or serum).

20.3.1 References

Please provide reference letters from three of your end clients organizations or individuals (existing or former) familiar with your work. Please include name and contact details.

20.4 Other supplementary documents

In addition, potential applicants may add any other documents they see relevant to clarify their expertise in conducting this work.

21 Award of Contract

After completing negotiations, if any, FIND shall issue a Letter of Intent to the selected Agency and notify all other Agencies who have submitted proposals about the decision taken.

The Agency(s) will sign the contract after fulfilling all the formalities/pre-conditions, within 10 working days of issuance of the letter of intent. The Agency is expected to commence the Assignment/job soon after signing the contract.

22 General information

FIND may, at its discretion, change the closing date, cancel the RFP, or revise the terms of reference, by issuing an amendment to this solicitation. All Amendments to this RFP will be posted on FIND website: <https://www.finddx.org/>. It is the agency's responsibility to consult FIND website to ensure that they are aware of amendments to this RFP.

FIND may (a) reject any or all proposals, (b) accept for award a proposal other than the lowest cost proposal, (c) accept more than one proposal, (d) accept alternate proposals, (e) accept part of a proposal, (f) waive informalities and minor irregularities in proposals received, and (g) cancel this RFP.

FIND may award one or more contracts based on initial proposals received, without discussions or negotiations. Therefore, each initial proposal should contain the Supplier's best terms from a cost and technical standpoint. FIND reserves the right (but is not under obligation to do so) to enter into discussions with one or more Suppliers in order to obtain clarifications or additional detail, to suggest refinements in the technical proposal or other aspects of the proposal or negotiate the cost proposal.

This RFP shall not be construed as a contract or a commitment of any kind. This request for proposals in no way obligates FIND to award a contract, nor does it commit FIND to pay any cost incurred in the preparation of the proposal.

Bidders/Agencies are solely responsible for their own expenses, if any, in preparing and submitting an offer to this RFP.

In addition to the written proposal, FIND may request suppliers to make oral presentations in English. The date, time, and place for such (if any) will be communicated to all eligible suppliers. Information obtained through oral presentations will be considered in the overall evaluation process.

23 FORMATS

FORM TECH-1

LETTER OF PROPOSAL SUBMISSION

[Location, Date]

To: [Name and address of FIND]

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Agency]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

AGENCY'S ORGANIZATION AND EXPERIENCE

A - Agency's Organization

[Provide here a brief description of the background and organization of your firm/entity and each associate for this Assignment/job. The brief description should include ownership details, date and place of incorporation of the firm, objectives of the firm etc. Also, if the Agency has formed a consortium, details of each of the member of the consortium, name of lead members etc shall be provided]

B - Agency's Experience

[Using the format below, provide information on each Assignment/job for which your firm, and each partner in the case of consortium or joint-venture, was legally contracted either individually as a corporate entity or as one of the major partners within an association, for carrying out consulting Assignment/job similar to the ones requested under this Assignment/job (If possible, FIND shall specify exact assignment / job for which experience details may be submitted). In case of consortium, association of Agency, the Agency must furnish the following information for each of the consortium member separately]

1. Firm's name:

1	Assignment/job name:	
1.1	Description of Project	
1.2	Approx. value of the contract (in Rupees):	
1.3	Country:	
1.4	Location within country:	
1.5	Duration of Assignment/job (months):	
1.6	Name of organization	
1.7	Address:	
1.8	Total No of staff-months of the Assignment/job:	
1.9	Approx. value of the Assignment/job provided by your firm under the contract	(in Rupees):
1.10	Start date (month/year):	
1.11	Completion date (month/year):	
1.12	Name of associated Agencies, if any:	
1.13	No of professional staff-months provided by associated Agencies:	
1.14	Name of senior professional staff of your firm involved and functions performed.	

1.15	Description of actual Assignment/job provided by your staff within the Assignment/job:	
------	--	--

Note: Please provide documentary evidence from the client i.e. copy of work order, contract for each of above-mentioned assignment. The experience shall not be considered for evaluation if such requisite support documents are not provided with the proposal.

DESCRIPTION OF APPROACH, METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT/JOB

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) Technical Approach and Methodology
- b) Work Plan, and
- c) Organization and Staffing

- a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.
- b) Work Plan. The Agency should **propose and justify** the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by FIND), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here.

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Are there any activities carried out by your firm or group or company or any member of the consortium which are of conflicting nature. If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm or any of the member of the consortium are not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by FIND which shall be binding on us.

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

FINANCIAL PROPOSAL
- STANDARD FORMS

FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of FIND]

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting Assignment/job for [Insert title of Assignment/job] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is inclusive of the Domestic taxes. We hereby confirm that the financial proposal is unconditional, and we acknowledge that any condition attached to financial proposal shall result in reject of our financial proposal.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

SUMMARY OF COSTS

Sr. No.	Item Description	Rate
1	Sample collection, transportation and testing, reporting cost	
2	Tax	
3	Total cost Including tax	

Authorized Signature

Name:

Designation

Name of firm: