**Request for Proposal:**

Proposal title

**Proposal Due Date:** Date

**I. Name of organization Background**

**Example:** ORGANIZATION, based in Toronto, Canada, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include cardiovascular health, epidemic preparedness, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa and Asia.

**II. RFP Objectives**

**Example:** ORGANIZATION is seeking competitive proposals from qualified suppliers/dealers/manufacturers of blood pressure (BP) monitors/apparatus, based in COUNTRY, to supply BP monitors along with relevant accessories. BP monitors will be purchased and deployed at health centers, primary hospitals, and health posts. BP monitors will be provided to facilities in the following regions: X, Y, Z.

**III. Project / Services Overview**

**Example:** PROGRAM is a global health initiative that aims to save lives by reducing preventable deaths from cardiovascular disease – the world’s leading cause of death. PROGRAM is supporting implementation of the COUNTRY-based project entitled “\_\_\_\_\_.” PROGRAM seeks to procure blood pressure monitors to support this effort.

Required specifications of blood pressure monitors to be procured: A. Model(s) to be designed for professional/clinical use B. Model(s) meets at least 1 of 3 global standardsi

i. AAMI/ANSI/ISO 2013 or 2018

ii. BHS 1993

iii. ESH-IP2010

C. Cuff bladder width should be 37-50% of the arm circumference and length should be 80-100% of the arm circumference. The following dimensions are ideal bladder dimensions and manufacturers’ bladder dimensions may vary:

i. Arm circumference of 23 to 28.5 cm: bladder size 10.75×21.5 cm

ii. Arm circumference of 26 to 33.5 cm: bladder size 13×26 cm

iii. Arm circumference of 33 to 42 cm: bladder size 16.5×33 cm

iv. Or wide range cuff devices validated using AAMI or BHS standard, which covers majority of arm ranges of patient populations in regions or clinics

D. Quantity requested:

i. Arm-in model with printer: 10

ii. Professional mobile model (high volume): 14

iii. Professional office model (moderate volume): 154

E. Operable via both battery and electrical outlet (220V)

F. Availability of replacement cuff/sleeve

G. Built-in surge protection to prevent damage to instrument in case of power surge.

H. Devices available in various regions in COUNTRY (preferred)

I. Service centers available in COUNTRY (preferred)

J. Devices include a temperature-stabilizing system, which allows for use in extreme weather conditions (preferred)

K. Minimum two-year warranty

L. Device has clinical validation as per international standards and publication of the device validation study is available.

M. Static accuracy within +/- 3 mmHg across the range of potential BP levels

N. Rate of inflation/deflation to be specified by vendor

O. Data storage (and transmission) capability preferred. Should support last 10 readings

P. Low Battery indicator and error indicators

Q. Carrying case/bag to be provided

**Bid requirements**:

1. Only professional use models will be considered.

2. Proposal to specify which type of monitor (arm-in, mobile, or office model) company is bidding for

A. Company can bid on one, two, or all three models; multiple companies may be selected.

B. As per Question C4 in Annex A, a company may propose supply of all or some of the requested monitors, and is also free to indicate additional volume discount for larger quantities.

3. Company must confirm that 50% of supply (of totals above, Phase 1) will be delivered to the designated locations of X, Y, Z within 30 days of fully-executed contract.

A. The remaining 50% of the supply will be ordered contingent upon product performance and timeliness of the first delivery.

4. The remaining 50% (Phase 2) to be delivered to exact locations within 60 days from the day of the fully-executed contract if and only if ORGANIZATION has confirmed acceptability of initially delivered product.

5. Proposal to specify warranty for number of inflations and to manufacturer defect or accuracy failure before number of warrantied inflations.

6. Outline the maintenance available for the device. Please articulate the service and process in detail.

7. Provide calibration certificate of instruments and documentation to support traceability to standards, and

clarify after how many readings the device needs to be calibrated

8. Provide recommended methodology of usage

9. For arm-in models, clarify whether the device supports Bluetooth and/or the printout supports a readable

QR code of the BP measurement

10. Provide service schedule and technical support services provided (if any)

11. Provide total number of measurements supported beyond which instrument performance may degrade

12. Provide ISO certification of the manufacturer

13. Provide regulatory approvals documents - CE / FDA / AAMI / equivalent

**IV. ORGANIZATION Company Information**

|  |  |
| --- | --- |
| **Contact Information** | |
| **Company Name** |  |
| **Company Address** |  |
| **Company Website** |  |
| **Primary Contact** |  |
| **Primary Contact Email** |  |
| **Company Overview** | |
| **Nature of Organization’s Work** |  |
| **Contract Information** | |
| **Current Contract in Place** | Yes or no |
| **Desired term of new contract** |  |
| **Implementation Timeline** |  |

**V. Instructions for Participating in RFP**

1. **RFP Contact.** Supply Providers shall send their notification of intent to bid, refer any questions, and submit their proposals via email to pointofcontact@organization.org

2. **Due Date.** Proposals must be submitted via email by **date, time and time zone**

3. **Proposals.** The submitted proposal shall include the answers to the RFP questions (Attachment A) as well as all supporting and relevant documents, cost, etc.

4. **RFP Timeline:**

 Issue RFP Date

 Deadline for Company Questions/Intent to Bid Date

 Response to Company Questions Date

 Deadline for Submission of Proposals Date

 Evaluation of Proposals Date

 Notify Companies not Selected Date

 Announcement Date

5. **Selection Criteria.** The Supply Provider’s responses shall be evaluated by a committee of no less than NUMBER ORGANIZATION staff members. Selection criteria shall include:

 The Supply Provider's responsiveness and compliance with the RFP requirements and questions.

 Background and experience of the Supply Provider in providing reliable services in COUNTRY.

 Reasonableness/competitiveness of proposed compensation for the product and service, although ORGANIZATION is not bound to select the Supply Provider who proposes the lowest fees or most benefits for services.

 The Supply Provider's ability, capacity and skill to fully and satisfactorily provide the product and services required in this RFP.

6. **Rejection of Proposals.** ORGANIZATION reserves the right to accept or reject any or all proposals and to accept the proposal deemed to be in the best interest of ORGANIZATION and is not bound to accept the lowest price bid submitted.

7. **Complete Proposal.** Proposals should respond to all required items. Incomplete proposals are subject to rejection.

8. **Negotiation.** ORGANIZATION reserves the right to negotiate fees and/or benefits to ORGANIZATION with the selected Supply Provider(s).

9. **Final Contract.** This RFP, together with any other documents required herein, shall be included in the final contract.

10. **Selection**. ORGANIZATION reserves the right to select as many Supply Providers as it deems appropriate

and is under no obligation to purchase any services or products of a particular Provider until a contract has been signed.

11. **Costs.** All costs related to the preparation and submission of this RFP shall be borne by the Supply

Provider. Under no circumstances shall ORGANIZATION be liable for any costs.

12. **Confidentiality.** The contents of this Request for Proposal (RFP) as well as any subsequent communication between ORGANIZATION and the Supply Provider(s) are to be treated as confidential and are not to be distributed or shared without prior written authorization from ORGANIZATION’s authorized representative.

13. **Proposal Validity.** The Service Provider’s submitted proposal must be valid for acceptance by ORGANIZATION for a period of 90 days from the due date set for RFP receipt.

14. ORGANIZATION intends to adhere to the timetable in section 4, which should result in a selection of a

Supply Provider(s) by date.

**Attachment** **A**

Please first address all selection criteria and bid requirements (identified in Section III) and then clearly address the question section and number (A1, A2, etc.) in your response.

**A. Company Profile**

1. Does your company have experience servicing non-profit organizations with international operations?

If so, provide examples.

2. Please provide a background and history of your company, products, and service, with particularly focus on operations in COUNTRY.

3. Please indicate who your main point of contact is for this RFP.

4. Please provide a minimum of 3 client references.

**B. Services**

1. What quality control measures do you have in place?

2. Insurance should be carried at your expense. Please provide a list of insurances and amounts that you carry, as well as a copy of applicable insurance documents.

**C. Financial and Due Diligence**

1. What are your company’s standard billing terms?

2. Provide a detailed menu of costs for all relevant products and services, inclusive of taxes and warranties.

3. Include volume discounts if available. This should be provided for each category of product and quantity proposed to be procured. The bidder is free to indicate additional volume discounts for higher quantities; ORGANIZATION is not bound to purchase any amount offered.

4. Please provide a Schedule of Payment timeline.

5. Other mandatory enclosures:

1. Copy of registration documents/certificate and most recent renewal as a legal entity in COUNTRY

2. Certificate of Manufacturer/copy of Authorized dealership issued by the company.

**Attachment** **B**

**Financial Offer Form: Please fill below information for each product offered**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Arm-in model with printer | | Professional mobile model (high volume) | | Professional office model (moderate volume) | |
| Product name/Model |  | |  | |  | |
| Carrying case/bag | N/A | | Yes  🞏 | No  🞏 | Yes  🞏 | No  🞏 |
| Stores minimum 10 data readings | Yes  🞏 | No  🞏 | Yes  🞏 | No  🞏 | Yes  🞏 | No  🞏 |
| Operates both via battery and electrical outlet | Yes  🞏 | No  🞏 | Yes  🞏 | No  🞏 | Yes  🞏 | No  🞏 |
| Cuff circumference(s) (specify) | N/A | |  | |  | |
| Model(s) meet(s) at least 1 of 3 global standards (specify for each model)  i. AAMI/ANSI/ISO 2013 or 2018  ii. BHS 1993  iii. ESH-IP2010 |  | |  | |  | |
| Manufacturer name |  | |  | |  | |
| Country of origin |  | |  | |  | |
| Partner in COUNTRY |  | |  | |  | |
| Quantity offered |  | |  | |  | |
| Unit price in USD |  | |  | |  | |
| Delivery Point |  | |  | |  | |
| Payment terms |  | |  | |  | |
| Delivery Lead Time |  | |  | |  | |

i O'Brien E. et al. European Society of Hypertension International Protocol revision 2010 for the validation of blood pressure measuring devices in adults. Blood Press Monit. 2010 Feb;15 (1):23-38.

Eoin O'Brien, James Petrie, William Littler, Michael de Swiet et al. The British Hypertension Society protocol for the evaluation of blood pressure measuring devices. Journal of Hypertension 1993, 11 (suppl 2):S43-S62

George S. Stergioua, Bruce Alpertb, Stephan Miekec, Roland Asmard, et al. A universal standard for the validation of blood pressure measuring devices: Association for the Advancement of Medical Instrumentation/European Society of Hypertension/International Organization for Standardization (AAMI/ESH/ISO) Collaboration Statement. Journal of Hypertension 2018, 36:472–478