



## Request for Quotation (RFQ)

### Printing of IRS Materials

<b>RFQ No:</b>	<b>EVGH-PT-24-11-04</b>
<b>Title:</b>	Printing of IRS Materials
<b>Issuing Office and Address:</b>	<u>Address:</u> Abt/USAID PMI Evolve Project, Ghana Plot 11 Waterson Road, SSNIT Flat Junction, Tamale
<b>RFQ Issuance Date:</b>	<b>December 4, 2024</b>
<b>RFQ Closing Date:</b>	<b>December 27, 2024</b>
<b>Mode of Submission</b>	Email to: <a href="mailto:PMI_EvolveGhana@abtglobal.com">PMI_EvolveGhana@abtglobal.com</a> Subject Line: <b>EVGH-PT-24-11-04-[your company name]</b>
<b>Anticipated Type of Award:</b>	Firm Fixed Price Purchase Order (FFPPO)
<b>Basis of Award:</b>	See "Evaluation Criteria" section
<b>Funding Agency</b>	United States Agency for International Development (USAID)
<b>Prime Contract Number:</b>	7200AA23C00012
<b>USAID Source / Nationality (Geo) Code:</b>	935
<b>List of Attachments</b>	<ol style="list-style-type: none"><li>1. Attachment A: Prime contract mandatory flow down</li><li>2. Attachment B: Abt terms and conditions</li><li>3. Attachment C: List of Exception</li><li>4. Attachment D: Submission Check List</li><li>5. Zipped File<ol style="list-style-type: none"><li>a. Data forms (MO1,)</li><li>b. PMI, Evolve, GHS and GoodLife Logos</li><li>c. Pocket Guides (SOP, Team Leader)</li><li>d. Store Forms/Notes (Delivery, Request, Goods Receipts, Stock Card, Ledger Book</li><li>e. IEC Booklet</li><li>f. IEC Cheat Sheets (Mobilizers and Spray Team)</li><li>g. IRS Step Poster</li><li>h. Community Spray Callender</li><li>i. Vehicle Logbook</li><li>j. Store Ledger</li><li>k. Daily insecticide Tracking Form</li></ol></li></ol>



## Background and Purpose

In December 2022, USAID awarded Abt Associates, Inc. (Abt) the PMI Evolve Project. The purpose of this contract is to support PMI, as well as U.S. Agency for International Development (USAID) Missions and Bureaus, with planning, implementing, and monitoring malaria vector control programs, including entomological monitoring, indoor residual spraying (IRS), insecticide-treated mosquito nets (ITNs) distribution, and larval source management (LSM). PMI Evolve will strengthen the capacity of local institutions, including national malaria programs (NMPs), district health offices, and research institutions to independently conduct vector control programs. In Ghana, the project collaborates with NMEP to implement IRS, conduct entomological monitoring and implement school based insecticide-treated net (ITN)

Abt Associates, Inc. (Abt) is contracted by USAID Washington to conduct high quality Indoor Residual Spraying (IRS) programs in multiple Presidential Malaria Initiative (PMI) supported countries in Sub Saharan Africa and the Mekong region in Southern Asia. This was accomplished through what is called the PMI Evolve Project. The purpose of this project is to achieve the targets in Indoor Residual Spraying (IRS) through implementation of a high-quality IRS program, conducting comprehensive monitoring and evaluation of the IRS program, and developing the national capacity to conduct IRS. Activities are carried out in full collaboration with the National Malaria Control/Elimination Programs (NMCP/NMEP).

The Purpose of this RFQ is to obtain quotes and eventually enter a Firm Fixed Price Purchase Order with one or more firms for “**Printing of IRS Materials**” for the PMI Evolve Project.

## Instructions to bidders

1. All documents submitted in response to this RFQ, as well as all related correspondence, will be in English and PDF format.
2. Offerors must fully review all instructions and specifications in this RFQ. Failure to do so will be at the offeror’s risk.
3. At any time prior to awarding the contract, should Abt Associates deem it necessary to change the RFQ provisions, it will provide such amendment(s) in writing. No oral instructions by any person will in any way be considered to limit, exclude, modify, or otherwise affect any terms or conditions of this solicitation, and no supplier shall rely on any such instructions.
4. Responses to technical questions will be distributed to all bidders.
5. All responses to this RFQ shall be submitted via email to [PMI\\_EvolveGhana@abtglobal.com](mailto:PMI_EvolveGhana@abtglobal.com).
6. Quotes from Offeror(s) on US government debarred list will not be considered.
7. In case samples are required, samples from successful bid(s) will be retained for product knowledge and reference purposes. Samples from unsuccessful bids will be discarded. However, if an unsuccessful bidder wishes to get their samples back after review, they can indicate in their offer and include prepaid return envelope or arrange pick-up. Note that the sample will be returned open because of the review process.
8. Bidder shall submit offer(s) with the following naming convention:



- a. **Email subject line** (no space before/after dashes “- “):  
***EVGH-PT-24-11-04-Your company name***
9. **Attachments:** e.g. Quote/product literature/registration certificates etc  
***EVGH-PT-24-11-04-Your company name- Quote***  
***EVGH-PT-24-11-04-Your company name- Product Literature***  
***EVGH-PT-24-11-04-Your company name- Registration certificate etc***
10. The quotation must include the price in Ghana Cedis with all associated cost using a bid sheet format provided in Appendix A.
11. Bids must be signed by a duly authorized representative of the bidder and contain the bidder’s full address and contact details.
12. Abt Associates Inc reserves the right to reject bids submitted without all requested information as non-responsive.

**Quote Validity/Performance Period:**

Submitted offers/Bids shall be valid for at least a period of 120 days from RFQ closing date

**Preparation of Bids:**

Bidders/Offerors are expected to examine the technical specifications and all instructions contained in this RFQ. Failure to do so will be at the offeror’s risk

Offers shall provide unit and total price per line. In case of discrepancy between unit and extended/total price, the unit price shall prevail.

Offers shall include delivery lead time in weeks. That is, the number of weeks from order receipt to delivery at the designated warehouse in Fuo, Tamale area.

Descriptive literature, quality standard supporting documentation, full technical specification per quoted item must be submitted with the bid. Submitted literature will be used to show compliance with the stated technical specification but shall not be considered to amend the quotation and the applicable RFQ requirement.

Any deviation from the RFQ stated specification must be identified, explanation provided in the attached *List of Exceptions* document (attachment C). In case of conflict between the RFQ technical specifications and the supplier offered descriptive literature, the RFQ specifications shall be the standard.

**Amendments:**

If it becomes necessary to modify this RFQ, an amendment will be issued and be binding to all bidders. Amendment(s) will be sent return receipt requested and numbered consecutively commencing with Amendment-01, 02 etc. Bidders must reference such amendments in their subsequent response and/or communication.

**Clarifications:**

All questions with regard to this RFQ shall be addressed to [PMI\\_EvolveGhana@abtglobal.com](mailto:PMI_EvolveGhana@abtglobal.com). The deadline for submitting questions is **23:59hrs GMT on December 13, 2024**. Abt will communicate the questions and its responses to all bidders and may at its sole discretion extend the quotation deadline. Oral communication concerning this RFQ will not be accepted except for administrative clarification regarding submission format or location of the office, etc.

**Exceptions:**

To ensure clarity on the bids and their conformity to the RFQ technical specifications and requirements, bidder shall furnish a list of all exceptions to any of the terms/conditions/technical specification/Quality standards contained in this RFQ and shall include an explanation or justification for the exception taken.

**Equipment and Operating Conditions:**

Where applicable, operating and service manuals must be provided for all equipment.

**Packing:**

The supplier shall be responsible for packaging, marking, and shipping the goods in accordance with the terms stated in the order, good commercial practices, and all applicable laws. Each package shall be marked with handling instructions, shipping information, order number and part or item number. An itemized packing list shall accompany each shipment. Abt reserves the right to reject any shipment not meeting these requirements.

**Delivery Location:**

Products shall be delivered to the address below on or before **February 28, 2024**.

PMI Evolve Project, Ghana  
Plot 11 Waterson Road, SSNIT Flat Junction,  
Tamale.

**Packing List:**

A complete itemized packing list shall be affixed in an appropriate "Packing List" envelope outside the shipper box or container used to deliver commodities. Each packing list shall include a complete description of the goods, all applicable catalog numbers as also indicated in the applicable Purchase Order

**Invoices and Payments:**

Payments will be made net thirty (30) days after Abt Associates receives a complete and correct invoice from supplier based solely on Services performed by Supplier and/or Goods actually supplied by supplier pursuant to a Purchase or Deliver order.



### Required documents:

1. Completed quotation form (bid sheet as in Appendix A)
2. Business Registration Certificate
3. VAT Registration Certificate
4. Tax Clearance Certificate
5. Completed "List of Exception (if applicable)"
6. Completed "Submission Check List" (Attachment C)

*Please note that if you fail in submitting any of the required documents and or fail to use the proposed file naming convention as stated in bullet point 9 in this RFQ, you will be disqualified for selections.*

### Product Description and Specifications:

No.	Item Description	UOM	Specification	Quantity
1	IEC Booklet/Brochure	/Piece	17.5cm x 12.6cm, 20 pages excluding cover page, front & back, full colour 135grm matt paper inside pages, 350grm art card cover page	275
2	IEC Cheat Sheet - Mobilizers	/Piece	41.4cm x 20.3 cm, double sided print folded into 6 pages, 180grm matt art card, full colour.	1,753
3	IEC Cheat Sheet – Spray Operators	/Piece	38cm x 13.7cm double sided print folded into 8 pages, 180grm matt art card, full colour.	687
4	IRS Steps Poster	/Piece	A2 size, 135grm matt art paper, full colour, single sided	5,559
5	Spray Mobilization Calendar	/Piece	A2 size, 135grm matt art paper, full colour, single sided	5,559
6	Community Spray Performance Tracker – District Capital	/Piece	4ft x 6ft, full colour, SAV matt sticker, with oil-based print	13
7	Community Spray Performance Tracker – Sub-District	/Piece	4ft x 2.5ft, full colour, SAV matt sticker, with oil-based print	18
8	Community Spray Performance Tracker – MSP Sites	/Piece	4ft x 1ft, full colour, SAV matt sticker, with oil-based print	11
9	Vehicle Logbook – Rented Vehicle	/Piece	Big A4, 50 pages original and 50 pages carbonated duplicate, mono colour	20
10	SOP Pocket Guides	/Piece	A6, Foldable into 28pg, 135grm art card, cover include matt lamination.	333
11	Spray Performance Tracker	/Piece	4ft x 8ft, full colour, SAV matt sticker, with oil-based print	28
12	Team Leader Pocket Guides	/Piece	A5, Foldable into 44pg, 135grm art card, cover include matt lamination.	58



13	Spray Mobilization Form (MO1)	/Piece	Big A4 (9 out) size, vanguard 4sheet, mono colour, double sided print, pink card, blue ink	3,057
14	PMI Anti Sexual Harassment Poster	/Piece	4ft x 5ft, full colour, SAV matt sticker, with oil-based print	9
15	Store Ledger Books	/Piece	Big A4 200 leaflets, front & back, mono colour, white paper, blank ink, hard cover, perfect	78
16	Stock Card	/Piece	Big A4 (9 out), 13"x10", vanguard 4sheet, mono colour, double sided print, yellow card, black ink	4,423
17	Delivery Note	/Piece	A4, Triplicate carbonated 50 pages, mono colour	21
18	Goods Receipt Note – External transaction	/Piece	A4, Triplicate carbonated 50 pages, mono colour	82
19	Daily Insecticide Tracking Form	/Piece	Big A4, 2 leaflet of 4 pages, multiply by 40, binded as a book, hard cover, mono colour	30
20	Request Book	/Piece	A4, Triplicate carbonated 50 pages, mono colour	29

### Evaluation Criteria:

Abt Associates Inc, intends to award a PO (in whole or in part) to the most advantageous technically compliant offer(s), the following factors considered:

- a. Compliance with RFQ specifications and bid submission requirement/instructions.
- b. Price and price related factors.
- c. Delivery lead time.
- d. Delivery terms and/or cost.
- e. Payment terms (agreement to Abt payment terms or otherwise)

A responsive proposal is one that comes from a responsible supplier<sup>1</sup> and complies with all the terms and conditions stated in the RFQ without material modification. A material modification is any modification that affects price, quantity, quality, delivery or installation date of equipment or materials, or which limits in any way the responsibilities, duties or liabilities of the bidder or any rights of Abt or its clients.

Abt reserves the right to waiver any minor informalities in the quotation/proposal received if it is in Abt's best interest to do so, or to reject the quotation of any firm if, in Abt's judgement, the firm is not fully qualified to provide the goods or services as specified in the technical specifications.

<sup>1</sup> For the purpose of this RFQ, a responsible supplier one who is legally, technically, and financially qualified to provide the RFQ goods and/or services.



### Sample Submission:

Where applicable, to ensure a full and informed evaluation of the proposed products, bidders shall send samples of all quoted items to the following address: (note the required correct marking):

Address:

PMI Evolve Project, Ghana.  
Plot 11 Waterson Road, SSNIT Flat Junction,  
Tamale

Package marking:

***EVGH-PT-24-11-04-[Your company name]- SAMPLES***

*Attention: [add applicable name and email]*

*Tel:*

Vendors are required to submit samples for listed items below.

1. IEC Booklet/Brochure
2. IEC Cheat Sheet – Mobilizers
3. IEC Cheat Sheet – Spray Operators
4. IRS Steps Poster
5. Spray Mobilization Calendar
6. Vehicle Logbook
7. SOP Pocket Guides (this sample will be used to adjudge for “Team Leader Pocket Guide” as they are of the same form and structure).
8. Spray Mobilization Form (MO1)
9. Store Ledger Books
10. Stock Card
11. Delivery Note (this sample will be used to adjudge for “Goods Receipt Note” and Request Book” as they are of the same form and structure)
12. Daily Insecticide Tracking Form

Sample submission deadline: **17:00hrs GMT, January 2, 2025**. Abt reserves the right not to accept late sample submissions.

### NOTES:

1. Abt Associates is an equal opportunity employer and strongly encourages female entrepreneurs to apply for this tender.
2. Abt Associates can award multiple contracts for multiple suppliers under this RFQ.
3. Items delivered upon award will be inspected and matched against the accepted sample. Any deviation from the accepted sample will be rejected.
4. Abt reserves the right to waiver any minor informalities in the quotation/proposal received if it is in Abt’s best interest to do so, or to reject the quotation of any firm



if, in Abt's judgement, the firm is not fully qualified to provide the goods or services as specified in the technical specifications.

5. Following the evaluation of bids, Abt Associate's decision to buy/hire from a particular vendor/service provider is not open for challenge from any bidder.
6. Vendors are to note that the project will take mandatory withholding tax from all amounts as per Ghana tax laws.
7. Vendors should note that the PMI Evolve Project in Ghana is exempted from the payment of VAT and NHIL under the bilateral agreement signed between the Government of Ghana and the Government of United States of America. USAID office in Ghana will issue a VAT Relief Purchase Order to cover this component upon the submission of a VAT invoice.
8. This RFQ shall not be misconstrued to be a commitment on the part of Abt Associates to award any form of contract to any respondent nor shall it entitle any organization or individual to be reimbursed the costs preparing or delivering bids to Abt Associates.
9. A responsive proposal is one that comes from a responsible supplier and complies with all the terms and conditions stated in the RFQ without material modification. A material modification is any modification that affects price, quantity, quality, delivery or installation date of equipment or materials, or which limits in any way the responsibilities, duties or liabilities of the bidder or any rights of Abt or its clients.
10. Abt reserves the right to waiver any minor informalities in the quotation/proposal received if it is in Abt's best interest to do so, or to reject the quotation of any firm if, in Abt's judgement, the firm is not fully qualified to provide the goods or services as specified in the technical specifications.





## APPENDIX A: BID SHEET

**Supplier Name:** \_\_\_\_\_

**RFQ Number:** \_\_\_\_\_

Seq #	Item Description	UOM	Specification	QTY	Unit Price (GHC)	Total Price (GHC)
1	IEC Booklet/Brochure	/Piece	17.5cm x 12.6cm, 20 pages excluding cover page, front & back, full colour 135grm matt paper inside pages, 350grm art card cover page	275		
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10	SOP Pocket Guides	/Piece	A6, Foldable into 28pg, 135grm art card, cover include matt lamination.	333		
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14	PMI Anti Sexual Harassment Poster	/Piece	4ft x 5ft, full colour, SAV matt sticker, with oil-based print	9		
15	Store Ledger Books	/Piece	Big A4 200 leaflets, front & back, mono colour, white paper, blank ink, hard cover, perfect binding	78		
16	Stock Card	/Piece	Big A4 (9 out), 13"x10", vanguard 4sheet, mono colour, double sided print, yellow card, black ink	4,423		
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20	Request Book	/Piece	A4, Triplicate carbonated 50 pages, mono colour	29		
<b>Taxes (specify type of tax and % as applicable)</b>						
<b>Other costs (specify type)</b>						
<b>GRAND TOTAL</b>						
<b>Other Terms</b>						
<b>Delivery Lead Time</b>						
<b>Delivery Terms</b>						
<b>Payment Terms</b>						

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Attachment: A**

**Prime Contract Mandatory Flow Downs**  
(See separate attachment)

**Attachment B:**

**Abt Standard Terms and Conditions**  
(See separate attachment)

**Attachment: C**

**List of Exception**  
(See separate attachment)

**Attachment: D**

**Submission Check List**  
(See separate attachment)