

# REQUEST FOR INFORMATION

USAID/UGANDA Health Office

## 1.0 Description

1.1 USAID/Uganda Mission in support of the Health Office is seeking information on potential responsible local firms/vendors that could provide Malaria, HIV/AIDS, and Family Planning Commodities (see **attached list**) to the Private Not-for-Profit sector in regions of Uganda served by USAID.

1.2 THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the Government to contract for any supply or service whatsoever. Further, USAID/Uganda is not at this time seeking proposals and will not accept unsolicited proposals. Respondee are advised that the U.S. Government will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be synopsized on the [Federal Business Opportunities \(FedBizOpps\) website](#). It is the responsibility of the potential offerors to monitor these sites for additional information pertaining to this requirement.

## 2.0 Background

USAID's current arrangements for the procuring of ARVs, Anti-malaria and FP commodities for the Private-Not-for-Profit sector are coming to an end. (*All drugs procured by USAID must be FDA approved.*) To assess the local market and potential responsible Firms/Vendors, we are requesting the following information from potential Firms/Vendors. **Only companies registered with the Uganda Drug Authority (UDA) should respond to this call for information.**

## 3.0 Requested Information

1. Capability statement: Please include information on:
  - a. Summary of company core technical and structural capabilities including management information system (MIS) for data and stock management and on-time delivery.
  - b. Amount of time in business, duration of presence in Uganda, date registered with UDA.
  - c. Audited P & L statement for the past 3 years. (including debt-burden/liquidity; credit history and growth history).
  - d. Past customers for whom you have done similar work, especially procuring the listed items FDA approved and/or not (see attached) and experience working with local warehousing/distribution firms.
  - e. Describe the gender/vulnerable population composition of the company ownership and/or any policy the company has in place to assure equitable business practices regarding gender/youth/vulnerable groups.
  - f. Why would your company be the best choice to fulfill these procurement needs at this time?

## 4.0 Responses

4.1 Interested parties are requested to respond to this RFI with a written statement.

4.2 Capabilities Statement and/or Requested Information in Microsoft Word for Office 2000 compatible format are **due no later than 9 January, 2019, 17:00 local Kampala time.** Responses shall be limited to 10 pages (excluding page 1 – administrative information section) and submitted via e-mail only to [KampalaUSAIDSolicita@usaid.gov](mailto:KampalaUSAIDSolicita@usaid.gov). Proprietary information, if any, should be minimized and **MUST BE CLEARLY MARKED**. To aid the Government, please segregate proprietary information. Please be advised that all submissions become Government property and will not be returned.

4.3. Page 1 of the Capabilities Statement shall provide administrative information, and shall include the following as a minimum:

4.3.1. Name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, and e-mail of designated point of contact.

4.3.2. Any Proprietary information **MUST BE CLEARLY MARKED**. In the absence of clear marking, the Government will assume that the respondee does **NOT** object to the release of its submission to other Government offices or programs.

4.3.3. Business type – Local/Ugandan businesses/firms

‘Local’ organization/firm is defined as follows:

The organization/firm must meet the criteria under paragraph (1), or (2) below:

(1) An individual must be a citizen or lawfully admitted permanent resident of and have his/her principal place of business in the country served by the PEPFAR program with which the individual is or may become involved, and a sole proprietorship must be owned by such an individual; or

(2) An entity (e.g., a corporation or partnership):

a) must be incorporated or legally organized under the laws of, and have its principal place of business in, the country served by the PEPFAR program with which the entity is or may become involved;

b) must be at 75% for FY 2018 beneficially owned by individuals who are citizens or lawfully admitted permanent residents of that same country, per sub-paragraph (2)(a), or by other corporations, partnerships or other arrangements that are local partners under this paragraph or paragraph (3);

c) at least 75% for FY 2018 of the entity’s staff (senior, mid-level, support) must be citizens or lawfully admitted permanent residents of that same country, per sub-paragraph (2)(a), and at least 75% for FY 2018 of the entity’s senior staff (i.e., managerial and

professional personnel) must be citizens or lawfully admitted permanent residents of such country; and

d) where an entity has a Board of Directors, at least 51% of the members of the Board must also be citizens or lawfully admitted permanent residents of such country.

(3) Partner government ministries (e.g., Ministry of Health), sub-units of government ministries, and parastatal organizations in the country served by the PEPFAR program are considered local partners. A parastatal organization is defined as a fully or partially government-owned or government-funded organization. Such enterprises may function through a board of directors, similar to private corporations. However, ultimate control over the organization rests with the government.

Note: To be considered a local organization/firm, the organization/firm must submit supporting documentation demonstrating their organization meets at least one of the three criteria listed above.

## **5.0 Industry Discussions**

USAID/Uganda authorized representatives may or may not choose to meet with potential vendors/bidders. Such discussions would only be intended to get further clarification of potential capability to meet the requirements and/or potential risks.

## **6.0 Questions**

Questions regarding this announcement shall be submitted in writing by e-mail to the Contracting Officer, [KampalaUSAIDSolicita@usaid.gov](mailto:KampalaUSAIDSolicita@usaid.gov). Verbal questions will NOT be accepted. Questions will be answered by posting answers to the [www.fbo.gov](http://www.fbo.gov) website; accordingly, questions shall NOT contain proprietary or classified information. The deadline for submission of questions is **December 19, 2018, close of business local Kampala time.**

## **7.0 Summary**

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide Malaria, HIV/AIDS, and Family Planning Commodities. The information provided in the RFI is subject to change and is not binding on the Government. USAID/Uganda has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become Government property and will not be returned.

**8.0 Attachment** – See Malaria, HIV/AIDS, and Family Planning Commodities List attached.

## **Attachment**

### **List of medical commodities**

1. Anti-Retroviral drugs (ARVs)
2. Viral Load and Early Infant Diagnosis reagents
3. HIV Rapid Diagnostic tests
4. Antibiotics
5. Voluntary Medical Male Circumcision kits
6. Anti-malarial medicines
7. Malaria Rapid Diagnostic tests
8. Long lasting Insecticide-treated Nets
9. Contraceptives
10. Other related Medicines, Laboratory and health supplies.

End of List