

Date: 06 April 2016

**Request for Quotation**  
**RFQ No. UNFPA/LAO/16/01**

Dear Sir/Madam,

UNFPA, United Nations Population Fund, an international development agency, hereby solicit your quotation for the Analysis of the Stock Availability Surveys in Vientiane and other target provinces. The contractor will be under supervision of the United Nations Population Fund Country Office (UNFPA) and the Ministry of Health (MOH), Lao PDR.

**I. Background**

UNFPA has been technically and financially supporting the Ministry of Health in implementing programme to improve the reproductive health status of the people of Lao PDR. This includes steps taken towards the development and implementation of integrated logistic system as per the ministerial decree, with FDD signing an AWP between MPSC (the department responsible for integrated logistics management) and UNFPA, with financial support from GPRHCS.

As a priority country of the Global Program for RHCS, UNFPA Lao PDR must perform contraceptive stock availability surveys annually as a means of assessing whether UNFPA support has had an impact on improving the availability of contraceptives and other lifesaving drugs and supplies through the national RH/FP/MH Program.

Lao PDR receives contraceptive commodity support as well as regular budgetary support aimed at improving availability of contraceptive and essential RH commodities at all levels, and conducts yearly contraceptives and MNCH commodity stock availability surveys since 2009.

In 2015, the survey did not include the qualitative analysis for the finding and that came out from one of recommendation is that the MOH/UNFPA should conduct the qualitative analysis to address the stock out of contraceptive and life-saving drug. In addition to that while this survey is useful to identify outlets that were stock out at any time in the previous 3 months, it does not provide an indication of the duration of stock out, or the numbers of products that were stocks out of any particular facility. It is also not possible to tell whether all outlets (at all levels) were stock out, or whether stock was available at district hospitals when it was not available in health centres. Outlet level data, examined regionally would identify those outlets with stock out on the day, and in the past 3 months, and those outlets could be evaluated with additional questionnaires to establish what the real duration of stock out has been, and the reasons for it.

The results of the client exit interviews do not appear to provide useful, actionable information. Consider whether this portion of the field research could be modified to collect more useful information about interactions with health providers and evaluate whether clients felt able to respond freely to these questions.

**II. Scope of work and Tasks**

- Review the exiting materials and analyze the results of the previous Stock Availability Surveys to identify key questions/areas for further analysis in consultation with the MoH and UNFPA.
- Develop a detailed plan for the qualitative analysis indicating key activities, and setting critical milestones in the process.



- Design and develop tools of qualitative analysis based on Stock Availability survey results to gain insight into reasons behind frequent stock out of RH commodities and find ways to address issues in consultation with the MOH and UNFPA
- Provide technical assistance and guidance to the overall process of the qualitative analysis which may include additional survey in consulting with MOH and UNFPA.
- Carry out the data analysis and prepare the final report on the qualitative analysis focusing on identification of reasons behind stock-outs and make key recommendations to address issues highlighted
- Present the findings to the stakeholders and incorporate comments into the final report

### III. Duration of work

Last week of April to June 2016 (8 weeks)

### IV. Delivery

- Methodology and survey tools including inception Report for the exercise (outline of detailed plan and methodology)
- Presentation of the main findings to share with stakeholders in country.
- Final qualitative analysis report with key recommendations

### V. Place where services are to be delivered

Vientiane Capital with expect to travel to target provinces

### VI. Qualifications and experience requirement

The firm will need to have the following competencies/experience

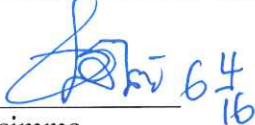
- Institution with significant expert in Public Health especially Health Systems Management background
- Experience with medical and/or reproductive health commodities and equipment Logistical Management Information Systems
- Experience in providing technical support to Stock Availability Survey from study design to reporting and dissemination.
- Experience in system analysis and / or relational database design in the context of sector wide approach
- Knowledge of Integrated Logistics Systems in developing countries
- Knowledge of Health Policies in Laos as well as health situation including family planning
- Excellent communication and report writing skills in English
- Previous experience with similar exercises will be considered an advantage.

A prospective bidder requiring any clarification on the bid solicitation documents may notify to **Vilaykham Lasasimma, Operations Manager, email address: [lasasimma@unfpa.org](mailto:lasasimma@unfpa.org)** no later than **19 April 2016 at 16:00 hrs** (Reference: <http://www.timeanddate.com/worldclock/laos/vientiane>).

If you are interested in submitting a quotation for these items, kindly fill in the attached quotation submission form and send by email or be submitted in sealed envelope to the address indicated below no later than **25 April 2016 at 16:00 hrs** (Reference: <http://www.timeanddate.com/worldclock/laos/vientiane>).



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Lao PDR.  
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Email address: [laos.office@unfpa.org](mailto:laos.office@unfpa.org)

Certified by:  64/16  
Vilaykham Lasasimma  
Operations Manager  
Date: 6-APR-2016

Suppliers perceiving that they have been unjustly or unfairly treated in connection with a solicitation, evaluation, or award of a contract, may complain to the UNFPA Head of the Business Unit Ms. Frederika MEIJER and email address [meijer@unfpa.org](mailto:meijer@unfpa.org). Should the protestor be unsatisfied with the reply provided by the UNFPA Head of the Business Unit, the protestor may contact the Chief of the Procurement Services Branch at [procurement@unfpa.org](mailto:procurement@unfpa.org).

UNFPA has adopted a zero tolerance policy on gifts and hospitality. In view of this UNFPA personnel is prohibited from accepting any gift, even of a nominal value, including drinks, meals, food products, hospitality, calendars, transportation, and any other forms of benefits. Vendors are therefore requested not to send gifts or offer hospitality to UNFPA personnel

#### **Term and conditions:**

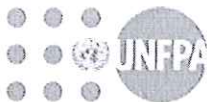
- Price validity: 3 months after closing date. No changes allowed during this period
- Price should be tax free
- Price should be quoted in US Dollar
- Conversion to single currency: For conversion into single currency for evaluation purposes the applicable UN exchange rate will be used on the date of opening of proposal.
- Payment term: Payment will be made by cheque or bank transfer if required by supplier within 30 days upon receipt of invoice.
- General Term and Conditions for contract: See enclosed
- Partial bid submitted will be rejected

#### **Evaluation criteria of Quotation:**

The evaluation committee (PRC) will examine of request for quotation to determine whether they are completed, whether the documents have been properly signed and whether the offer complies with Specifications required and complies with SOP.

In case of discrepancy in unit price and total price the unit price should prevail.

**The contract or work order will be awarded to the company offered lowest responsive offer.**



**Quotation Form**

**Name of Bidder:** \_\_\_\_\_

**Date of Bid:** \_\_\_\_\_

**Request for Quotation No:** RFQ No. UNFPA/LAO/16/01

**Currency of Bid price:** \_\_\_\_\_

**Delivery time (weeks from receipt of order till dispatch):** \_\_\_\_\_

**Expiration of Validity of Quotation (The quotation shall be valid for a period of at least 3 months after the Closing date.):** \_\_\_\_\_

**Price Schedule:**

Item No.	Description	price/unit	Quantity	Transportation cost to UNFPA Country Office	Total amount	Delivery schedule

*Vendor's Comments:*

**I hereby certify that this company, which I am duly authorized to sign for, accepts the terms and conditions of UNFPA and we will abide by this quotation until it expires.**

\_\_\_\_\_  
**Name and title**

\_\_\_\_\_  
**Date and Place**

*Handwritten signature and date: 16/06/16 Vilayphone*