

**REQUEST FOR PROPOSAL (RFP)**

**RFP Number: HLI/ADM/02/02**

**FOR COURIER COMPANY TO TRANSPORT BIOLOGICAL SPECIMENS**

**RFP Issuance Date: June, 12-2019**

**Due Date and Time for Receipt of bids: June, 27-2019**

## 1. INTRODUCTION

Health Links Initiative (HLI) is a non-profit organization dedicated to improve health systems in Tanzania ([www.healthlinks.or.tz](http://www.healthlinks.or.tz)). It was registered in the United Republic of Tanzania on 15<sup>th</sup> September 2011 under the Non-Governmental organizations Act, 2002. Our vision is “Better quality assurance practices in public health laboratory and medicine in Tanzania”. Our strategic priority is to improve quality of health care service delivery in the country and contribute to health and wellbeing of all Tanzanians.

With support from the African Society for Laboratory Medicine (ALSM), HLI is working in close collaboration with the National Health Laboratory and Quality Assurance Training Center (NHLQATC) of the Ministry of Health, Community Development, Gender, Elderly and Children (MOHCDGEC), Presidents’ Office, Regional Administration and Local Government (PORALG) and other stakeholders to develop an electronic specimen referral tracking system, to be implemented in all regions of Tanzania which is initially demonstrated in Arusha and Kilimanjaro regions.

## 2. RFP Objective:

Health Links Initiative (HLI) is soliciting proposal from qualified laboratory courier contractors for the provision of services for transporting laboratory specimens, reports, supplies, and other materials to and from designated locations of Arusha, Kilimanjaro and NHLQATC in accordance with the attached Scope of work. Successful bidders will sign an agreement with HLI to complete this activity.

**Scope of Work (SOW): For this Requests for Proposal (RFP)** project, the requirements for the sub-contractor are to provide courier services including but not limited to the following:

- Timely pick-up/delivery of laboratory specimens, including but not limited to specimen categories: anatomic/surgical pathology, chemistry, cytology, blood bank, coagulation, cytogenetic/molecular genetics, hematology, immunology/serology, immunocytology, microbiology, and virology within stipulated turnaround time (TAT)
- Provide evidence/tool that will help to monitor this process and compliance with TAT
- Timely pick-up/delivery reports, supplies and other materials (e.g., specimen containers, reagents, etc.) to and from hubs and testing laboratories.
- Contractor shall ensure that any vehicles used for the provision of services under this contract have adequate space, and are appropriately designed to transport specimens and other materials in which to maintain sample integrity and confidentiality of reports/medical records
- Contractor must have all necessary facilities such as staff, vehicles, vehicle dispatch communication equipment etc. to establish and provide laboratory courier services

**Number of Contractor(s):** One (1)

**Duration of Service: 12 months.**

### **3. INFORMATION TO APPLICANTS**

Final selection for the bidder will be based on technical, past satisfactory performances, cost and other considerations as deemed necessary for successful performance of the contracted work to a Courier company. The duration of the initial contract shall be up to a maximum of twelve months and may be extended depending on review of performance and availability of funds. The review shall include checking deliverables in relation to the scope of work, feedback from target sites, MOHCDGEC and PORALG on performance of contractor.

### **4. INSTUCTIONS FOR SUBMITTING PROPOSAL**

- A. The format for the submission in response to this RFP, should contain the following as pre requisite :
- i. Background on the organization/individual and staffing qualifications and experience. Indicate how these qualifications and experience relate to the proposed functional areas applied for. Indicate whether the organization is affiliated/had partnerships with other institutions, a description of how it will result in effective implementation of the proposed areas of work.
  - ii. A description of the respondent's work history (experience) with similar project in the past two years (Capability Statement). This should include, but not limited to, a narrative description of the principal results achieved, how they were achieved and how those results are related to the problem statement being addressed.
  - iii. How the Respondent proposes to accomplish the task applied for. Functional area (s). Include specific objectives and activities that will be done under each objective.
- B. The authorized individual representing the Respondent will sign and indicate a date on the proposal cover sheet. The signatory agent's printed name, title, name of the organization, address, phone and fax numbers and email address must be provided. Failure to provide a signed copy of the affirmation statement below will be a cause for the proposal no to be considered.

*I affirm that the information within this proposal, to the best of my knowledge, is true and accurate. Further, I am duly authorized to sign and submit this proposal on behalf of this agency. I fully affirm and understand that failure to meet the requirements of this proposal the submitted price may result in my organization's contract being terminated including other legal measures as appropriate.*

- C. Include at least two (2) current references and their contact information from organizations that have used Respondent's services within the last twelve (12) months.
- D. Send your completed application by email to [atraore@aslm.org](mailto:atraore@aslm.org), [rfpsubmission@aslm.org](mailto:rfpsubmission@aslm.org) and [info@healthlinks.or.tz](mailto:info@healthlinks.or.tz) by **27<sup>th</sup> June 2019 (11.59pm EAT)**

**Point of contact**

Direct any written question or request for information about this RFP to:  
*info@healthlinks.or.tz*