

Invitation to Tender

Provision of Metal Surgical Equipment

Issue Date: 19th of May 2023

Closing Date and Time: 08th of June 2023 at 13:00 GMT

MSI ETHICAL AND BUSINESS CONDUCT

MSI Reproductive Choices are committed to a transparent and ethical procurement process and expects its suppliers to share our ethical and business principles, and to promote these principles to their suppliers, sub-contractors, and business partners. Read more about our principles in our Standards of Business Conduct [Business Partners - Code of Conduct \(msichoices.org\)](https://msichoices.org).

MSI Reproductive Choices does not tolerate fraud, falsified proposals, collusion among offerors or bribery, and expect any suppliers who works with us to uphold existing commitments to safeguarding, data protection, anti-modern slavery and to declare any personal or other close relationships and conflicts of interest. Any supplier or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities.

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PART 1 – BACKGROUND

1.1 MSI overview

MSI Reproductive Choices is a global organisation with over 9,000 team members working in 37 countries to deliver our mission. Starting from one single clinic in London, our organisation has grown to become one of the world's largest providers of high quality, affordable contraception, and safe abortion services.

Since 1976, we have delivered sexual and reproductive healthcare services to over 162 million women. We currently support over 67,000 clients daily with reproductive choice, and over 32 million women and girls worldwide use a method of contraception provided by us. In 2021, our services prevented 14.1 million unintended pregnancies, 6.6 million unsafe abortions and 39,000 maternal deaths (read more about our impact). But our work is far from over.

Our vision for the next decade is bold: that by 2030, no abortion will be unsafe and every individual who wants access to contraception will have it. We know we have a long road ahead of us. But reproductive choice is foundational in the drive for gender equality and to a future where women and girls take their rightful place in all aspects of society.

1.2 Current Supply Situation

The Global Supply Chain department runs the vendor selection for centralised Core Commodities of reproductive products. Our existing contract is due to expire, and we are therefore due a new competitive bidding for a preferred Metal Surgical Equipment supplier including our incumbent. We also require branded bespoke kits as described in Appendix C.

1.3 MSI's Quality requirements

All quality assurance, manufacturing & sampling shall be in strict accordance with the requirements of ISO 13485

All bidders must provide evidence of this with product specification sheets and performance studies summary alongside packaging information such as sterility, recyclability, sizing, product protection, etc.

Bidders must include details of their in-house quality control processes for all offered products.

Surgical products must be made from the following steel types:

- Forceps and needle holders: AISI410 stainless steel, matt finish
- Scissors: AISI420 stainless steel, matt finish
- Hollow ware: AISI304 stainless steel
- Scalpel handles: AISI304 stainless steel, matt finish

1.4 MSI's Transportation requirements

Delivery requirements of the goods by air or sea will be specified on purchase orders and charges agreed.

A freight quote is expected with each PO placement; however, MSI reserve the right to choose an alternative transportation supplier.

1.5 MSI's Contractual requirements

It is anticipated that the resulting long-term agreement is planned for an initial term length of three years, with the option to be extended for an additional 12 months and bidders are expected to provide 45 days payment terms

PART 2 – RFP PROCESS AND INFORMATION

2.1 RFP Key Dates

The timeline for this RFP process is as follows. While MSI do not anticipate any changes to this timeline, we reserve the right to adjust it as we see fit.

ITT Issue Date	19 th of May 2023
Deadline for Bidder Questions	26 th of May 2023
Final Responses to Bidder Questions Posted	30 th of May 2023
Receipt of samples	8 th of June 2023
ITT Closing Date and Time	08 th of June – 1PM GMT
Shortlist Posted	14 th of June 2023
Final Award	16 th of June 2023
Contractual Commencement	03 rd of July 2023

2.2 Intent to Bid and Proposal Instructions

Bidders should submit their Proposals via email for receipt no later than 08th of June 2023 at 13:00 GMT to the following nominated email address:

Email address	LSO_Tender@MSIchoices.org
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MSI Reproductive Choices reserves the right to negotiate any or all the RFP terms and conditions and to cancel, amend or extend this RFP in part or entirely at any time. MSI may select any Proposal or may elect to select no Proposal.

Bidders must provide disclosure of any known past, present or prospective relationships with any parties associated with MSI Reproductive Choices.

This RFP is not an offer to contract but represents a definition of specific requirements and an invitation to qualified Metal Surgical Equipment Manufacturer to submit a response addressing our business requirements.

2.3 Queries and questions during the ITT period

Suppliers are to direct all queries and questions regarding the ITT content or process to LSO_Tender@msichoices.org **only** using the following naming convention listed below as the title: **Clarifications_SurgicalEquipment23_Suppliername**.

MSI will convey responses to submitted questions and queries to all suppliers so that each is equally informed.

2.4 Response lodgement methods and requirements

Suppliers must submit their response to **LSO_Tender@msichoices.org** with subject heading **BidResponse_ SurgicalEquipment23_Supplier name**. Electronic copies are to be submitted in English in PDF format (not scanned copies) and suppliers may submit multiple emails (suitably annotated – e.g., Email 1 of 3) if attached files are deemed too large to suit a single email transmission (recommended to be no more than 10MB).

2.5 Late responses

Suppliers are responsible for submitting their response prior to the ITT closing date and time in accordance with the schedule in clause 2.1. There may be no allowance made by MSI for any delays in transmission of the response from supplier to MSI.

Any Proposal received by MSI later than the stipulated ITT closing date and time may be removed from further consideration by MSI. A delivered receipt would not be considered grounds for a challenge.

2.6 Suppliers to inform themselves

MSI has taken all reasonable care to ensure that the ITT is accurate; however, MSI gives no representation or warranty as to the accuracy or sufficiency of the contained information.

2.7 Costs of preparing the response

All costs relating to the preparation and submission of a response are the sole responsibility of the supplier. MSI shall not pay the supplier, wholly or in part, for its response.

2.8 Confidentiality

Except as required for the preparation of a proposal, suppliers must not, without MSI's prior written consent, disclose to any third party any of the contents of the ITT documents. Suppliers must ensure that their employees, consultants, and agents also are bound and comply with this condition of confidentiality.

2.9 Acceptance of these Conditions

Suppliers, by submitting a response to this ITT, are deemed to have acknowledged and agreed to the conditions set out in this ITT.

2.10 Information to be provided

This Part details all the information suppliers are required to provide to MSI. The following minimum information is to be provided. If this information, or any additional information, is available on your website please provide the address to enable MSI to undertake further analysis.

Document	Notes
Copies of any current ISO, GMP or equivalent certification for manufacturing site	E.G ISO13485 Include Copies of all current certifications

Product catalogue or list including product specifications/materials	Within Appendix B
Copy of Current Operating/Trading License or Company Registration/ Updated legal documents/ Copy of Tax Clearance Certificate	Must be signed, certified and dated
Last 3 Years of Audited Accounts	In full, including Audit review & USD conversion if needed (I.e., Lacks to USD)
Three References from within the last 3 years from similar customers to MSI	Full contact details of references, including contact person and email address to be provided
Financial and technical bid for products	Pricing and lead time information to be provided on bidder's letterhead, signed and dated
Environmental Impact Assessments	Surveys or details on how you offset nitrogen/carbon emissions
MSI's Compliance Schedule	Must be signed and dated <i>at contract stage by the awarded supplier</i>
Insurance	Evidence of Professional Indemnity Insurance, Product & Public Liability Insurance <i>at contract stage by the awarded supplier</i>
Supplier Pre-Qualification Questionnaire	Attached to ITT Invitation email Must be signed

PART 3 – EVALUATION CRITERIA

The evaluation will consist of three stages; Stage 1 & 2 will be considered on a Pass/Fail basis. Failure to comply with all these requirements will disqualify the bidder from any further evaluation stages.

Stage 1: Mandatory compliance requirements as set in 2.10 above to be sent by 8th of June 2023 as described in section 2.4

Stage 2: samples from each of the below product categories to be shipped to MSI Reproductive Choices London Office by 8th of June 2023 where they will be assessed by our Quality team. Ensure it is packed the same sterility, recyclability, sizing & product protection specification as received in our Country Programmes.

Mandatory	Detail
Address	FAO Roxy Tola/Rebecca Stewart, MSI Reproductive Choices, 1 Conway Street, Fitzroy Square, London, W1T 6LP, United Kingdom
Label	CONFIDENTIAL TENDER SAMPLES. DO NOT OPEN UNTIL 08 June 2023
Other	Name of bidder

Description	Specifications
Forceps and needle holders	AISI410 stainless steel, matt finish
Scissors	AISI420 stainless steel, matt finish
Hollow ware	AISI304 stainless steel
Scalpel handles	AISI304 stainless steel, matt finish
Bespoke Kit	One from Appendix C list

Stage Three: The proposals shall be evaluated based on the criteria listed therewithin (Appendix B)

All proposals will be evaluated and ranked based on the following criteria

Evaluation Criteria	Assessment Weighting
Price	50%
Lead Time	40%
Freight	10%

APPENDIX A – CURRENT SITUATION

Annual spend 2021/ 2022

Incumbent	2021	2022
Spend	\$234,389	\$298,890
Full Volumes ordered in UOM	15,659	21,464

MSI Country Programmes (CPs using incumbent in bold)

East & Southern Africa	Asia	Pacific Asia	West & Central Africa	Latin America	Europe
Ethiopia, Kenya, Madagascar, Malawi, Tanzania, Uganda, Yemen, Zambia, Zimbabwe	Afghanistan, Bangladesh, Mongolia, Myanmar, Pakistan, Vietnam	Cambodia, Papua New Guinea, Timor Leste	Burkina Faso, Democratic Republic of Congo, Ghana, Mali, Niger, Nigeria, Senegal, Sierra Leone, Liberia	Bolivia, Mexico, Uruguay, Columbia	UK

APPENDIX B – PRICING SCHEDULE

Please note, all prices are to be quoted in USD and must be exclusive of taxes & indicate Incoterms (FOB at a minimum).

Description	Price	UOM	Shelf life	Lead time	MOQ
Allis Tissue Forceps (24cm)					
Babcock Tissue Forceps (14.5cm)					
Bonney Stopes Forceps (25cm)					
Cheatle Lifting Forceps + jar for holding forceps					
Dressing Drum (Large)					
Dressing Drum (Medium)					
Dressing Drum (Small)					
Evacuation Forceps (28cm)					
Gallipot 2oz					
Gallipot 3oz					
Halstead Mosquito Forceps Curved					
Hawkin Ambler Uterine Dilator (15/18)					
Hawkin Ambler Uterine Dilator (17/20)					
Instrument Tray (Medium)					
IUD Crocodile Forceps					
IUD Hook					
Kidney Tray (20cm)					
Long Artery Forceps Straight					
Mayo Harrington Scissors Straight (22.5cm)					
Mayo Hegar Needle Holder					
McClintock Ovum forceps (24cm)					
Metzenbaum scissors (14.5cm)					
Op-Scissors sh/sh					
Pratt Uterine Dilator 17/19					
Pratt Uterine Dilator 21/23					
Pratt Uterine Dilator 25/27					
Pratt Uterine Dilator 29/31					
Pratt Uterine Dilator 33/35					
Pratt Uterine Dilator 37/39					
Pratt Uterine Dilator 41/43					
Ramathibodi Uterine Elevator					
Rampley Sponge Holding Forceps (25cm)					
Scalpel handle #3					
Sims Vaginal Speculum					
Sopher Ovum Forceps (13mm)					
Sopher Ovum Forceps (18mm)					
Teale Vulsellum Forceps (23cm)					
Uterine Curette Sharp (28cm)					
Vaginal Cusco Large Speculum (reusable)					
Vaginal Cusco Medium Speculum (reusable)					
Vaginal Cusco Small Speculum (reusable)					

5 x Dressing Drum (Small) 10 x Gallipot 2oz 10 x Gallipot 8oz 5 x IUD Crocodile Forceps 10 x Kidney Tray (30cm) 10 x Rampley Sponge Holding Forceps (25cm) 25 x Rampley Sponge Holding forceps Baby (14cm) 50 x Vaginal Cusco Large Speculum (reusable) 50 x Vaginal Cusco Medium Speculum (reusable) 50 x Vaginal Cusco Small Speculum (reusable)			
22 x Cheatle Lifting Forceps + jar for holding forceps 12 x IUD Crocodile Forceps 180 x Vaginal Cusco Small Speculum (reusable)	Dill, Timor-Leste		
615 x Allis Tissue Forceps (24cm) 615 x Bonney Stopes Forceps (25cm) 50 x Gallipot 2oz	Hanoi, Vietnam		

APPENDIX C – Bespoke Branded MSI Kits

MSI Country Programmes order a variety of kits as per below descriptions; please provide feasibility and prices accordingly.

Description	Instruments included	Price	Shelf life	Delivery lead time	Minimum order quantity
MSI Implant Kit - insertion and removal	1 x Pouch Implant Kit autoclavable MSI branded, 1 x Drapes 25 x 22inch with 2.4inch hole sterile autoclavable, 1 x Forceps Rampley sponge holding baby 14cm , 1 x Forceps Mosquito Halstead artery curved delicate 12.5cm, 1 x Forceps Mosquito Halstead artery straight 12.5cm, 1 x Scalpel handle no 3, graduated in cm, 2 x Gallipot stainless steel 2oz, 1 x Tweezers surgical				
MSI IUD Insertion Kit	1 x Pouch IUD Kit autoclavable MSI branded, 1 x Forceps Bonney stopes curved 25cm, 2 x Forceps Rampley sponge holding straight 25cm, 1 x Scissors Mayo operating curved blunt 17.1cm, 1 x Gallipot stainless steel 2oz , 1 x Speculum Cuscos vaginal size medium, 1 x Sound Sims uterine 32cm				
MSI IUD Insertion Kit - no sound	1 x Pouch IUD Kit autoclavable MSI branded, 1 x Forceps Bonney stopes curved 25cm, 2 x Forceps Rampley sponge holding straight 25cm, 1 x Scissors Mayo operating curved blunt 17.1cm, 1 x Gallipot stainless steel 2oz , 1 x Speculum Cuscos vaginal size medium				

MSI MC Kit	1 x Pouch Male Circumcision Kit autoclavable MSI branded, 1 x Drapes 39 x 28inch with 2.4inch hole sterile, 1 x Forceps dressing standard toothed 13cm, 2 x Forceps Mosquito Halstead artery straight 12.5cm, 4 x Forceps Mosquito Halstead artery curved delicate 12.5cm, 1 x Forceps Rampley sponge holding straight 25cm, 1 x Forceps tissue standard 14.5cm, 1 x Gallipot stainless steel 2 oz, 1 x Needle holder Mayo-Hegar 17.8cm, 1 x Scalpel handle no 3, graduated in cm, 1 x Scissors Metzenbaum curved blunt 17.8cm, 1 x Scissors spencer stitch 13cm				
MSI MSL Kit	<i>Split into 2 kits, packed separately as MSL Primary and MSL UE kit, ordered as one</i> MSL Primary 1 x Pouch MSL Kit autoclavable MSI branded 1 x Drape 45 x 34inch with 3.2inch hole (20inch from top) sterile autoclavable 2 x Forceps Allis intestinal, delicate 3 x 4 teeth, 15.2cm 2 x Forceps Baby Babcock intestinal 14.5cm 1 x Forceps Dressing standard toothed 13cm 2 x Forceps Kelly artery straight 14cm 2 x Forceps Mosquito Halstead artery curved delicate 12.5cm 1 x Forceps Rampley sponge holding baby 14cm 1 x Forceps tissue delicate pattern 14.5cm 1 x Gallipot stainless steel 2oz 1 x Needle holder Mayo-Hegar 17.8cm 1 x Ramathobodi tubal hook 26cm 1 x Retractors Army-Navy, double-ended set of 2 1 x Scalpel handle no 3, graduated in cm 1 x Scissors Mayo operating curved blunt/blunt 17.1cm 1 x Scissors Metzenbaum curved blunt 17.8cm				

	<p>1 x kidney dish SS size large 250ml 15cm</p> <p>MSL UE kit</p> <p>1 x Pouch MSL-UE Kit autoclavable MSI branded</p> <p>1 x Ramathobodi uterine elevator 28cm</p> <p>1 x Forceps Bonney Stopes curved 25cm</p> <p>1 x Forceps Foerster sponge curved 25cm</p> <p>1 x Gallipot stainless steel 3 oz</p> <p>1 x Speculum Moore-Graves medium</p>				
MSI PPIUD Kit	<p>1 x Pouch MSI PPIUD Kit autoclavable MSI branded,</p> <p>1 x Long Kelly Placental fcps 33cm,</p> <p>2 x Rampley Sponge fcps 25cm,</p> <p>1 x SIMS Vaginal Speculum Med,</p> <p>1 x Galipot 4oz,</p> <p>1 x Instruments Tray with cover Med</p>				
MSV Kit	<p>1 x Pouch MSV Kit autoclavable MSI branded,</p> <p>1 x Drape 39 x 28inch with 2.4inch hole sterile autoclavable,</p> <p>2 x Forceps Mosquito Halstead artery curved delicate 12.5cm,</p> <p>1 x Forceps Rampley sponge holding baby 14 cm,</p> <p>1 x Forceps vas dissecting 12.5cm,</p> <p>1 x Forceps vas holding /NSV ringed clamp, 14 cm, head size 3.5 mm,</p> <p>1 x Gallipot stainless steel 3 oz,</p> <p>1 x Scissors Iris straight 11.5cm</p>				