**Request for Quotation (RFQ)**

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| Sana Pharma  2 Ahmad Hajjaj Str., Shafa Badran Industrial Area, Amman-Jordan.  P.O Box 144, Amman 11934 Jordan | |
| Reference number & Title: | RFQ/1/SI/2023 |
| Issue Date: | 15.03.2023 |
| Deadline for Questions: | 19/03/2023 by 12:00 noontime, Jordan local time.  Via email to the following email address: [Purchasing@sana-pharma.com](mailto:Purchasing@sana-pharma.com).  Offerors are to include in the email subject line the following reference number: **RFQ/1/SI/2023**.  Answers to be shared via email to all interested offerors 22/03/2023.  Offerors are not allowed to directly contact any of Sana Pharma employees. Any attempt to contact Sana Pharma employees may result in disqualification of the potential suppliers. |
| Quotations Submission Deadline: | 29/03/2023  Quotations submission due by 16:00 Hours (Amman, Jordan time) via email to [purchasing@sana-pharma.com](mailto:purchasing@sana-pharma.com) Insert the following in the subject line: “RFQ no. **RFQ/1/SI/2023** Provision of “Automatic Cartooning Machine for Blisters”.  Quotations received after the deadline may not be considered.  Offerors are not allowed to directly contact any of Sana Pharma employees. Any attempt to contact Sana Pharma employees may result in disqualification of the offerors. |

1. **Overview:**

Sana Pharmaceutical Industries (Sana Pharma) is a fast-growing pharmaceutical company in Jordan that has seen raid growth in sales and export in the past few years benefiting from COVID-19-triggered demand for anti-viral products. Established in 2012 and started operation in 2015, the company was established by a group of qualified professionals having extensive knowledge and experience in research and development in pharmaceutical industry, in close cooperation with academic experts.

The company main goal is to develop product technical know-how and registration dossiers as well as providing other contract services in addition to the newly established manufacturing function. The company is also active in the area of technology transfer of different pharmaceutical products between European and the Middle East countries.

Sana Pharma has two main scopes of business: Sana Pharmaceutical Research and Sana Pharmaceutical Industry.

The purpose of this procurement is to introduce new machine to the existing solid dosage form manufacturing line.

Sana Pharma seeks to solicit quotations from qualified suppliers/vendors/providers for the provision of Automatic Cartoning Machine for Blisters as described in Section E below.

1. **Quotation Format – Instructions to bidders:**

Please read and follow carefully the instructions mentioned below:

1. Offerors to submit signed and stamped offer including all technical and financial details filled using the forms in Attachment 1 for the technical offer and in Attachment 2 for the financial offer. The technical and financial offer should be submitted in separate documents.
2. Offerors must provide brief about past performance of supplying similar machine and/ or being an agent of the offered machine as per Attachment 3.
3. Offerors to submit valid commercial registration document and vocational license.
4. Selected supplier will be required to inspect the site where the machine will be installed and provide recommendations to Sana Pharma of installation requirements before delivering the machine.
5. The selected supplier is required to obtain a Unique Entity ID prior to signing of the agreement.

*Note*: For those required to obtain a Unique Entity ID, please check instructions in the video linked [here](https://www.youtube.com/watch?v=a3nPZvnPpE0).

1. Warranty terms and future maintenance commitments with no less than 5 years maintenance service.
2. Delivery Address: Ahmad Hajjaj Str., Shafa Badran Industrial Area, Amman-Jordan.
3. Delivery terms is door to door.
4. Delivery date, manufacturer name and country of origin should be clearly stated.
5. The authorized geographic code for this procurement is USAID Geographic Code 937 (Jordan, the United States, and developing countries, other than advanced developing countries[[1]](#footnote-1) and excluding prohibited sources[[2]](#footnote-2)).
6. Vendor shall be paid upon delivery/ completion/acceptance of the machine. Vendor shall be paid not later than thirty (30) days after receipt of an original tax invoice along with the acceptance report from Sana Pharma team, together with any required documents.
7. Commitment to provide delivery, implementation, configuration, installation, catalogues, manuals, testing and training for Sana personnel.
8. Pricing must be presented in Jordan Dinars. Offers must remain valid for not less than one hundred twenty (120) calendar days after the offer deadline.
9. Prices shall be net (exclusive) of sales tax and customs.
10. Bidders are responsible for ensuring that their offers are received in accordance with the instructions, terms, and conditions described in this RFQ. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.
11. Offerors will be screened to make sure that they are not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and to make sure that they are eligible to participate. Sana Pharma shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.
12. Offerors may not offer or supply any products, commodities or related services that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria. Related services include incidental services pertaining to any/all aspects of this work to be performed under a resulting contract (including transportation, fuel, lodging, meals, and communications expenses). Any and all items that are made by Huawei Technology Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikivision Digital Technology Company, Dahua Technology Company will not be accepted. If quotes include items from these entities, please note that they will be deemed not technically accepted.
13. All responses become the property of Sana Pharma, reserves the and its right in its sole discretion to:

* Disqualify any offer based on vendor failure to follow solicitation instructions.
* Waive any deviations by vendors from the requirements of this solicitation that in our opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
* Extend the time for submission of all solicitation responses after notification to all vendors.
* Terminate or modify the solicitation process at any time and re-issue the solicitation to whomever Sana Pharma deems appropriate.
* Sana Pharma reserves the right to issue an award based on the initial evaluation of offers without discussion.
* Sana Pharma will not compensate vendors for preparation of their response to this solicitation.
* All responses become the property of Sana Pharma to continue with competitively selected contractors/vendors for specified subsequent follow-on or add-on work.

1. **Evaluation Factors**

Sana Pharma will evaluate the quotations based on Lowest Price Technically Acceptable (LPTA) methodology and all of conditions will be taken into consideration within the evaluation process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in the RFQ.

1. **Reserved rights**

* Financing of awards resulting from this solicitation will be through Sana Pharma.
* Items must be available for purchase in a Code 937 country at the time of contract signing.
* At the discretion of Sana Pharma, award could be made to the offeror with the shortest delivery period, moreover, it may exclude an offer with a significant delivery period deemed unreasonable.

A significant period will be determined at the discretion of Sana Pharma. Any submitted offer with an unreasonable delivery period would not qualify for awarding.

1. List of needed specifications:

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| --- | --- |
| **Description** | **Quantity** |
| Automatic cartooning machine (length not more than 4 m) complies with GMP design with output 50 – 100 pack / min | 1 |
| Online Leaflet folding unit | 1 |
| Pharma code reader for leaflet and box | 3 |
| Sensors for missing blister, missing leaflet, carton close, carton not opened | - |
| Complete Rejection system | 1 |
| Software complies with 21 CFR part 11 | 1 |
| CE compliance certification | - |
| Change parts /product | 4 |
| Check weigher with accuracy 0.2 g | 1 |
| Special feeding magazine for blisters for ALU/ALU blister & PVC/ALU blisters | 1 |
| Ability to connect with blistering machine online and offline. | 1 |
| Machine software backup | - |
| Recommended spare parts for 2 years | - |
| GMP documents / user manual, IQ, OQ, PQ, FAT, SAT and SOP | - |
| Shipping, Handling and Clearance | - |

**Attachment 1- Specifications Sheet and Quotation Form (Technical Offer): RFQ no. RFQ/1/SI/2023 Provision of Cartoning Machine for Blisters.**

Details of the minimum specifications for the required items are provided in the following table, please quote all items that meet these general specifications. All items are required to be new. All items are intended for use in Jordan, hence, proposed voltage, if applicable, should be compliant with voltage commonly used in Jordan. All items should be energy saving.

Please insert specifications for items being offered, unit price, delivery time and warranty information, if any.

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| --- | --- | --- | --- | --- |
| **No** | **Minimum Required Specifications** | **Quantity** | **Offered Specifications Conform with the requested? (Y, N), if No, please specify** | **Comments** |
| 1 | Automatic cartooning machine (length not more than 4 m) complies with GMP design with output 50 – 100 pack / min | 1 |  |  |
| 2 | Online Leaflet folding unit | 1 |  |  |
| 3 | Pharma code reader for leaflet and box | 3 |  |  |
| 4 | Sensors for missing blister, missing leaflet, carton close, carton not opened | - |  |  |
| 5 | Complete Rejection system | 1 |  |  |
| 6 | Software complies with 21 CFR part 11 | 1 |  |  |
| 7 | CE compliance certification | - |  |  |
| 8 | Change parts /product | 4 |  |  |
| 9 | Check weigher with accuracy 0.2 g | 1 |  |  |
| 10 | Special feeding magazine for blisters for ALU/ALU blister & PVC/ALU blisters | 1 |  |  |
| 11 | Ability to connect with blistering machine online and offline. | 1 |  |  |
| 12 | Machine software backup | - |  |  |
| 13 | Recommended spare parts for 2 years | - |  |  |
| 14 | GMP documents / user manual, IQ, OQ, PQ, FAT, SAT and SOP | - |  |  |
| 15 | Shipping, Handling and Clearance | - |  |  |

**Attachment 2- Financial Offer: RFQ no. RFQ/1/SI/2023 Provision of Cartoning Machine for Blisters.**

Please insert description of each item being offered, unit price, delivery time and warranty information, if any.

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| --- | --- | --- | --- | --- | --- |
| **No** | **Item Name and description** | **Quantity** | **Unit Price (JOD)** | **Total Price (JOD)** | **Number of Calendar Days to Deliver** |
| 1 | Automatic cartooning machine (length not more than 4 m) complies with GMP design with output 50 – 100 pack / min | 1 |  |  |  |
| 2 | Online Leaflet folding unit | 1 |  |  |  |
| 3 | Pharma code reader for leaflet and box | 3 |  |  |  |
| 4 | Sensors for missing blister, missing leaflet, carton close, carton not opened | - |  |  |  |
| 5 | Complete Rejection system | 1 |  |  |  |
| 6 | Software complies with 21 CFR part 11 | 1 |  |  |  |
| 7 | CE compliance certification | - |  |  |  |
| 8 | Change parts /product | 4 |  |  |  |
| 9 | Check weigher with accuracy 0.2 g | 1 |  |  |  |
| 10 | Special feeding magazine for blisters for ALU/ALU blister & PVC/ALU blisters | 1 |  |  |  |
| 11 | Ability to connect with blistering machine online and offline. | 1 |  |  |  |
| 12 | Machine software backup | - |  |  |  |
| 13 | Recommended spare parts for 2 years | - |  |  |  |
| 14 | GMP documents / user manual, IQ, OQ, PQ, FAT, SAT and SOP | - |  |  |  |
| 15 | Shipping, Handling and Clearance | - |  |  |  |

**Attachment 3 - Past Performance and Reference information template referring to RFQ number RFQ/1/SI/2023 Provision of Cartoning Machine for Blisters.**

Include projects that best illustrate your work experience relevant toProvision of Cartoning Machine for Blisters, sorted by decreasing order of completion date.

The offeror agrees that by providing the information below, Sana Pharma has the right to contact the clients and perform the necessary reference check.

Projects should have been undertaken in the past three years.

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| # | Company name | Description of delivered goods. | Location | Client contacts information (Name, Email, Phone) | Cost of contract (JOD) | Start-End  Dates | Completed on schedule.  (Yes/No) | Completion Letter Received?  (Yes/No) |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |

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

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. For USAID’s list of developing countries, please see this [link](https://www.usaid.gov/sites/default/agency-policy/310.pdf). [↑](#footnote-ref-1)
2. Offerors may not offer or supply services or any commodities that are manufactured or assembled in, shipped from, transported through, or otherwise involving any of the following countries: Cuba, Iran, North Korea, Syria. Pursuant to changes to USG regulations (FAR subpart 4.21, FAR subpart 52.204-25) precludes Contractor use of telecommunications and video surveillance equipment produced by the following firms and their affiliates in connection with the performance of US federal contracts and grants or otherwise, unless an exception at paragraph (c) of FAR 52.204-25 applies or the covered telecommunication equipment or services are covered by a waiver described in Federal Acquisition Regulation 4.2104: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company. [↑](#footnote-ref-2)