**COVID 19 EMERGENCY RESPONSE**

**SUMMARY of KEY FEATURES**

**GOODS- RFQ and DIRECT PROCUREMENT DOCUMENTS- March 2020**

| **No.** | **Subject** | **Description key features** | **Risk and mitigation** |
| --- | --- | --- | --- |
| **Request for Quotation** | **Direct Contracting** |
| 1. | Scope | * Items required for the emergency response operations.
 | **Risk:** impact of less rigorous competitive method**Mitigation:** enhanced provisions compared to conventional request for quotations such as:* Risk of including an unqualified supplier/manufacturer is expected to be managed prior to requesting quotations i.e. when the list of firms to be requested to submit quotations is established
* Quality control: reference to WHO recommended specifications and standards;
* manufacturer’s authorization required for non-manufacturers
* Electronic submission of quotations in the form of un-editable scanned files
* Suppliers may request clarifications on why they are not successful; to be addressed by the Purchaser within a reasonable time (no pause).
* Publication of contract award within 15 days or as soon as practicable thereafter (noting the emergency nature)
* Advance payment guarantees for advances normally exceeding 10%
* Provisions such as dispute settlement, force majeure, termination, F&C and Bank’s auditing rights included.
 |
| * Streamlined competitive process: expected to be used irrespective of value
 | * expected to be used for values irrespective of value
 |
| 2. | **Simplified Procurement Process** | * Electronic issuance of RFQ and submission of Quotations
 | * Electronic issuance of invitation for direct contracting and submission of offers
 |
| * Electronic communications including (e-procurement systems, email and fax) as primary form of communications between Purchaser and Suppliers;
* any meetings-virtual (audio/video)
 |
| * No Public opening of quotations
 | N/A |
| * No Bid Security
 | N/A |
| * performance security normally not required; in exceptional circumstances performance security may be requested (risk based)
 |
| * Option: Delivery Period from a specified milestone (if there are urgencies short delivery periods could be specified)
 |
| * Option: Delivery may or may not include inland transportation costs depending on circumstances (to minimize risk perception of foreign suppliers; allow flexibility)
 |
| * Option: for partial and/or phased delivery (flexibility)
 |
| * Option: CIP/FCA for Goods from abroad to fit the purpose- negotiable
 |
| * Option: evaluation could be for the whole items, item-wise or item-wise corresponding to partial delivery (flexibility)
 | * Evaluation done item-wise
 |
| * simplified evaluation and contract awarded based on least evaluated cost after confirming technical compliance- *see negotiations tips* in finalizing the contract.
* single foreign currency of supplier’s choice (to simplify evaluation while managing supplier’s risk perception)
 | * Offer negotiated and contract concluded (this could happen virtually in a short period of time)- a number of provisions are negotiable- *see negotiations tips*.
 |
| * Suppliers may request clarifications on the award/complain. Purchaser addresses within a reasonable time.
 |
| * Templates for including requirements (items, quantities etc.), quotation form etc. (to make it easier for both parties)
 |
| 3. | **Technical Specifications** | * Link provided to the WHO recommended list, technical specs and standards
 |
| Standardized approach allows for quick review and contract award decision | * Standardized approach allows for quick review, negotiations and contract award decision
 |
| 4. | **Contract Form** | * A single contract template i.e. No GCC and SCC
* Options provided as appropriate e.g. payment terms are negotiable to fit the purpose.
* To minimize risk perceptions of suppliers in the absence of L/C (which does not seem to be a feasible option here) advance payment as high as 40% to be provided for supply from abroad (10% without guarantee and 30% with guarantee)- this is negotiable
* Performance security clearly highlighted as normally not required i.e. only in exceptional circumstances (just to enable it only)
* Bonus payment provision included to encourage suppliers to accelerate delivery
* mode of international cargo transport: air to the extent practicable
* Contract award: electronic. Use of electronic signature such as DocuSign whenever possible
* Contract notices: electronic; any contract-related meetings (could be virtual)
 |