

RFP TITLE:	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
RFP NO.:	IPE-USAID_PAHAL-2022 (RFP) – 039

## NOTICE INVITING PROPOSAL

**DATE: AUGUST 31, 2022**

REQUEST FOR PROPOSAL TITLE:	<b>EMPANELMENT OF PROFESSIONAL AGENCIES FOR BUSINESS ADVISORY SERVICES UNDER SAMRIDH HEALTHCARE BLENDED FINANCE FACILITY</b>
REQUEST FOR PROPOSAL NO.:	<b>IPE-USAID_PAHAL-2022 (RFP) – 039</b>

Dear Sir/Madam,

- IPE Global Limited, India (IPE Global) is pleased to invite prospective Bidders to submit a Proposal for **Providing Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility**, as mentioned in this Request for Proposal (RFP) package.
- All information contained in this RFP Package should be treated as confidential and the Bidders are required to limit dissemination on a need-to-know basis.
- This RFP package consists of the following documents:
  - Notice inviting Proposal.
  - Request for Proposal Instructions.
  - Statement of Work for the Assignment.
  - RFP Instructions including **ANNEXURES 1-11**.
  - Proforma 1: Verification and Assessment Proforma.
  - Proforma 2: Reference Rates.
- IPE Global will endeavour to make available all relevant information in the RFP. Should the Bidder need any further information or clarification during the proposal period, the Bidder must contact only the undersigned. On no account should the Bidders communicate directly with any other personnel or officials of IPE Global or USAID ("**CLIENT**"). Failure to comply with this requirement may result in the disqualification of the Bidder from this competition.
- A virtual pre-bid meeting shall be conducted at **1100 Hrs on September 07, 2022**. A maximum number of 2 persons from each of the prospective Bidders shall be allowed to participate in the virtual pre-bid meeting. The link for the virtual pre-bid meeting is <https://us06web.zoom.us/j/81818207057?pwd=THY1R1I3RWhTZGtQc05ydDZwUFBQdz09> or Meeting ID: 818 1820 7057 and Passcode: 165679.
- The bidders must email their queries to the undersigned at [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com) by **1300 Hrs, September 08, 2022**. No queries shall be accepted, post the deadline. The response to written queries will be emailed to the Bidders and/or uploaded on IPE Global's website. To ensure equity, IPE Global's response will be notified to all Bidders without disclosure of the initiator.
- Decision as to any qualification to manifest or otherwise in the response to the RFP shall be decided at the sole discretion of IPE Global and shall be binding on the Bidder. Any decision of IPE Global in this regard shall be final, conclusive and binding on the Bidder.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

8. Modification to this RFP, if any, will be made available by IPE Global and shall be uploaded on the relevant website/emailed to the prospective Bidders.
9. The Bidders should furnish adequate information/documentation as evidence for assessment on the **Technical Evaluation** and **Verification and Assessment Process** as mentioned in this RFP. Wherever applicable, the Bidder must attach certified copy of the related certificates and documents.
10. IPE Global will conduct a detailed Verification and Assessment of the Bidder's capacity, systems, policies and processes to have a much better understanding of the strengths, limitations, opportunities and risks of the Bidders.
11. The **Top 3 Technically Qualified Bidders** and which do not pose unacceptable negative fiduciary and/or reputational risk as an outcome of the Verification and Assessment Process to IPE Global, will be empanelled for providing Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility. The Empanelled Agencies will be awarded Framework Agreement accordingly.
12. During the period of empanelment, based on requirement, Financial Quotes for specific assignments will be sought from the Empanelled Agencies and the received Financial Quotes shall be evaluated, following the Least Cost Selection (LCS) Method. Based on requirement and on IPE Global's sole discretion, it may seek Financial Quotes from one or more than one 1 Empanelled Agencies.
13. Further, Call-down Contract(s) shall be awarded to the preferred Agency who had quoted the least cost.
14. It is further clarified that the conclusion of a Framework Agreement shall not impose any obligation on IPE Global to avail any kind of Services from the Empanelled Agencies and IPE Global reserves the right not to conclude a Call-down Contract(s) for the services for which Financial Quotes were invited from the Empanelled Agencies.
15. **Technical Proposals (including PowerPoint Presentation), Verification and Assessment and Reference Rates Proforma** must be received by **2000 Hrs, September 22, 2022** addressing the Manager – Procurement and Contracts, IPE Global Limited at [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com). **Proposal received in any form after the proposal submission deadline shall not be considered.**
16. IPE Global reserves the right to accept or reject any or all proposals received as a result of this request, or to negotiate with all qualified Bidders, or to cancel in part or in its entirety this RFP, if it is in the best interest of IPE Global. IPE Global makes no commitments, express or implied, that this process will result in a business transaction with anyone.

**Yours faithfully,**

**Manager**  
**Procurement and Contracts**  
**IPE Global Limited**  
**Email Id:** [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com)

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## INTRODUCTION:

### 1. GENERAL:

- 1.1. This Request for Proposal (RFP) is designed to help the prospective Bidders to produce a proposal that is acceptable to IPE Global, in accordance with the requirements of contracting and procurement and this RFP. It is essential that the information requested in the specific format shall be provided.
- 1.2. IPE Global reserves the right to contact any, or all, of the Bidders to clarify their respective proposals.
- 1.3. Each Bidder having responded to this RFP acknowledges to have read, understood, and accepts the terms and conditions of this RFP, including the selection and evaluation process mentioned in this RFP document. The Bidder ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this RFP.

## INSTRUCTIONS FOR SUBMITTING THE PROPOSAL:

### 2. FORMAT OF THE PROPOSAL:

- 2.1. The Bidder should submit Technical Proposals in English. The response for the RFP package should be set out in three main parts:
  - **Part A – Technical Proposal (including PowerPoint Presentation);**
  - **Part B – Verification and Assessment Proforma; and**
  - **Part C – Reference Rates Proforma.**
- 2.2. **Part A (Technical Proposal including PowerPoint Presentation), Part B (Verification and Assessment Proforma) and Part C (Reference Rates Proforma)** must be documented and must be uploaded by the Bidder via a Secured and Encrypted Site, and the Bidders shall email the Manager – Procurement and Contracts, IPE Global at [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com), a legit link to for downloading the **Part A (Technical Proposal [including PowerPoint Presentation]), Part B (Verification and Assessment Proforma) and Part C (Reference Rates Proforma)** which must be received by **2000 HRS, September 22, 2022.**
- 2.3. The subject of email shall be the RFP Number i.e. **IPE-USAID\_PAHAL-2022 (RFP) – 039** followed by the Bidder's Name.
- 2.4. **Please do not include any price information in the Part A (Technical Proposal including PowerPoint Presentation) and Part B (Verification and Assessment Proforma) and/or in any communication (until and unless requested by IPE Global).**

### 3. PART A – TECHNICAL PROPOSAL (INCLUDING POWERPOINT PRESENTATION):

- i. Section 1 Any Qualification to Statement of Work.
- ii. Section 2 Technical Response (including method of implementation and work plan in the form of a Gantt chart showing activities, milestones, deliverables etc. against time).
- iii. Section 3 Names & CVs of personnel to work on this assignment (in the CV please cover name of staff, nationality of staff, profession/designation of staff, proposed position in the team, whether employee of the firm, number of years with the

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

firm, key qualifications, education, experience and languages known) [Format attached in **ANNEXURE 10**].

- iv. Section 4 Previous experience of the firm in similar types of assignments completed/on-going during last 5 years (please indicate name of assignment, name/address of employer, date of award of assignment, date of completion of assignment, value of the assignment and role of the firm viz. prime consultant, sub-consultant, consortium member, etc.) [Format attached in **ANNEXURE 9**].
- v. Section 5 The Bidder should not be blacklisted by Corporates, Bi-lateral Donors or Clients/Multi-lateral Donors or Clients/Philanthropic Organizations/Governments/or any other Procuring Agency. Bidders are required to sign and return a self-declaration for this disclosure.
- vi. Section 6 Powerpoint Presentation of the Technical Proposal.
- vii. Section 7 Confirmation of acceptance of IPE Global's Framework Agreement and Call-down Contract<sup>1</sup>.

#### 4. PART B – VERIFICATION AND ASSESSMENT PROFORMA:

- 4.1. The **PROFORMA 1: Verification and Assessment Proforma** provided should be completed in the format requested. This Verification and Assessment are conducted to review the Bidder's capacity, systems, policies and processes to have a much better understanding of the strengths, weaknesses, opportunities and risks in working with the Bidder under any future and prospective Framework Agreement and/or Call-down Contracts. A key outcome of the Verification & Assessment process is findings that do not pose unacceptable negative fiduciary and/or reputational risk to IPE Global. They also may result in red flags that will either suggest the partnership/engagement is not advisable or must be considered carefully before further discussions can take place with the potential Bidders. Failure to provide the required information or supply documentation referred to in the responses may result in rejection of the proposal.
- 4.2. Failure to provide the required information or supply documentation referred to the Bidder's responses may result in the Bidder's Proposal being rejected and may further result in non-consideration of the Bidder's for any future potential Framework Agreement and/or Call-down Contracts.

#### 5. PART C – REFERENCE RATES PROFORMA:

- 5.1. The **PROFORMA 2: Reference Rates Proforma** provided should be completed in the format requested.
- 5.2. The Bidders must also submit a list of the names and designation of all nominated personnel proposed to work on this assignment, in **PROFORMA 2: Reference Rates Proforma**.
- 5.3. Failure to provide the required information as per the format may result in the rejection of Bidder's Proposal and may further result in non-consideration of the Bidder's for any future potential Framework Agreement and/or Call-down Contracts.

<sup>1</sup>By submitting the Proposal, the Bidder – *if selected* – agrees irrevocably and unconditionally to the terms and conditions as mentioned in Annexure 11: Framework Agreement and/or the Call-down Contract. IPE Global reserves the right to prospectively change such terms and conditions at any time before signing of the Framework Agreement and/or the Call-down Contract; and the Empanelled Agency shall agree to such revised terms and conditions.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## 6. EVALUATION:

6.1. **Part A – Technical Evaluation:** The Technical Evaluation places emphasis on the degree of confidence the evaluation team have in the proposal content and the Bidder's capability to deliver the outputs effectively.

### 6.1.1 A higher degree of confidence is gained where:

- A deep understanding of assignment is clearly demonstrated. Merely providing general statements of information and a can-do attitude will not generate high scores.
- A convincing methodology is provided to achieve results, whilst ensuring optimal value for money over the lifetime of the contract. The methodology should include clear links between performance outputs and pricing mechanisms (such as milestones for payment linked to clear deliverables).
- A detailed Work Plan is provided that breaks down activities and outputs, which are clearly cross referenced (where appropriate) to payment mechanisms and governance/quality assurance mechanisms to ensure effective delivery on time and within budget.
- Strong examples demonstrate the proposed methodology has been applied successfully in environments relevant to this RFP.
- A well-balanced team is proposed that provides the right mix and level of skills, with assured availability at the right time and with the right number of days.
- Greater effort has been made to provide certainty in the Proposal detail so that it can be relied on from a contractual perspective (for example, poor management processes, lack of performance measures and vague terminology represent a potential performance risk).

### 6.1.2 Scoring Methodology:

The Evaluation Team will apply the following scoring methodology:

6	Excellent, addresses the requirements of the Statement of Work and all RFP issues, and where relevant demonstrates fine tuning, to make a match with Client expectations, and is of a quality and level of detail and understanding that provides confidence in certainty of delivery and permits full contractual reliance (where applicable)
5	High degree of confidence that they can meet the requirements of the Statement of Work (and where relevant strong evidence they have tailored their response to meet these). Demonstrates they have a thorough understanding of what is being asked for and that they can do what they say they will; translates well into contractual terms (where applicable)
4	An understanding of all issues relating to delivery of the Statement of Work and tailoring the response to demonstrate that proposals are feasible so that there is a good level of confidence that they will deliver; can be transposed into contractual terms (where applicable)
3	Understands most of the issues relating to delivery of the Statement of Work and addresses them appropriately with sufficient information, but only some relevant tailoring and so only some confidence that they will be able deliver in line with expectations
2	Some misunderstandings of the issues relating to delivery of the Statement of Work and a generally low level of quality information and detail. Poor appetite to tailor when asked and so fails to meet expectations in many ways and provides insufficient confidence.
1	Statement of Work issues are scantily understood and flimsy on quality information, with minimal tailoring if anywhere relevant. Provides no confidence that the issues will be addressed and managed at all in line with expectations
0	Complete failure to address the requirements of the Statement of Work.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

The above scoring methodology will be applied to each of the Criteria detailed in the table below. The Total Score for each Criteria will comprise of the score awarded (0 to 6).

#### 6.1.3 Evaluation Criteria:

The Evaluation Criteria for Technical Proposals (including Powerpoint Presentation) are mentioned below. The Bidders shall also furnish adequate information/documentation as evidence for assessment on the Technical Evaluation. Wherever applicable, the Bidder must attach certified copy of the related certificates and documents.

S.NO.	TECHNICAL EVALUATION CRITERIA	DOCUMENTS REQUIRED	WEIGHTAGE
1.	<p>The Bidder (all Bidders in case of Consortium/JV) shall have the experience of executing similar assignments of providing Business Advisory Services to Healthcare Solutions, or other similar activities related to business advisory services, business consulting, market expansion program, etc., for Organizations during the last 5 financial years (as on Mar-31-2022) as under:</p> <ul style="list-style-type: none"> <li>• 4 completed/on-going assignments worth INR 1 Crores each: 6 Scoring</li> <li>• 3 completed/on-going assignments worth INR 1 Crores each: 5 Scoring</li> <li>• 2 completed/on-going assignments worth INR 1 Crores each: 4 Scoring</li> </ul>	<p>The Bidders shall submit a copy of completed Work Order (<i>confirming year, contract value, scope of work along with reference details</i>) along with the Satisfactory Certificate from the Client;</p> <p>Or</p> <p>Self-Declaration of completed assignments (<i>confirming year, contract value, scope of work along with reference details</i>)/Currently Execution of the Project/Assignment.</p> <p>* In case of non-submission of any of the above, then this Evaluation Criteria shall not be considered for evaluation</p>	20
2.	<p>The Bidder should submit a detailed write-up for incorporating the points as stated below:</p> <ul style="list-style-type: none"> <li>• Implementation strategy across the Thematic Areas;</li> <li>• Approach on supporting the Entities and Work Plan;</li> <li>• Timelines for implementation; and</li> <li>• Overall impact of the Business Advisory Support provided.</li> </ul>	Detailed proposal	40
3.	Team Structure including Name, Qualification and Experience of Proposed Experts top work on this assignment <sup>2</sup>	CV Formats must be submitted as per <b>Annexure 10</b>	40
<b>TOTAL</b>			<b>100</b>

<sup>2</sup> The Bidders must ensure that the proposed experts are available during the tenure of the empanelment.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

***If required Bidders may be called for a presentation to be held virtually or at IPE Global Delhi Office. The same will be communicated at the later stage.***

- 6.2. **Part B – Verification and Assessment Proforma:** The Verification and Assessment process reveals if Bidder has a proven and recognized commitment to principled business practices and should give IPE Global information by which to decide whether to rely on Bidder's non-binding commitment for providing resource support for an assignment and helps in making better managed interventions and capacity development in future. A key outcome of the Verification & Assessment process is findings that do not pose unacceptable negative fiduciary and/or reputational risk to IPE Global. They also may result in red flags that will either suggest the partnership/engagement is not advisable or must be considered carefully before further discussions can take place with the potential Bidders. Failure to provide the required information or supply documentation referred to in the responses may result in rejection of the proposal.

## **7. FINAL EMPANELMENT**

- 7.1 The **Top 3 Technically Qualified Bidders** and which do not pose unacceptable negative fiduciary and/or reputational risk as an outcome of the Verification and Assessment Process to IPE Global, will be empanelled for providing Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility. The Empanelled Agencies will be awarded Framework Agreement accordingly.
- 7.2 During the period of empanelment, based on requirement, Financial Quotes for specific assignments will be sought from the Empanelled Agencies and the received Financial Quotes shall be evaluated, following the Least Cost Selection (LCS) Method. Based on requirement and on IPE Global's sole discretion, it may seek Financial Quotes from one or more than one 1 Empanelled Agencies.
- 7.3 Further, Call-down Contract(s) shall be awarded to the preferred Agency who had quoted the least cost.
- 7.4 It is further clarified that the conclusion of a Framework Agreement shall not impose any obligation on IPE Global to avail any kind of Services from the Empanelled Agencies and IPE Global reserves the right not to conclude a Call-down Contract(s) for the services for which Financial Quotes were invited from the Empanelled Agencies.

## **8. NOMINATED PERSONNEL:**

- 8.1. The Bidder must:
- confirm that all personnel mentioned in the Proposal, shall be available to provide the required services for the duration of the subsequent Framework Agreements and/or Call-down Contracts;
  - give the name of their employer or state if self-employed if any of the personnel is not a member of the Bidder's staff;
  - obtain prior written agreement from IPE Global via the Manager – PaCs, before nominating a member of IPE Global and/or Client staff who is in service, or on leave of absence, or has been a staff member of IPE Global/ and/or Client within the past 2 years;
  - if nominating an ex-staff of IPE Global and/or the Client who has left the service within the past 2 years, include a letter from IPE Global and/or Client granting permission for them to undertake the services.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## 9. GOVERNMENT TAX:

- 9.1. Bidders are responsible for establishing the status of the Services for the purpose of any government tax applicable in India.

## 10. ALTERATIONS TO PROPOSALS:

- 10.1. Any manuscript or other alteration to the proposal must be countersigned and dated by the person submitting the proposal. The Bidder must not alter the RFP documents.

## 11. SELECTION OF PROPOSALS AND REJECTION OF NON-COMPLIANT PROPOSALS:

- 11.1. The instructions contained in the RFP Package constitute the Conditions of Proposal. Participation in the proposal process confirms that the Bidder accepts these Conditions of Proposal.
- 11.2. The Bidder must ensure that each and every employee, sub-contractor, consortium member and any other person / organisation the Bidder involves in their response to this RFP, abides by the Conditions of Proposal. The Bidder shall be responsible for any breach of the Conditions of Proposal by anyone they have involved in their response to this RFP.
- 11.3. Prior to commencing the evaluation process, IPE Global may check Proposals received to ensure they are fully compliant with the Conditions of Proposal. Non-compliant Proposals may be rejected by IPE Global.

## 12. LETTERS AND DECLARATION TO ACCOMPANY PROPOSALS:

- 12.1. The Proposal must be accompanied by a letter on the organization's headed paper showing the full registered and trading name(s), trading and registered office address of the Bidder and, in the case of a Company, the place of incorporation. It should be signed by a person of suitable authority to commit the Bidders to a binding Framework Agreements and/or Call-down Contracts. Bidders are required to sign the declarations as mentioned in this Point 12 – **LETTERS AND DECLARATION TO ACCOMPANY PROPOSALS** as **ANNEXURE 1**. The Bidder must quote the Title and Number of the RFP and include the following declarations:
  1. We have examined the information provided in the Request for Proposal (RFP) and offer to undertake the work described in accordance with requirements as set out in the RFP. This proposal is valid for acceptance for 180 days from the date of the submission of the proposal and we confirm that this proposal will remain binding upon us and may be accepted by IPE Global at any time before this expiry date.
  2. (if applicable) This proposal is in Joint Venture with [ ]. A copy of the JV Agreement is enclosed.
  3. We accept that any contract that may result will a) comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal.
  4. The entire Proposal has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Bidder invited and/or submitting a proposal for this RFP.
  5. We understand the obligations in Sl. No.: 14, 15, 16, 17, 18, 19, 20 and 21 of the RFP instructions and have included any necessary declarations.
  6. We confirm that all personnel and/or sub-contractors named in the proposal will be available to undertake the services.



<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

7. We agree to bear all costs incurred by us in connection with the preparation and submission of this Proposal and to bear any further pre-contract costs.
8. We hereby declare that we are registered/not registered under MSME. Certificates of MSME and Udyog Aadhar/Udyam Registration are attached herewith (whichever are applicable).
9. I confirm that I have the authority of [Name of Bidder] to submit proposals and to clarify any details on its behalf.

### 13. SUBMISSION OF PROPOSALS:

- 13.1. **Part A (Technical Proposal including PowerPoint Presentation), Part B (Verification and Assessment Proforma) and Part C (Reference Rates Proforma)** must be documented and must be uploaded by the Bidder via a Secured and Encrypted Site, and the Bidders shall email the Manager – Procurement and Contracts, IPE Global at [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com), a legit link to for downloading the **Part A (Technical Proposal [including PowerPoint Presentation]), Part B (Verification and Assessment Proforma) and Part C (Reference Rates Proforma)** which must be received by **2000 HRS, September 22, 2022**.
- 13.2. **Please do not include any price information in the Part A (Technical Proposal including PowerPoint Presentation) and Part B (Verification and Assessment Proforma).**
- 13.3. The subject of email shall be the RFP Number i.e. **IPE-USAID\_PAHAL-2022 (RFP) – 039** followed by the Bidder's Name.
- 13.4. **Technical Proposals (including PowerPoint Presentation), Verification and Assessment and Reference Rates** must be received by **2000 HRS, September 22, 2022** addressing the Manager – Procurement and Contracts, IPE Global Limited at [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com). Late proposals will not be accepted in any circumstance. No special pleadings will be accepted.

### OTHER INFORMATION

#### 14. CONFLICT OF INTEREST:

- 14.1. Bidders must disclose in their Proposal, details of any circumstances including personal, financial and business activities that will, or might, give rise to a conflict of interest; this includes any sub-contractor, if they were awarded the subsequent Framework Agreements and/or Call-down Contracts. Where Bidders identify any potential conflicts, they should state how they intend to avoid such conflicts. IPE Global, at its sole discretion reserves the right to reject any Proposal which gives rise, or could potentially give rise to, a conflict of interest.
- 14.2. Bidders are required to sign and return the **Declaration of Conflict of Interest provided at ANNEXURE 2** of this section.
- 14.3. IPE Global's Conflict of Interest Policy Statement may be viewed at, <http://ipeglobal.com/downloads/policy/ConflictOfInterestPolicy.pdf>.

#### 15. COLLUSIVE BEHAVIOUR:

- 15.1. Any Bidder who falls under the following, shall be disqualified.
  - a) fixes or adjusts the amount of its Proposal by or in accordance with any agreement or arrangement with any other party; or

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

- b) communicates to any party other than IPE Global or, the amount or approximate amount of its proposed Proposal or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Proposal or insurance or any necessary security); or
- c) enters into any agreement or arrangement with any other party as to the amount of any Proposal submitted; or
- d) offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Proposal or proposed Proposal, any act or omission, shall (without prejudice to any other civil remedies available to IPE Global and without prejudice to any criminal liability which such conduct by a Bidder may attract)

15.2. Bidders are required to sign and return the **Declaration of Non-Canvassing and Non-Collusive Proposing provided at ANNEXURE 3** of this section.

#### **16. ANTI-FRAUD AND ANTI-CORRUPTION STATEMENT:**

- 16.1. In the performance of their obligations under or in connection with this RFP, the Bidders, their agents and employees will need to comply with all applicable laws, rules and regulations including but not limited to IPE Global's Anti-Fraud and Anti-Corruption Policy, the Bribery Act 2010 and where appropriate, the OECD Convention on Combating Bribery of Foreign Public Officials in International Business Transactions or their equivalent, as applicable in India.
- 16.2. IPE Global's Anti-Fraud and Anti-Corruption Policy Statement may be viewed at, <http://ipeglobal.com/downloads/policy/Anti-FraudAnti-CorruptionPolicy.pdf>.
- 16.3. Bidders are required to sign and return the **Declaration – Anti-Fraud and Anti-Corruption provided at ANNEXURE 4** of this section.

#### **17. ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING STATEMENT:**

- 17.1. In the performance of their obligations under or in connection with this RFP, the Bidders, their agents and employees will need to comply with all in-country legislation relating to Anti-Slavery & Anti-Human Trafficking Statement.
- 17.2. Bidders are required to sign and return the **Declaration – Anti-Slavery & Anti-Human Trafficking Statement at ANNEXURE 5.**

#### **18. SAFEGUARDING STATEMENT:**

- 18.1. In the performance of their obligations under or in connection with this RFP, the Bidders, their agents and employees will need to comply with all in-country's legislation relating to Safeguarding against any form of sexual exploitation, abuse and harassment; child abuse, inequality or discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- 18.2. Bidders are required to sign and return the **Safeguarding Declaration provided at ANNEXURE 6.**

#### **19. PROHIBITION OF ABORTION-RELATED ACTIVITIES:**

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

19.1. In the performance of their obligations under or in connection with this RFP, the Bidders, their agents and employees will need to comply with all in-country's legislation relating to prohibition of abortion related activities.

19.2. Bidders are required to sign and return the **Declaration on Prohibition of Abortion-Related Activities provided at ANNEXURE 7.**

## **20. CONFIDENTIALITY:**

20.1. All material issued in connection with this RFP shall remain the property of IPE Global and shall be used only for the purpose of this procurement exercise. All information provided shall be either returned to IPE Global or securely destroyed by unsuccessful Bidders at the conclusion of the procurement exercise.

20.2. The contents of this RFP are being made available by IPE Global on condition that:

- a) Bidders shall at all times treat the contents of the RFP and any related documents (together called the 'Information') as confidential, save in so far as they are already in the public domain.
- b) Bidders shall not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen;
- c) Bidders shall not use any of the Information for any purpose other than for the purposes of submitting (or deciding whether to submit) a Proposal;
- d) Bidders shall not undertake any publicity activity in connection with this RFP within any section of the media.
- e) Bidders may disclose, distribute or pass any of the information to the Bidder's advisers or to another person provided that either:
  - This is done for the sole purpose of enabling a Proposal to be submitted and the person receiving the Information undertakes in writing to keep the Information confidential on the same terms as if that person were the Bidder; or
  - The Bidder obtains the prior written consent of IPE Global in relation to such disclosure, distribution or passing of information; or
  - The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the RFP; or the Bidder is legally required to make such a disclosure.

20.3. In this section the definition of 'person' includes but is not limited to any person, firm, body or association, corporate or incorporate.

## **21. DISCLOSURES:**

21.1. The Bidder must disclose:

- a) If they
  - are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the Bidder including but not limited to the appointment of any officer such as a receiver in relation to the Bidder's personal or business matters or an arrangement with creditors or of any other similar proceedings.
- b) If they or any of the Bidder's sub-contractors have been convicted of, or are the subject of any proceedings, relating to:

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

- a criminal offence or other offence, a serious offence involving the activities of a criminal organisation or found by any regulator or professional body to have confirmed professional misconduct.
  - corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with Client and/or IPE Global, or any other donor of development funding, or any contracting authority.
  - failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.
- c) If they or any of the Bidder's sub-contractors:
- are, or have reason to believe they may have been, or are subject of any proceedings, that may be listed/documented by Corporates, Bi-lateral Donors or Clients/Multi-lateral Donors or Clients/Philanthropic Organizations/Governments/or any other Procuring Agency.
- 21.2. Disclosure extends to any related company in the same group of the Bidder (including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom the Bidder is associated in respect of this proposal).
- 21.3. If a Bidder or related company or any individual discloses details of any previous misconduct or complaint or IPE Global is aware of such misconduct or complaint, then, IPE Global will seek an explanation and background details from them. At the sole discretion of IPE Global an assessment as to whether the Bidder will be allowed to submit a proposal, will then be made.
- 21.4. Bidders are required to sign and return a self-declaration for the disclosures as mentioned in Point 21 as **ANNEXURE 8**.

## **22. JOINT VENTURE (OR OTHER FORM OF ASSOCIATION) PROPOSALS:**

- 22.1. Where the Proposal is submitted by the Bidders in conjunction with one or more associates then, in the absence of a Joint venture agreement the 'Associate' shall be deemed to be a sub-contractor to the Bidders and shall not be a party to the Framework Agreements and/or Call-down Contracts.
- 22.2. Proposals submitted by potential Joint Venture partnerships must include in the Proposal documents a "Letter of Intent to form a Joint Venture" in the event of being successful and:
- a) be signed by a duly authorised representative of each partner with details of each signatory provided in print below each signature.
  - b) include an express provision that each partner is jointly and severally liable in respect of the Bidder's obligations.
  - c) provide details of the name of the partner nominated to act as manager of the Joint Venture and who is authorized to act for the Joint Venture in terms of committing it to any obligations and liabilities and to receive and act upon instructions from IPE Global and to make and receive payments.
  - d) state full details of the proposed structure; the division of technical responsibilities between the partners and intended capitalisation.

## **23. IPE GLOBAL'S TREATMENT OF THE PROPOSAL:**

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

23.1. IPE Global is committed to ensuring Value for Money<sup>3</sup> in complex procurements. Therefore, IPE Global will:

- a) ensure proposals are registered upon receipt and held securely until after the deadline for receipt of proposals;
- b) witness the opening of all proposals after the time and deadline for receipt of proposals and separately register the financial details of each proposal;
- c) disqualify any non-compliant proposals (i.e. proposals failing to meet the terms of these instructions) received. The financial details of such proposals will be recorded and marked as disqualified;
- d) ensure that all proposals are evaluated objectively, in line with the evaluation criteria specified;

## **24. DISCLAIMERS & ARBITRATION:**

24.1. Whilst the information and supporting documents provided in this RFP Package have been prepared in good faith, it does not purport to be comprehensive. Neither IPE Global, nor their advisors, respective directors, officers, members, partners, employees, other staff or agents:

- a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the RFP; or
- b) accepts any responsibility for the information contained in the RFP or for the fairness, accuracy or completeness of that information, nor shall any of them be liable for any loss or damage (other than in respect of deceit or fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- c) Any persons considering making a decision to enter into contractual relationships with IPE Global following receipt of the RFP should make their own independent assessment of IPE Global and its requirements and should seek their own professional financial and legal advice. For the avoidance of doubt the provision of clarification or further information in relation to the RFP or any other associated documents is only authorised to be provided by the Procurement Expert named in the RFP covering letter.

24.2. This RFP and any dispute arising from it shall be governed by the laws of India.

## **25. RIGHT TO CANCEL, CLARIFY OR VARY THE PROCESS:**

25.1. IPE Global shall not be committed to any course of action as a result of:

- a) issuing this RFP or any invitation to participate in this procurement exercise.
- b) communicating with a Bidder or a Bidder's representatives in respect of this procurement exercise; or
- c) any other communication between IPE Global (whether directly or by its agents or representatives) and any other party.

25.2. By taking part in this competitive exercise, Bidders accept that IPE Global shall not be bound to accept any Proposal and reserves the right not to conclude a Framework Agreements and/or Call-down Contracts for some or all of the services for which Proposals are invited.

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<sup>3</sup> Value for money is defined as the optimum combination of whole-life cost and quality to meet requirements.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

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25.3. IPE Global reserves the right to amend, add to or withdraw all or any part of this RFP at any time during the procurement exercise.

25.4. IPE Global makes no commitments, express or implied, that this process will result in a business transaction with anyone.

## **26. COSTS OF THE RFP:**

26.1. Bidders will remain responsible for all costs and expenses incurred by them, their staff, and their advisors or by any third party acting under their instructions in connection with this RFP. This will be regardless of whether such costs arise as a result of any direct or indirect amendments made to this RFP by IPE Global at any time. For the avoidance of doubt, IPE Global shall have no liability whatsoever to Respondents for the costs of any amendments, changes, discussions or communications.

## **27. DATA PRIVACY:**

27.1. In connection with the performance of its obligations under this RFP, the Bidder undertakes to comply with the requirements of and to take all necessary steps to ensure that by its acts or omissions it does not cause IPE Global or Client's applicable data privacy laws. No personal data shall be shared by the Bidder with IPE Global unless such sharing is required on a need-to-know basis in connection with RFP. In such a case, IPE Global will hold and process personal data provided by the Bidder in connection with this RFP and may disclose and transfer such data to any other IPE Global's entities, Client and such other third party, on a need-to-know basis, as IPE Global may reasonably deem necessary or appropriate. The Bidder warrants that it has the authority to grant such right.

27.2. For the purpose of this RFP "Personal Data" shall mean any data/information that relates to a natural person which, directly or indirectly, in combination with other information available or likely to be available, is capable of identifying such natural person.

**\*\*END OF REQUEST FOR PROPOSAL INSTRUCTIONS\*\***

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## STATEMENT OF WORK (SOW)

### 1. INTRODUCTION/BACKGROUND

IPE Global Limited is an ISO 9001:2015 certified development sector consultancy organization, promoted by established practitioners and sector experts. Over the last 22 years, IPE Global has successfully implemented 900+ projects in over 100 countries. Besides New Delhi Head Office, it has 16 other branch offices across the country and 7 international offices across Asia, Africa and Europe. IPE Global aligns its solutions and offerings with Sustainable Development Goals (SDGs), with a focus on impact and transforming the world for the better.

IPE Global has partnered with multilateral, bilateral, governments, corporates and not-for-profit entities in anchoring development agenda for sustained and equitable growth. It exclusively works in the development sector with partners like: (i) National and State Governments: MoHFW, MWCD, MoRD, MoF, MoHUA, NITI Aayog, etc.; (ii) Multilateral and Bilateral Donors: USAID, DFID, World Bank, ADB, UNICEF, WHO, etc.; and (iii) Philanthropic Organizations: CIFF, Gates Foundation, Tata Trust, etc.

**IPE Global manages USAID-supported Partnerships for Affordable Healthcare Access and Longevity** (hereinafter referred to as “PAHAL”) which is a flagship ‘innovations in financing’ platform. The project focuses on innovative financial models that enable: Governments and Donors in supplementing traditional financing with new forms of conditional and catalytic support; private investments and other non-donor sources of funding for generating social impact. The program promotes health financing models that align new pools of capital and provide catalytic support to proven innovations for improved access to quality, affordable healthcare solutions for poor and vulnerable populations.

In keeping with this approach, the project has established SAMRIDH Healthcare Blended Finance Facility. Supported by the United States Agency for International Development (USAID) and implemented by IPE Global, SAMRIDH works in technical collaboration with Atal Innovation Mission & Women Entrepreneurship Platform, NITI Aayog, Principal Scientific Advisor to the Government of India, the National Health Authority, the Indian Institute of Technology Delhi, Axis Bank, IndusInd Bank, Caspian Debt Rockefeller Foundation and NATHEALTH.

The initiative combines commercial capital with public and philanthropic funds to mitigate barriers for private investment in healthcare and drive greater resources towards market-based health solutions that can improve access to affordable and quality health services for the vulnerable population. SAMRIDH has mobilized a capital pool of \$250 million to offer grant and debt financing provision to healthcare enterprises and innovators, to augment their production and supply of high-impact health solutions for COVID-19.

SAMRIDH has so far funded over 35 high-impact healthcare solutions across the healthcare landscape including, health professional capacity building, critical medical devices, primary health care delivery, medical supply chain, and health infrastructure. All these entities are at different stages of business. In the next few months, more entities are expected to be added to the pool.

It has been realized that these funded high-impact solutions, along with new entities, shall require the assistance of an expert agency that shall provide them with various business advisory services for enhancing their growth and sustainability while aligning their solutions and offerings with the Sustainable Development Goals (SDGs).

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## 2. OBJECTIVE

IPE Global is empanelling expert agencies to provide business advisory services to the high-impact healthcare enterprises (referred to as Inclusive Business Models i.e., IBMs) supported under SAMRIDH Healthcare Blended Finance Facility (SBFF).

The business advisory support shall be provided to SBFF supported (existing and upcoming) IBMs, based on their specific requirement, and the duration of the business advisory services shall be 12 months, with a provision of extension based on mutual discussion and agreement.

## 3. TASKS/SCOPE OF WORK

The Empanelled Agency/ies shall be responsible for the support to the IBMs, and the scope of which includes the following:

### A. Perform diagnosis of IBMs

At the start of the services, the empanelled agency shall perform a 360° assessment of IBMs to determine the exact requirement/s for providing customized support to each of the IBMs. This shall include but not limited to the following activities:

- a) Performing need/s assessment of the IBMs (as per the thematic areas as mentioned in Annexure A) and understanding the gaps
- b) Proposal for the customized support action plan in close consultation with the IBMs. This action plan shall vary for each IBM depending on the maturity and customized requirement of the IBMs.
  - If applicable, this plan will have to integrate specific support to women entrepreneurs if the start-up is led by a woman.
  - The partner will have to define support objectives for each start-up and implement indicators to assess the relevance and effectiveness of its action.

### B. Handholding for Implementation of customized support plan

The customized support shall clearly define the scope of business advisory services (as per the thematic areas as mentioned in Annexure A) provided to each of the IBMs, and may include, but not necessarily restricted, the following:

- a) Provide start-ups with services corresponding to their needs, by level of development or individually, which may include different types of support and coaching by leveraging internal or external expertise in different areas (access to funding, business support, networking, etc.) according to the IBMs' needs
- b) Assess the work done by the IBMs to implement the customized plan and suggest remedial/mitigation measures where needed, by being a source of advice and handholding.
- c) Continuously propose facilitation activities for the IBMs by sharing of experiences, peer-to-peer sessions, meetups with the ecosystem, etc.
- d) Develop and maintain a knowledge bank for all the support offered to IBMs and ensure ready access to all relevant information regarding the progress made by IBMs.
- e) Create an ecosystem of start-ups that can contribute to the overall impact for the vulnerable population as well as lead to sustainability

### C. Project Reporting



<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

- a) Based on the support offered to the IBMs and the regular discussion initiated, the empanelled agency shall submit a fortnightly and monthly progress report, which shall broadly cover the following aspects:
  - Update on the support action plan
  - Details of services offered
  - Key achievements
  - Challenges
  - Future (Short-term and mid-term) plan
- b) Post completion of the deliverables as per the custom action plan, the empanelled agency shall submit a closing report for every IBM, which should, inter-alia, include the following
  - An assessment of the action plan
  - Key achievements of the program
  - Lessons learned
  - Major recommendations on reinforcing its impact
  - Feasibility of templating the support for scale up and efficiency.

#### **D. Knowledge Management and documentation**

The selected agency will be responsible for developing knowledge pieces and articles capturing the story of SAMRIDH BFF and entity level thematic learning products for dissemination.

#### **4. DELIVERABLES & TIMELINES**

The deliverables and timelines are mentioned below:

S.NO	DELIVERABLES	TIMELINE
	Signing of the contract	T0
1	Identification and selection of the IBMs for offering business advisory services	T0 + 7
2	Initiating need-assessment of selected IBMs and submitting a scoping note	T0 + 15
3	Submitting custom action support plan for IBM	T0 + 45
4	Initiating with providing business support to the IBMs	As per the deliverable and timeline mentioned in Point 3, with subject to modification as per discussion with IBM
5	Submission of fortnightly and monthly reports with details as mentioned in section 3 (C) 1.	As per deliverables and timelines mentioned in point 3, with subject to modification as per discussion with IBM
6	Submission of closure reports post support offered to IBMs with details as mentioned in Section 3 (C) 2.	As per deliverables and timelines mentioned in point 3, with subject to modification as per discussion with IBM
7	Organize data generated during the course of engagement and submit all the data to SAMRIDH Healthcare Blended Finance Facility /IPE Global	During the overall course of the project till the close of the project

#### **5. REPORTING**

The project reporting will be to the Task Manager (overall responsible for the Technical aspects of this procurement) and final reporting will be to the Project Director.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

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SL. NO	REPORTING STRUCTURE
1	Task Manager
2	Associate Director, SAMRIDH
3	Project Director, SAMRIDH

**Annexure A****THEMATIC AREAS ON BUSINESS ADVISORY SERVICES<sup>4</sup>****A. BUSINESS MODEL DEVELOPMENT ASSISTANCE**

- a. Assessing feasibility of the business solution, including organizational, financial and market feasibility and different kinds of partnerships necessary for business growth
- b. Determining and Measuring key business intelligence metrics – Unit costing, profitability, etc.

**B. IDENTIFICATION OF STRENGTHS AND GAPS OF THE BUSINESS SOLUTION/INNOVATION**

- a. Determining gaps in business solution or innovation of the IBMs, which may be related to Organizational, Product or Solution, Market, Networking, etc.
- b. Providing necessary assistance based on the identified gaps of the IBMs.

**C. BUSINESS READINESS ASSISTANCE**

- a. Developing product and business roadmap and improving the solution pitch.
- b. Developing various platforms for pitching sessions and connecting with investors and corporate managers.

**D. MARKET EXPANSION ASSISTANCE**

- a. Defining the ideal market (Customer, Geography, Size, Scope, etc.) as per IBM's business solutions and assisting in market analysis.
- b. Facilitating IBMs in developing market entry options, in Government and Private Sector, based on their business solution.

**E. BUSINESS DEVELOPMENT AND MARKETING ASSISTANCE**

- a. Providing various business development services, including assistance in better positioning of the solution, enhancing marketing capabilities, engaging with target audience, capacity building, etc.
- b. Providing all relevant market access support to the IBMs as per the IBMs requirements.

**F. CAPITAL AND FUND-RAISING ASSISTANCE**

- a. Estimating capital requirement and determining the appropriate structure of funds.
- b. Access to grant facilities, and all relevant sources of funding.

**G. ASSISTANCE IN NETWORKING AND CROSS-LINKAGES**

- a. Facilitate collaboration through events, meetups, conferences, etc. with all relevant stakeholders including SAMRIDH partners, Government and Private Sector Institutions, Financial Institutions, etc.

**\*\*END OF STATEMENT OF WORK\*\***

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<sup>4</sup> The Bidders may propose Thematic Areas, in addition to the ones mentioned in the Statement of Work.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## ANNEXURE 1: LETTERS AND DECLARATION TO ACCOMPANY PROPOSALS

*(This Declaration is to be given on letterhead of the Organization and stamped with Organization's Seal)*

**DATE: xxxxxxxxxx**

<b>REQUEST FOR PROPOSAL TITLE:</b>	<b>XXXXXXXXXX</b>
<b>REQUEST FOR PROPOSAL NO.:</b>	<b>XXXXXXXXXX</b>

1. We have examined the information provided in the Request for Proposal (RFP) and offer to undertake the work described in accordance with requirements as set out in the RFP. This proposal is valid for acceptance for 180 days from the date of the submission of the proposal and we confirm that this proposal will remain binding upon us and may be accepted by IPE Global at any time before this expiry date.
2. (if applicable) This proposal is in Joint Venture with [ ]. A copy of the JV Agreement is enclosed.
3. We accept that any contract that may result will a) comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal.
4. The entire Proposal has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Bidder invited and/or submitting a proposal for this RFP.
5. We understand the obligations in Sl. No.: 14, 15, 16, 17, 18, 19, 20 and 21 of the RFP instructions and have included any necessary declarations.
6. We confirm that all personnel and/or sub-contractors named in the proposal will be available to undertake the services.
7. We agree to bear all costs incurred by us in connection with the preparation and submission of this Proposal and to bear any further pre-contract costs.
8. We hereby declare that we are registered/not registered under MSME. Certificates of MSME and Udyog Aadhar/Udyam Registration are attached herewith (whichever are applicable).
9. I confirm that I have the authority of [Name of Bidder] to submit proposals and to clarify any details on its behalf.

Name:

Designation:

Date:

Place:

Signed by Authorized Representative<sup>5</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>5</sup> The Authorized representative should be of Senior Management Level.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## ANNEXURE 2: DECLARATION – CONFLICT OF INTEREST

*(This declaration is to be given on letterhead of the Organization and stamped with Organization's Seal)*

### DECLARATION – CONFLICT OF INTEREST

I [Name], in my capacity as [Designation] with [name of the organisation] hereby declare that, to the best of our knowledge, [name of the organization] do not have any perceived or deemed conflict of interest in applying for this assignment – [insert proposal name].

I undertake to make any further declarations detailing any conflict, potential conflict or apparent conflict that may arise during the duration of our involvement with [insert proposal name]. We agree to abstain from any discussion and decision where such a conflict arises.

Name:

Designation:

Date:

Place:

\_\_\_\_\_  
Signed by Authorized Representative<sup>6</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>6</sup> The Authorized representative should be of Senior Management Level.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

### ANNEXURE 3: DECLARATION OF NON-CANVASSING AND NON-COLLUSIVE PROPOSING

*(This declaration is to be given on letterhead of the Organization and stamped with Organization's Seal)*

#### DECLARATION OF NON-CANVASSING AND NON-COLLUSIVE PROPOSING

The essence of the public procurement process is that the Contracting Authority shall receive bona fide competitive Proposals from all Bidders.

We, the undersigned, hereby certify that this is a bona fide Request for Proposal (RFP) and neither we nor any other member of our supply chain:

1. Entered into any agreement with any other person with the aim of preventing RFPs being made or the conditions on which any RFP is made in respect of this invitation for RFP; or
2. Caused or induced any person to enter into such an agreement as is mentioned in Para 1 above; or
3. Committed any offence under the Prevention of Corruption Acts 1889 to 1916 or;
4. Offered or agreed to pay or give any sum of money, inducement, or valuable consideration directly or indirectly to any person for doing or having done or causing to be done in relation to any other RFP for this invitation for RFPs; or
5. Canvassed any other persons in connection with this Request for Proposal; or
6. Communicated directly with any personnel or officials of IPE Global Limited India involved in work directly concerning this Request for Proposal, other than through the email address specified in the advertisement i.e., [procurement@ipeglobal.com](mailto:procurement@ipeglobal.com). This includes any aspect of the invitation for RFPs (without limitation) for the purpose of soliciting information or the transfer of related personnel into the employment of the Bidder.
7. We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs 1 to 6 above before the hour and date specified for the submission of Request for Proposal.

In this certificate, the word "person" includes any person, body or association, corporate or incorporate and "agreement" includes any arrangement whether formal or informal and whether legally binding or not.

Name:

Designation:

Date:

Place:

\_\_\_\_\_  
Signed by Authorized Representative<sup>7</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>7</sup> The Authorized representative should be of Senior Management Level.

**ANNEXURE 4: DECLARATION – ANTI-FRAUD AND ANTI-CORRUPTION**

*(This declaration is to be given on letterhead of the Organization and stamped with Organization's Seal)*

**DECLARATION – ANTI-FRAUD AND ANTI-CORRUPTION**

The organization [name], in order to be considered for the assignment.

- a) warrants and represents that it has not carried out; and
- b) undertakes that it will not carry out;

directly or indirectly through any other person or entity any unlawful act including without limitation the offer or payment of a bribe to a public official or any other person in connection with any matter connected with this assignment and has not in the past been investigated and/or held guilty of fraud, conspiracy, corruption or bribery, with respect to any project/organizational activity.

Further the organisation agrees to notify the Procurement Manager, immediately in writing with full particulars in the event that the organisation receives a request from any IPE Global official or any other person of influence requesting illicit payments.

If the organization is in breach of any term of this clause, then the IPE Global shall be entitled to terminate the discussions regarding the assignment and blacklist the organization for any future work.

Name:

Designation:

Date:

Place:

\_\_\_\_\_  
Signed by Authorized Representative<sup>8</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>8</sup> The Authorized representative should be of Senior Management Level.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## ANNEXURE 5: DECLARATION – ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING

*(This declaration is to be given on letterhead of the Organization and stamped with Organization's Seal)*

### DECLARATION – ANTI-SLAVERY & ANTI-HUMAN TRAFFICKING

The organization [name], in order to be considered for the assignment.

- a) warrants and represents that it has not carried out; and
- b) undertakes that it will not carry out;

directly or indirectly through any other person or entity any unlawful act relating to any matter connected with Anti-Slavery and Anti-Human Trafficking and has not in the past been investigated and/or held guilty of the same.

If the organization is in breach of any term of this clause, then the IPE Global shall be entitled to terminate the discussions regarding the assignment and blacklist the organization for any future work.

Name:

Designation:

Date:

Place:

\_\_\_\_\_  
Signed by Authorized Representative<sup>9</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>9</sup> The Authorized representative should be of Senior Management Level.



<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## ANNEXURE 6: DECLARATION – SAFEGUARDING

*(This declaration is to be given on letterhead of the Organization and stamped with Organization's Seal)*

### **SAFEGUARDING DECLARATION**

IPE Global Limited ("IPE Global") has operated a policy of zero tolerance and if we encounter any evidence of abuse we will act swiftly and decisively. It is also essential for us, and most importantly for our beneficiaries, to ask all our downstream partners and sub-contractors to confirm that you have appropriate policies in place, that they are fully operational and embedded in the culture of your organization.

**To this end we are writing to ask that you please confirm:**

1. That you provide a safe and trusted environment which safeguards anyone who your organization has contact with, including beneficiaries, staff, subcontractors and volunteers.
2. That you set an organizational culture that prioritizes safeguarding<sup>10</sup>, so that it is safe for those affected to come forward, and to report incidents and concerns in line with the relevant compliance procedures.
3. That you will take this opportunity to review your safeguarding policies, procedures and measures to protect people and that these measures are embedded throughout your organization.
4. That as part of your Safeguarding policies and procedures, you have absolute clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities, including to funding partners.
5. That in respect of the work funded by IPE Global, you have processes in place which require that any incidents, allegations or concerns relating to possible failures to keep staff, subcontractors and beneficiaries safe and free from abuse will be notified to IPE Global promptly, and that we will be kept updated of material developments; and that any such matters have in fact been fully reported to us in line with those processes.
6. In case of any instances in relation to safeguarding concerns with our association with IPE Global, the below mentioned coordinates shall be contacted immediately. All reporting will be treated with the utmost confidentiality.
  - [hotline@ipeglobal.com](mailto:hotline@ipeglobal.com) or on +91 11 40755962.

Name:

Designation:

Date:

Place:

\_\_\_\_\_  
Signed by Authorized Representative<sup>11</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>10</sup> These includes safeguarding against any form of sexual exploitation, abuse and harassment; child abuse, inequality or discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.

<sup>11</sup> The Authorized representative should be of Senior Management Level.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## ANNEXURE 7: DECLARATION – PROHIBITION ON ABORTION- RELATED ACTIVITIES

*(This declaration is to be given on letterhead of the Organization and stamped with Organization's Seal)*

### DECLARATION – PROHIBITION OF ABORTION- RELATED ACTIVITIES

The organization [name], in order to be considered for the assignment.

- a) warrants and represents that it has not carried out; and
- b) undertakes that it will not carry out;

No funds made available under the subsequent Call-down Contracts will be used to finance, support, or be attributed to the following activities: (i) procurement or distribution of equipment intended to be used for the purpose of inducing abortions as a method of family planning; (ii) special fees or incentives to any person to coerce or motivate them to have abortions; (iii) payments to persons to perform abortions or to solicit persons to undergo abortions; (iv) information, education, training, or communication programs that seek to promote abortion as a method of family planning; and (v) lobbying for or against abortion. The term “motivate,” as it relates to family planning assistance, must not be construed to prohibit the provision, consistent with local law, of information or counseling about all pregnancy options.

No funds made available under subsequent Call-down Contracts will be used to pay for any biomedical research which relates, in whole or in part, to methods of, or the performance of, abortions or involuntary sterilizations as a means of family planning. Epidemiologic or descriptive research to assess the incidence, extent, or consequences of abortions is not precluded.

If the organization is in breach of any term of this clause, then the IPE Global shall be entitled to terminate the discussions regarding the assignment and blacklist the organization for any future work.

Name:

Designation:

Date:

Place:

\_\_\_\_\_  
Signed by Authorized Representative<sup>12</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

<sup>12</sup> The Authorized representative should be of Senior Management Level.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## ANNEXURE 8: DECLARATION - OTHER DISCLOSURES

*(This Declaration is to be given on letterhead of the Organization and stamped with Organization's Seal)*

**DATE: xxxxxxxxxx**

<b>REQUEST FOR PROPOSAL TITLE:</b>	<b>XXXXXXXXXX</b>
<b>REQUEST FOR PROPOSAL NO.:</b>	<b>XXXXXXXXXX</b>

I. We disclose that:

a) We

- haven't been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or our financial standing including but not limited to the appointment of any officer such as a receiver in relation to our personal or business matters or an arrangement with creditors or of any other similar proceedings.

b) Neither we nor our sub-contractors have been convicted of, or are the subject of any proceedings, relating to:

- a criminal offence or other offence, a serious offence involving the activities of a criminal organisation or found by any regulator or professional body to have confirmed professional misconduct.
- corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with Client and/or IPE Global, or any other donor of development funding, or any contracting authority.
- failure to fulfil any obligations in any jurisdiction relating to the payment of taxes or social security contributions.

c) Neither we nor our sub-contractors:

- are, or have reason to believe they may have been, or are subject of any proceedings, that may be listed/documentated by Corporates, Bi-lateral Donors or Clients/Multi-lateral Donors or Clients/Philanthropic Organizations/Governments/or any other Procuring Agency.

II. We also understand and agree that the above disclosures extends to any of our related organization(s) which is in the same group company *(including but not limited to parent subsidiary and sister companies, and companies with common shareholders whether direct or indirect and parties with whom we are associated in respect of this proposal)*.

III. In case we or any of our related organization(s) or any individual discloses details of any previous misconduct or complaint or IPE Global is aware of such misconduct or complaint, then, IPE Global will seek an explanation and background details from us. At the sole discretion of IPE Global an assessment as to we will be allowed to submit a proposal, will then be made.

Name:

Designation:

Date:

Place:

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<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

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Signed by Authorized Representative<sup>13</sup>

*Note: The Bidder warrants that for the duration of the Project Period, it agrees to adhere to the above, with respect to the provision of the Services to IPE Global.*

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<sup>13</sup> The Authorized representative should be of Senior Management Level.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## ANNEXURE 9: FORMAT – PROJECT DATA SHEET<sup>14</sup>

Assignment name:	Country: Location within Country:
Client (Name, Contact Person and Address):	Duration of assignment (months): Start Date (month/year): Completion date (month/year):
Total number of staff-months of the assignment:	Approx. value of the contract (in INR):
Name of associated Contractor(s), if any:	Approx. value of the services provided by your firm under the contract (in INR):
Name of senior professional staff of your firm involved and functions performed:	
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	
Name of the Firm:	

<sup>14</sup> A maximum of 7 assignments per SoW should be showcased.

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## ANNEXURE 10: FORMAT – CURRICULUM VITAE<sup>15</sup>

<b>Name</b>				
<b>Proposed Position</b>				
<b>Name Of the Firm</b>				
<b>Date of Birth</b>		<b>Nationality</b>		
<b>Education (Top 3 qualification)</b>				
<b>Countries Of Work Experience</b>				
<b>Language</b>	<b>Name</b>	<b>Speak</b>	<b>Read</b>	<b>Write</b>
<b>Employment Record (add rows)</b>				
<b>From:</b>	<b>To:</b>			
<b>Employer:</b>				
<b>Position Held:</b>				
<b>Work undertaken that best illustrates capability to handle the tasks assigned (add rows)</b>				
<b>Project Name:</b>				
<b>Year:</b>				
<b>Location:</b>				
<b>Client:</b>				
<b>Main Project Features:</b>				
<b>Position Held:</b>				
<b>Activities Performed:</b>				
<b>Work undertaken that best illustrates capability to handle the tasks assigned (add rows)</b>				
<b>Project Name:</b>				
<b>Year:</b>				
<b>Location:</b>				
<b>Client:</b>				
<b>Main Project Features:</b>				
<b>Position Held:</b>				
<b>Activities Performed:</b>				

<sup>15</sup> Format is illustrative and CV should not be more than 2 pages.

**RFP TITLE:**

Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility

**RFP NO.:**

IPE-USAID\_PAHAL-2022 (RFP) – 039

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## **ANNEXURE 11: CONDITIONS OF FRAMEWORK AGREEMENT AND CALL-DOWN CONTRACT**

The Conditions of Framework Agreement and Call-down Contract is enclosed separately and forms an integral part of this Request for Proposal Document.

**\*\*END OF ANNEXURES\*\***

RFP TITLE:	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
RFP NO.:	IPE-USAID_PAHAL-2022 (RFP) – 039

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## PROFORMA 1: VERIFICATION AND ASSESSMENT PROFORMA

Please refer to Proforma 1 - Verification and Assessment, which is enclosed separately and forms an integral part of this Request for Proposal Document.

**\*\*END OF PROFORMA 1: VERIFICATION AND ASSESSMENT PROFORMA \*\***



<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

## PROFORMA 2: REFERENCE RATES PROFORMA

(To be submitted separately as PART C)

**REQUEST FOR PROPOSAL TITLE:**

**REQUEST FOR PROPOSAL NUMBER:**

### A. FOR SUPPORTING 1 ENTITY FOR 6 MONTHS

#### 1) PROFESSIONAL FEE:

Under Professional Fee, the Bidder should include fee payable for the Services performed and shall include all direct payments. Please share the breakup of the proposed Professional Fee for the scope of work.

SL. NO	NAME	DESIGNATION	UNITS – DAYS/MONTHS	DAILY/MONTHLY FEE (INR)	TOTAL COST (INR)

IPE Global shall arrange and/or reimburse for Per Diem, Accommodation and Travel for the Empanelled Agencies – *when on field visits* – while rendering Services under specific Call-down Contract(s). Such expenses shall be paid on actuals and in accordance within the ceilings of IPE Global's Policy.

### B. FOR SUPPORTING 5 ENTITIES (SIMULTANEOUSLY) FOR 6 MONTHS

#### 1) PROFESSIONAL FEE:

Under Professional Fee, the Bidder should include fee payable for the Services performed and shall include all direct payments. Please share the breakup of the proposed Professional Fee for the scope of work.

SL. NO	NAME	DESIGNATION	UNITS – DAYS/MONTHS	DAILY/MONTHLY FEE (INR)	TOTAL COST (INR)

IPE Global shall arrange and/or reimburse for Per Diem, Accommodation and Travel for the Empanelled Agencies – *when on field visits* – while rendering Services under specific Call-down Contract(s). Such expenses shall be paid on actuals and in accordance within the ceilings of IPE Global's Policy.

### C. FOR SUPPORTING 10 ENTITIES (SIMULTANEOUSLY) FOR 6 MONTHS

#### 1) PROFESSIONAL FEE:

<b>RFP TITLE:</b>	Empanelment of Professional Agencies for Business Advisory Services under SAMRIDH Healthcare Blended Finance Facility
<b>RFP NO.:</b>	IPE-USAID_PAHAL-2022 (RFP) – 039

Under Professional Fee, the Bidder should include fee payable for the Services performed and shall include all direct payments. Please share the breakup of the proposed Professional Fee for the scope of work.

SL. NO	NAME	DESIGNATION	UNITS – DAYS/MONTHS	DAILY/MONTHLY FEE (INR)	TOTAL COST (INR)

IPE Global shall arrange and/or reimburse for Per Diem, Accommodation and Travel for the Empanelled Agencies – *when on field visits* – while rendering Services under specific Call-down Contract(s). Such expenses shall be paid on actuals and in accordance within the ceilings of IPE Global's Policy.

#### **D. FOR SUPPORTING more than 10 ENTITIES (SIMULTANEOUSLY) ON MONTHLY BASIS**

##### **1) PROFESSIONAL FEE:**

Under Professional Fee, the Bidder should include fee payable for the Services performed and shall include all direct payments. Please share the breakup of the proposed Professional Fee for the scope of work.

SL. NO	NAME	DESIGNATION	UNITS – DAYS/MONTHS	DAILY/MONTHLY FEE (INR)	TOTAL COST (INR)

IPE Global shall arrange and/or reimburse for Per Diem, Accommodation and Travel for the Empanelled Agencies – *when on field visits* – while rendering Services under specific Call-down Contract(s). Such expenses shall be paid on actuals and in accordance within the ceilings of IPE Global's Policy.

##### **Note:**

- **The Proposed Professionals must be on the payrolls of the Bidder since 1 Year.**
- **All Professionals proposed during the bidding process or deployed during the assignment, should not be replaced without prior approval of IPE Global.**
- **All the above 4 Formats are mandatory to be filled.**
- **The Reference Cost shall be excluding GST.**

**\*\*END OF PROFORMA 2: REFERENCE RATES PROFORMA \*\***