



Request for Proposal # 2023-STEPS-02 Establishment of Private sector engagement data management system/platform operated and managed by the VAAC

I. Summary of Deadlines

Release of Request for Proposal	May 22, 2023
Confirmation of interest due	May 26, 2023
Fact-finding questions received by	May 26, 2023 5:00PM Hanoi time
Response to fact-finding questions	May 29, 2023
Proposals due	June 2, 2023 5:00PM Hanoi time
Bidders notified of decision	June 6, 2023

Note that PATH reserves the right to modify this schedule as needed. All parties will be notified simultaneously by email of any changes.

II. PATH Statement of Business

PATH is an international non-profit organization and leader in global health innovation. PATH works to accelerate health equity in more than 70 countries. For over 40 years, we have brought together public institutions, businesses, social enterprises, and investors to solve health challenges. With expertise in science, health, economics, technology, advocacy among other, PATH develops and scales solutions—including vaccines, devices, diagnostics, and innovative approaches to strengthening health systems worldwide. We collaborate with stakeholders from local healthcare providers, research institutes, central policymakers, and the private sector to strengthen health systems. Learn more at www.path.org.

III. Project Background

PATH is awarded by USAID to implement the USAID/PATH STEPS initiative for five years, from 2021 to 2026. The overall goal of this project is to increase market growth for private sector HIV goods and services that are capable of meeting the needs of populations facing the greatest HIV risks. In order to achieve this goal, STEPS and its partners focus on achieving outcomes linked to the following three objectives: (1) Strengthen total market for HIV commodities and services; (2) Increase operational and financial sustainability of social enterprise/private sector service providers; and (3) Improve enabling environment to support private sector HIV-related goods and services as part of a sustainable national HIV response.

In fiscal year 2023 (FY23), STEPS has committed to continuing efforts to effect policy changes that increase private sector investment in and contributions to HIV-related goods and service provision. STEPS provided TA to the VAAC to launch the HIV private sector engagement (PSE) plan.

To roll-out the PSE plan and support the Vietnam Administration for HIV/AIDS Control (VAAC) to overall coordination and management of HIV PSE data nationwide, STEPS will provide technical assistance to the VAAC to establish an HIV PSE data/information management system. This system will be operated and managed by the VAAC.

Purpose of the RFQ: PATH seeks to obtain price and availability information on the services needed for this project as in the Scope of Work and Deliverables.

IV. Scope of Work and Deliverables

A. Location of work: Viet Nam

B. Scope of work and deliverables:

The IT vendor will provide technical support to the STEPS team and the VAAC for establishing an HIV PSE data/information management system/platform that can track, exchange and update HIV PSE by provincial and national level. The consultant will be expected to participate in relevant consultation meetings with key stakeholders as part of this work.

The platform should address the required tasks, but not limited to:

- Account management: Each province has an account to access the platform, input the data periodically and track the information regarding PSE.
- Information management: the platform must allow province to enter the data and managing the data regarding PSE, including:
 - Number of Private Sector (PS) involving in HIV
 - Name of PS and their addresses
 - Type of PS involved in HIV market:
 - Social enterprise
 - Private clinic
 - Pharmaceutical company

- Pharmacy
- Manufacturer
- Distributor
- Business areas:
 - HIV-related services: detail on service delivery HIV testing, hepatitis screening, sexually transmitted infections (STIs) screening, Pre-exposure prophylaxis (PrEP), non-occupational Post Exposure Prophylaxis (nPEP), antiretroviral therapy (ART)...
 - Commodities: HIV self-testing (HIVST), condom, lubricants, PrEP, syphilis self-test, Low dead space syringe (LDSS),....
 - Others: research, education, and communication...
- Organizational structure of PS
- Sale and distribution network of PS
- Annual investment data
- Revenue (HIV market) by year
- Dashboard to present the PSE information by province and flexibility by another filter. The dashboard must be different by the master account (view all provinces information, group by factors (fund, projects, geographic), and by province account.
- Exporting module with flexible option

The detailed activities, timeline, and expected deliverables are outlined below.

OD	Detailed Activities	Proposed timeline	Deliverables
1	Research and review all data, information, report related PSE in HIV/AIDS	June (5 days)	A draft format design
2	Design the structure of the platform with fully required function	June – July (20 days)	
3	Develop the platform and import the database information for the platform	July (20 days)	Revised format
4	Pilot, test the platform	August (5 days)	Final design
5	Provide technical assistance (TA) to guidance and scale up the platform to provincial level	August (8 days)	Provincial data collected

Implementation period

The vendor is expected to complete the scope of work in the duration of from June to August 2023

The vendor shall submit a development plan with a clear timeline and activities to ensure the progress and due date.

V. Proposal Requirements - Financial

Provide itemized costs for the total scope of this project, based on the scope of work and deliverables outlined in Section IV. The final scope of work may be subject to negotiation; however, bidder selection will be made against the original scope of work. Bids should include itemized costs for key elements of the scope of work, as follows:

- Estimated total level of effort and associated costs.
- Itemization of all other costs, e.g., service tax, etc.
- Estimated schedule of other anticipated expenses (e.g., delivery costs, additional resources, outside resources, etc.).

VI. Proposal Requirements – Technical

Provide information on your overall qualifications (If the information is available on your website, please provide the link), including:

- Profile of relevant corporate qualifications.
- Profile of relevant experience and examples of related work. (Company profile should be attached.)
- Qualifications of key members of the proposed project team (attach CVs and provide details of back-up/standby teams).
- Number of years in business. (Business Registration Certificate shall be attached.)

Preference/Advantages

- Experience working with local/international non-government organizations and health-related organizations.
- Experience designing, developing, and supporting the implementation of data management system.
- Experience in working with and supporting for current HIS at VAAC/MOH and recommendation from VAAC/MOH.
- Competent in communicating in English.

VII. Proposal Evaluation Criteria

The following is a list of significant criteria against which proposals will be assessed. The criteria are listed in order of priority; however they are not weighted.

- A. Technical appropriateness of services
- B. Appropriate implementation plan
- C. Experience in the related areas
- D. Costs (as detailed in Section V).

Note: PATH reserves the right to include additional criteria.

VIII. Instructions and Deadlines for Responding

A. PATH contacts

Procurement Contact: Loc Lan Huong
Project Financial Analysis & Administrative Manager
hloc@path.org

Nguyen Thuc Hang
Procurement Associate
htnguyen@path.org

Technical/Program Contact: Vu Hai Yen
Senior Commercial & Policy Advisor
yvu@path.org

B. Confirmation of interest

Please send a statement acknowledging receipt of this solicitation and your intent to respond or not respond by **May 26, 2023, Hanoi time**. Send the confirmation to the contacts listed above.

C. Fact-finding questions

Questions on this solicitation will be accepted via email to the contacts listed above no later than **5:00PM May 26, 2023 Hanoi time**. Questions and answers to all questions will be provided on **May 29, 2023** to all participants who confirmed interest. Please note that responses will not be confidential except in cases where proprietary information is involved. Inquiries after this date cannot be accommodated.

D. Proposals due: 5:00PM June 2, 2023, Hanoi time

Completed proposals should be submitted by email to the contacts listed above. The subject line of the email should read: RFP # 2023-STEP-05 your company name.

E. Conclusion of process

Applicants will be notified of PATH's decision by **June 6, 2023**. The final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this work.

IX. Terms and Conditions of the Solicitation

A. Notice of non-binding solicitation

PATH reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal.

B. Confidentiality

All information provided by PATH as part of this solicitation must be treated as confidential. In the event that any information is inappropriately released, PATH will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential, except as otherwise noted. Conflict of interest disclosure

Suppliers bidding on PATH business must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could be present if; there is a personal relationship with a PATH staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may be in conflict with the supplier's obligations to PATH. Suppliers and PATH are protected when actual or perceived conflicts of interest are disclosed. When necessary, PATH will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest.

D. Communication

All communications regarding this solicitation shall be directed to appropriate parties at PATH indicated in Section VIII. A. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

E. Acceptance

Acceptance of a proposal does not imply acceptance of its terms and conditions. PATH reserves the option to negotiate on the final terms and conditions. We additionally reserve the right to negotiate the substance of the finalists' proposals, as well as the option of accepting partial components of a proposal if appropriate.

F. Right to final negotiations

PATH reserves the option to negotiate on the final costs and final scope of work and reserves the option to limit or include third parties at PATH's sole and full discretion in such negotiations.

G. Third-party limitations

PATH does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit PATH in any way without our express written consent.

H. Proposal Validity

Proposals submitted under this request shall be valid for 90 days from the date the proposal is due. The validity period shall be stated in the proposal submitted to PATH.