



## REQUEST FOR PROPOSAL

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### FOR PROVISION OF WAREHOUSING SERVICES FOR PHARMACEUTICAL AND NON-PHARMACEUTICAL ITEMS FOR FHI 360

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<b>RFQ #:</b>	<b>RFP-01-2025-Provision of Warehousing Services</b>
<b>Issue Date:</b>	<b>21 January 2025</b>
<b>Response Deadline:</b>	<b>3 February 2025 12:00 pm</b>
<b>Submit Questions by:</b>	<b>27 January 2025</b>
<b>Email:</b>	<a href="mailto:Yemenprocurement@fhi360.org">Yemenprocurement@fhi360.org</a>
<b>Expected Award:</b>	<b>February 2025</b>

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#### **BACKGROUND**

FHI 360, a large non-profit human development organization, is seeking a Warehousing Services for Pharmaceutical and Non-pharmaceutical items in Yemen. The FHI 360 Yemen Country Office was established with the aim of meaningfully contributing to the humanitarian assistance effort in Yemen. FHI 360 intends to provide technical and humanitarian support to the government and people of Yemen to enhance sustained cross-sectional integration of Water, Sanitation, Hygiene (WASH), Health and Nutrition services by building Yemeni capacity to deliver sustainable high quality, comprehensive humanitarian services in Yemen.

FHI 360 is soliciting bids for a cost-effective and reliable vendor to provide Warehousing Services for Pharmaceutical and Non-pharmaceutical items. The successful bidder must be able to provide competitive pricing on various warehousing solutions.

#### **OBJECTIVE:**

To ensure timely and effective responses to humanitarian and development needs, FHI 360 requires warehousing services to store and manage both pharmaceutical and non-pharmaceutical items. These services will enable efficient logistics operations, ensuring items are stored, handled, and delivered in compliance with international quality standards.

This tender aims to identify and engage a qualified service provider to enter into a long-term Master Service Agreement (MSA) to provide warehousing solutions for a period of one year, with the potential for extension under the same terms and conditions.

## **SCOPE OF WORK**

1. **Location:** To ensure a swift response to crisis requests, FHI 360 prefers to have a warehouse located in Aden, specifically in the Khor Maksar area. The location should offer full accessibility to roads and accommodate large vehicles.
2. **Storage Capacity, Structural Conditions & Specifications:**
  - Under the vendor's sole responsibility, the MSA holder will provide FHI 360 with a fully suitable warehouse space that adheres to international standards and meets the specific storage and management requirements for "Inventory" items. The service provider shall be responsible for the following:
  - Provide warehousing facilities that comply with international standards for the storage of both pharmaceutical and non-pharmaceutical items.
  - Include dedicated and specialized indoor, locked storage areas for high-value assets to ensure their security.
  - To ensure security, the warehouse must have a well-maintained floor and roof. This provides protection from weather, dust, and pests, ensuring controlled conditions within the facility.
  - Maintain proper ventilation, temperature control, and humidity monitoring systems, particularly for pharmaceutical goods that require temperature-sensitive storage.
  - Ensure adequate lighting and fans are installed in dry storage areas to provide proper ventilation and visibility.
  - Provide sufficient pallet racks and storage systems to ensure the safe and efficient organization of inventory items.
  - Comply with all applicable local and international regulations for warehousing, especially for pharmaceutical items (e.g., Good Storage Practices (GSP), WHO guidelines).
  - Ensure the facility is licensed and certified for the storage of pharmaceutical products, including cold storage if required.
  - Maintain cleanliness and pest control measures to ensure items are stored in hygienic conditions.
3. **Security and Safety**
  - Ensure 24/7 physical security and surveillance systems, including CCTV monitoring.
  - Implement fire prevention and suppression systems, including fire extinguishers, smoke detectors, and alarms.
  - Adhere to health and safety protocols to prevent accidents and contamination.
  - The storage facility must comply with all applicable local health, safety, and environmental laws and regulations.
4. **Inventory Management& Handling and Distribution (If required-Optional)**
  - Establish and maintain an inventory management system, including accurate record-keeping, stock tracking, and reporting.
  - Conduct regular stock counts and provide FHI 360 with inventory status reports (weekly, monthly, or as requested).
  - Manage inbound and outbound shipments, ensuring proper receiving, inspection, and dispatch procedures.
  - Provide skilled personnel for loading, unloading, and handling items in compliance with industry standards.



- Ensure timely and accurate dispatch of items to designated locations upon FHI 360's request.
- Provide logistics support, including packing, labeling, and preparing items for shipping.

## ❖ Financial Proposal

**Requirements Matrix (Service provider fill out the table):**

#	Description	Bidder's proposal, Additional Services provided or included and Clarification	Unit of Measure	Qty	Cost	The Monthly estimated requirements of service:
1	Provision of Storage Space Rental Service (temperature-controlled 15-25°C), including essential equipment such as thermometers, pallets, and hand jacks		M2 per Month	1		500M2
2	Provision of Storage Space Rental Service (Dry Storage)		M2 per Month	1		200-400M2
3	Provision of Storage Space Rental Service (Cold Chain 2-8)		M3 per day	1		10
4	Provision of inventory management Service: receiving, storing, handling and releasing of Items, including reporting (Storekeeper)		Unit	1		optional
5	Provision of laborers Service (Casual Workers)		Monthly	1		1
6	Provision of laborers Service (Casual Workers)		daily	1		4
7	Provision of laborers Service (Casual Workers)		hourly	1		16
Total						

## **VENDOR SELECTION & CONTRACT AWARD**

The final selection will be based on good value and services, as well as other factors such as, capabilities and business references.

## **VENDOR EVALUATION CRITERIA**

All quotations will be reviewed, evaluated and scored based upon the criteria listed below. The point structure for evaluating the quotation is as follows:

## ❖ Selection Criteria

<b>Stage One: Eligibility Criteria</b>	
Bidders must meet these criteria to progress to the next round of evaluation. If a bidder does not meet any of the Eligibility Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'. The bidder confirms it is fully qualified, licensed, and registered to trade with FHI 360 (including compliance with all relevant local country legislation).	
Criteria	Pass/Fail
Valid business registration (السجل التجاري) سجل التسجيل.	
Operating License رخصة مزاولة المهنة من الجهات المختصة.	
Valid tax Card as required by local law. (Note: Lack of one of these documents automatically disqualifies vendor from next level of evaluation) بطاقة ضريبية	

## **Stage Two: Technical Criteria**

Criteria	Sub-Criteria or Description	Weight	Qualifying Mark
Quality of Service and Meeting Technical Specifications	Match the required specifications and provide a brief proposal of your service. Confirm adherence to our requirements and clarify any deviations or need for further clarification. Additionally, support your proposal with photos and maps of your facilities and demonstrate ownership of the storage warehouse or provide a copy of lease agreement.	20%	25 or more
	Experience and Capability (Previous experience with INGO's/NGO's/UN Agencies of the bidder in the same required services) and References	Provision of three or more scanned signed copy of major contracts for the same services (WH rental) in Aden for the last 2 years	
Provide at least three references from current or previous clients. Attach the references information		10%	
Service providers who meet the previous criteria with a score of 25% or higher will qualify to be shortlisted for site visits.			

Stage Three: Field Visit and Financial Criteria			
<b>Site Visit</b>	A field visit will be conducted to verify the bidder's qualifications, capabilities, and ability to meet our specifications. Bidders who score less than 20 % will be disqualified.	30%	20 or more
<b>Competitive Pricing</b>	Provide competitive pricing to be used through the term of the agreement by filling out the financial proposal.	30%	



### **Bid Submission Requirements**

Please include the following in your proposal:

1. **Company Information:** A brief overview of your company, including your experience with similar projects.
2. **Detailed Quote:** A comprehensive breakdown of costs, including materials, labor, and any other associated expenses.

### **REQUEST FOR QUOTATION FIRM GUARANTEE**

All information submitted in connection with this RFQ will be valid for sixty (60) days from the RFQ due date. This includes, but is not limited to, cost, pricing, terms and conditions, service levels, and all other information. If your firm is awarded the contract, all information in the RFQ and negotiation process is contractually binding.

### **RESERVED RIGHTS**

All RFQ responses become the property of FHI 360, who reserves the right in its sole discretion to:

- To disqualify any offer based on offeror failure to follow solicitation instructions.
- Extend the time for submission of all RFQ responses after notification to all offerors.
- Terminate or modify the RFQ process at any time and re-issue the RFQ.
- Issue multiple awards based on solicitation activities.
- FHI 360 will not compensate vendors for preparation of their response to this RFQ.
- FHI 360 shall not be obligated to order any minimum or maximum quantities of services or products and assumes no commitment, financial or otherwise.

### **SIGNATURES**

Service Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_