**REQUEST FOR PROPOSAL (RFP)**

**BIOMETRICS SOLUTION**

**Background**

Project HOPE is an international non-profit, non-governmental organization that responds to the world’s most pressing global health challenges. Throughout our 65-year legacy, Project HOPE has treated millions of patients and provided more than $3 billion worth of medicines to local health care organizations around the world.

Project HOPE is seeking for reputable vendors to provide affordable biometrics solution to identify and authenticate participants of the PEPFAR/USAID funded DREAMS (Determined, Resilient, Empowered, AIDS-Free, Mentored and Safe) project in Namibia. Vendors are encouraged to read the entire document to ensure that they have a clear understanding of Project HOPE requirements before submitting a bid.

**PROCUREMENT NOTICE**

“No employee, officer or agent may participate in the selection, award or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts,” as stated in the Office of Management and Budget (OMB) 2 CFR 200.318, General procurement standards.

Project HOPE seeks to conduct its purchasing through open and free competition and is committed to selecting the vendor, which meets specific needs with a competitive price, lowest total-end-use cost and best overall quality.

Conducting business in accordance with these principles will promote and engender productive, long term, successful business relationships between the Project HOPE and vendors.

Please submit your most competitive quotation for the services described in the RFP in accordance with the PART A: Instructions to Applicants, PART B: Terms and Conditions and PART C: Technical Application of this RFP. Responses that do not comply with all instructions, terms and conditions, maybe immediately disqualified.

**PART A: INSTRUCTIONS TO APPLICANTS**

**1- QUOTE DEADLINE**

Quotes must be received no later than 5:00 PM Eastern Standard Time, on June 20, 2023 and to the following email address e-tender@projecthope.org>Late submissions will not be considered.

**2- REPLY TO**

Your offer must be submitted in email to e-tender@projecthope.org>

**3- OFFERS’ VALIDITY**

Offers must be signed by an official authorized to bind the offeror to its provisions and be valid for a minimum of 90 days.

**4- FORM OF OFFER**

The quote must be comprehensive and address all requirements included in this RFP. The quote must reflect the vendor’s most competitive price and include all supplies, materials and applicable taxes and fees (e.g., bank fees) to accomplish the scope of work. The quote must be e-mailed to e-tender@projecthope.org

**5- QUESTIONS OF CLARIFICATION**

Interested companies should also direct any questions about the RFP in writing to the email address above. All questions should be received in writing no later than ***5:00 PM Eastern Standard Time*** on June 5th,2023. Written responses will be distributed to all recipients of the RFP. Questions can be delivered via e-tender@projecthope.org

**6- CRITERIA FOR SELECTION**

All responses to the RFP will be reviewed by a selection committee from Project HOPE. To finalize the selection, it may be necessary to obtain additional clarification on quotes. If required, scores will be revised based on answers received during the best and final review process. ***BIDS THAT ARE NOT RESPONSIVE OR RESPONSIBLE MAY RESULT IN DISQUALIFICATION AT PROJECT HOPE DISCRETION.***

Each response will be evaluated on the following:

1. Technical Application (See section C).
2. Cost application.
3. Timeline for completing the biometrics solution.
4. Completion of the *Certification of Source and Nationality Specifications.*
5. Certificate of registration/incorporation, memorandum and articles of association and valid Tax Identification Number (TIN).
6. Company profile (briefing the core competencies, key management personnel and clearly stating the physical verifiable office address, mobile number, and e-mail address).
7. Proof or license to offer biometrics solution as given by the appropriate authority.
8. Regulatory approval confirming the safety of the biometrics solution the vendor is proposing.
9. Minimum of three (3) reputable references.

A response in English is required.

**PART B: TERMS AND CONDITIONS**

**1- NEGOTIATIONS**

The Offeror’s most competitive quote is requested. It is anticipated that the purchase order will be awarded solely based on these quotes. However, Project HOPE reserves the right to conduct negotiations prior to awarding a purchase order.

**2- REJECTION OF OFFERS**

Project HOPE reserves the right to reject all offers received and/or to cancel any or all of the deliverables requested in this RFP.

**3- INCURRING COSTS**

Project HOPE is not liable for any cost incurred by Offeror’s in connection with the preparation, submission, and delivery of offers in response to this RFP.

**4- ACCEPTANCE OF CONDITIONS**

Project HOPE reserves the right to request additional information from Offeror’s either in writing or verbally. Project HOPE may cancel this RFP without any cost or obligation at any time until certification of a purchase order. In the event agreement cannot be reached with the Awardee, Project HOPE reserves the right to award an alternate Offeror.

**5- PURCHASE ORDER AWARD**

Project HOPE will obtain the services of the most responsible and responsive Offeror whose offer is determined to be the most advantageous based on the quality of work and cost.

**6- CONFIDENTIALITY/OWNERSHIP**

The Vendor and his/her employees will not at any time, either during the term of the Purchase order or thereafter divulge, furnish, or make available, either directly or indirectly, to any person, firm, corporation or other entity, any proprietary information used by Project HOPE. The Vendor agrees that all such matters and information shall be kept strictly and absolutely confidential. The Vendor, upon cessation of the service, irrespective of the time, manner, or reason of terminations, will immediately surrender and deliver to Project HOPE all material and data of every kind belonging to the Project. All manuals or other products developed because of this activity shall remain under the ownership of Project HOPE.

**PART C: Technical Application**

Project HOPE is seeking for reputable vendors to provide affordable biometrics solution to identify and authenticate participants of the PEPFAR/USAID funded DREAMS (Determined, Resilient, Empowered, AIDS-Free, Mentored and Safe) project in Namibia. Vendors need to submit a technical application taking into consideration the following implementation context of the DREAMS project:

* 370 staff who have direct contact with project participants. They meet some participants routinely on a weekly basis in group settings or individually and others are met once off at individual or small group level.
* The estimated number of participants is 70,000 per year.
* The service delivery points include schools, community, and health facilities.
* Internet connectivity is not reliable in some project implementation sites.
* The biometrics scanner device should be portable, mobile, and non-invasive.

The technical application should include:

1. Biometric Modality (Finger print, Finger vein etc)
   * The type (sensor type, device type) , number, and durability of the proposed biometrics scanner devices.
2. Evidence of Accuracy (The False Acceptance Rate (FAR); False Rejection Rate (FRR); and Equal Error Rate (ERR)). for the proposed solution.
   * The Detection Error Trade-off curve.
   * Effect of the following issues or conditions on the FAR or FRR:
     1. Age
     2. Race
     3. Environmental conditions including ambient temperature.
     4. Alterations including dirt, cuts, or abrasions to biometric reading/scanning sites.
3. Whether or not the proposed solution was tested in a setting like Namibia.
4. Integration and Scalability: The type of infrastructure software suite the vendor is going to use.
   * Whether or not the proposed solution is compatible with DHIS2.
   * Specification of android tablet (if applicable).
   * Strategy to test and tailor the solution to ensure effective integration.
5. Support: Strategies to train Project HOPE staff on the proposed solution.
   * Strategies for continuous technical assistance.
6. Data storage, security, and privacy.: maximum user storage capacity
   * Options for cloud hosting. The cost implications of possible options for cloud hosting should be reflected in the cost application.
   * Standards and Certification
7. Possible strategies to ensure sustainability of the proposed solution.