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PROJECT HOPE – ITB

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**INVITATION TO BID # HQ-26-03-001  
PHARMACEUTICALS FOR GAZA**

Project HOPE The People-to-People Health Foundation, Inc, (“Project HOPE”) is an international humanitarian aid organization with global operations, working to increase access to health care services and improve the knowledge and skills of health care workers in communities in need around the world. To learn more about us, visit <https://www.projecthope.org/>.

**To:**

Project HOPE is inviting qualified Bidders with experience with related goods as defined in part 3 to submit their Bids for the subject activity based on this Invitation To Bid.

Interested Bidders should submit their Bids, in accordance with the language of the solicitation to the address specified. The Bids must be received no later than:

**April 10th, 2026, at 23:59 Central European Time**

Responding Bidders are advised that this solicitation does not in any way obligate Project HOPE to make a contract award or compensate the responding suppliers for any costs associated with the preparation and submission of their Bids.

Any questions or requests for information should be addressed by no later than:

**April 3rd, 2026, at 23:59 Central European Time**

to **Toma Šiprak** via email at: [tsiprak@projecthope.org](mailto:tsiprak@projecthope.org)

NOTIFICATION OF INTENT: Each prospective Bidder shall, on or before **April 3rd, 2026**, state their intent to submit to email: [tsiprak@projecthope.org](mailto:tsiprak@projecthope.org)

The Subject line should state “Intent to Submit” and the reference number for this ITB.

Any information given to one prospective Bidder concerning this solicitation will be furnished to all such Bidders as an amendment of the solicitation.

<b>GOODS INVITATION TO BID (ITB)</b>	
<b>ITB Reference Number:</b> HQ-26-03-001	<b>ISSUE DATE:</b> March 25, 2026,
<b>PHARMACEUTICALS &amp; KITS FOR GAZA</b>	
<b>ISSUED BY:</b> Project HOPE-The People-to-People Health Foundation Inc,  1220 19 <sup>th</sup> Street , NW, Suite 800 Washington, DC 20036	<b>BIDS DUE DATE:</b> <b>April 10th, 2026, at 23:59 CET</b>  <b>QUESTIONS DEADLINE:</b> <b>April 3rd, 2026, at 23:59 CET</b>
<b>This Invitation To Bid contains the following sections:</b>	
Part 1	Instructions to Bidders
Part 2	Evaluation Factors for Award
Part 3	Table of goods descriptions and quantities Delivery terms and timeline Delivery location/Address Payment Terms
Part 4 (Annexes)	Annex 27 Vendor Conflict of Interest Disclosure Template Annex 28 Vendor Registration Template Annex 30 Vendor Code of Conduct

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## Part 1: Instructions to Bidders

### 1.1 GENERAL INSTRUCTIONS TO BIDDERS

1.1.1 The Bidder is requested to submit a Bid directly responsive to the terms, conditions, and clauses of this ITB. Bids not conforming to this solicitation may be categorized as unacceptable, thereby eliminating them from further consideration.

1.1.2 Bids must be received no later than **April 10th, 2026, at 23:59 CET**. Bids should remain valid for a minimum of sixty (60) days. The Bidder may submit its Bid:

- Electronically by email compatible with MS WORD, Excel, and Adobe Acrobat in a MS Windows environment to:

[GZA-Tender@projecthope.org](mailto:GZA-Tender@projecthope.org)

1.1.3 The overall Bid shall consist of a list of goods and shipping services with full specifications matching those outlined in Part 3, along with the associated price details for each item.

1.1.4 Alternative Bids will not be considered.

1.1.5 Any Bid received in response to this solicitation will be reviewed strictly as submitted and in accordance with the evaluation criteria specified in Part 2, Evaluation Factors for Award.

1.1.6 The person signing the Bidder's Bid must have the authority to commit the Bidder to all the provisions of the Bidder's Bid.

1.1.7 Project HOPE is not obligated to make an award or to pay for any costs incurred by the Bidder in preparation of a proposal in response hereto.

1.1.8 Project HOPE reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all Bids, at any time prior to award, without thereby incurring any liability to Bidders or any obligation to inform Bidders of the grounds for Project HOPE action.

### 1.2 SPECIAL ITB CONSIDERATIONS

- 1.2.1 Project HOPE anticipates contract subject to renewal/extension. The type of contract to be awarded under this solicitation will be determined based on the proposals received. If Applicable.
- 1.2.2 (i) Bidders are informed that Project HOPE complies with U.S. Sanctions and Embargo laws and Regulations including Executive Order 13224 on Terrorist Financing, which effectively prohibit transactions with persons or entities that commit, threaten to commit or support terrorism. Any person or entity that participates in this bidding process, either as a prime or sub to the prime, must certify as part of the bid that he or it is not on the U.S. Department of Treasury Office of Foreign Assets Control (OFAC) Specially Designated Nationals (SDN) List and is eligible to participate. Project HOPE shall disqualify any bid received from a person or entity that is found to be on the List or otherwise ineligible.
- (ii) Suppliers that have an active exclusion on the System for Award Management ([www.sam.gov](http://www.sam.gov)) shall not be eligible for financing and shall not be used to provide any commodities or services contemplated by this ITB.
- 1.2.3 Project HOPE believes that human capital is our most valuable asset, and is committed to fostering, cultivating and preserving a culture of workforce Diversity, Equity and Inclusion (DE&I). Accordingly, our preference is to work with providers and individuals with the same forward-looking commitment.
- 1.2.4 The delivery and/or performance of the goods and/or services shall be completed in all respects within the completion date stated in the Contract. If the Vendor fails to deliver the goods and/or related services within the scheduled timeframe, liquidated damages shall be imposed at a rate of **0.5% (zero point five percent)** of the total Contract/PO value for each day of delay, calculated from the expected date of completion until the actual date of completion, unless such delay is agreed upon in writing by Project HOPE prior to the completion cut-off date. Project HOPE reserves the right to deduct this amount from the invoice. The total amount of liquidated damages shall not exceed **ten percent (10%)** of the total contract value.

### 1.3 INSTRUCTIONS FOR THE PREPARATION OF THE BID

- 1.3.1 The Bid should follow the specification of goods in Part 3 of this ITB.
- 1.3.2 The Bid shall be written in English.
- 1.3.3 The Bid should also include the following:

#### 1.3.4 Delivery Terms:

The Bidder must follow the delivery terms and a timeline in line with the requested delivery timeline stated in Part 3. If the Bidder believes they can propose a more effective delivery solution, the Bidder is permitted to propose alternative delivery terms and a timeline, even if these do not fully comply with the delivery terms outlined in Part 3.

#### 1.3.5 Payment Terms:

The Bidder must follow the payment terms and methods outlined in Part 3. the Bidder may propose their preferred payment terms and method for consideration.

## Part 2: Evaluation Factors for Award

### 2.1 GENERAL – BID EVALUATION

2.1.1 Part 1 provides guidance to Bidders concerning the documentation necessary to conduct an informed evaluation of each Bid. The Bidder must furnish adequate and specific information in its Bid. A Bid may be eliminated from further consideration before a detailed evaluation is performed if the proposal is considered obviously deficient as to be totally unacceptable on its face or which prices are inordinately high or unrealistically low. In the event a Bid is rejected, the Bidder will be sent a regret letter stating the reason(s) that the proposal will not be considered for further evaluation.

2.1.2 In conducting its evaluation of Bids, Project HOPE may seek information from any source it deems appropriate to obtain or validate information regarding an Bidder's proposal.

2.1.3 Project HOPE reserves the right to award one or more contracts under this ITB on the basis of initial offers without discussions or without establishing a competitive range.

### 2.2 BASIS FOR CONTRACT AWARD

2.2.1 The evaluation factors presented below will serve as the basis upon which Bids will be evaluated.

2.2.2 Bidders are reminded that Project HOPE is not obliged to award a contract on the basis of lowest Bid cost or highest technical evaluation score. Although for this procurement technical Bid merits are considered more important than

cost relative to deciding who might best perform the work, cost factors must also be considered. Therefore, after the final evaluation of Bids, Project HOPE will make the award to the Bidder whose Bid offers the best value to Project HOPE, considering both technical and cost factors.

## 2.3 EVALUATION CRITERIA

Based on the Lowest Price Technically Acceptable Source Selection Process, the award will be made to the bidder submitting the lowest evaluated price that meets or exceeds the technical acceptable standards while respecting the determined timeline.

**\*\*\*PARTIAL QUOTATIONS WILL BE ACCEPTED\*\*\*  
MULTIPLE VENDORS, MIGHT BE AWARDED**

## Part 3: Requested goods/ service details.

### 3.1 Table / BoQ

#	Full Description	Quantity	Unit
1	IEHK 2024, Basic medicines & renewable unit (1.1) Module	160	Kit
2	IEHK 2024, Supplementary medicines unit oral (2.1) Module	200	Kit
3	NCDK 2022 - MODULE MEDICINES Module	160	Kit
4	RH Kit 3 - Post-rape Treatment (7th edition) Various	160	Kit
5	RH Kit 5 - Treatment of STI	160	Kit
6	Kit PED-SAM 2020 - MODULE, MEDICINES PED ORAL Module	160	Kit
7	MH 2022, Module Medicines PHC, Module	4	Kit
8	IEHK 2024 SUPPLEMENTARY UNIT, RENEWABLES (2.8) Module	20	Kit
9	NCDK 2022 - RENEWABLES Module	30	Kit
10	GLUCOMETER, 300 tests & lancets	30	Kit
11	Kit PED-SAM 2020 - MODULE, RENEWABLES	30	Kit
12	IEHK 2024, Basic: Equipment Unit (1.3) Module	160	Kit
13	IEHK 2024 SUPPLEMENTARY UNIT, EQUIPMENT (2.9) Module	30	Kit
14	NCDK 2022 - MODULE EQUIPMENT Module	30	Kit
15	Kit PED-SAM 2020 - MODULE, EQUIPMENT, PART A & B Module	30	Kit

All medicines and medical supplies must comply with relevant set quality standards, principles of Good Manufacturing Practices (GMP), Good Storage Practices (GSP) and Good Distribution Practices (GDP).

### 3.2 Delivery Terms and timeline.

Delivery terms should be Ex-Works in accordance with INCOTERMS 2020.

Vendors should provide the delivery date, delivery schedule for requested items.

### 3.3 Delivery location/Address.

Ex-Works INCOTERMS 2020 will apply. Project HOPE intends to arrange shipping independently once procurement is finalized and the winning vendor(s) are formally notified.

### 3.4 Payment terms and methods.

An offer should be complete and dated and include payment terms even if they don't comply with Project HOPE's preferred payment terms. (30 days net from invoice issuance).

### 3.5 Quotation Submission methods.

- ✓ **Option A)** Submit official quotation please adhere to the following guidelines (below) making sure to capture all necessary information.
  - Use your company letterhead when you submit your offer, including VAT (if applicable).
  - An offer should be complete and dated and include payment terms even if they don't comply with Project HOPE's preferred payment terms. (30 days net from invoice issuance)
  - An offer should include a preferred payment modality - Wire Transfer
  - Submit your delivery time in days from the date of offer acceptance.
  - All prices shall be quoted in USD.
  - Quotations should ideally be valid for 60 days from the publication date. If not specified, Project HOPE will assume a 60-day validity.
  
- ✓ **Option B)** - Project Hope invites your esteemed company to submit a quotation by populating attached **Annex A – HQ-26-03-001 (Option B)**

Both submission options are acceptable and will be reviewed.  
You may proceed with whichever option you prefer; there is no need to submit both.

## **Part 4: Annexes:**

The Offeror is encouraged to complete the annexes listed below and submit them together with the quotation.

Submission of these documents is not mandatory at the quotation stage; however, it will be required for contractual issuance and for payment processing.

Project HOPE will be unable to process any payments without the annexes listed below.

Project HOPE will provide the below Annexes along with this quotation package.

- 4.1 Annex 27 Vendor Conflict of Interest Disclosure Template
- 4.2 Annex 28 Vendor Registration Template
- 4.3 Annex 30 Vendor Code of Conduct