

Request for Quote (RFQ)

|  |  |
| --- | --- |
| Commodity/Service Required: | Printing/Shipping Supplier |
| Type of Contract: |  |
| Submit Proposal to: | LWatkins@FHIclinical.com;FHICProcurement@fhiclinical.com  |
| Date of Issue of RFP: | 7/24/2020 |
| Date Questions from Supplier Due: | 7/28/2020 |
| Date Proposal Due: | 8/05/2020 |
| Approximate Date Contract and Purchase Order Issued to Successful Bidder(s): | 8/12/2020 |
| **Method of Submittal: Email**  |
| Respond via e-mail with attached document in MS Word / pdf format. The Bidder/Seller agrees to hold the prices in its offer firm for 90 **days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.  |
| **Solicitation Number:** |  |

**Organizational Overview**FHI Clinical participates in several infectious disease studies that require an Investigator Site File (ISF) Binder be shipped to each site before the site can be initiated in the study.

**Description**
FHI Clinical is seeking a US based printing company to accept document information electronically to print, assemble and ship the ISF Binder. The ISF Binder consists of a Table of Contents, Tabs, study, and regulatory documents. The vendor will need to be able to provide a proof for review and be able to store the ISF Binder format for future deliverables. The ISF Binder must be created within 2 business days of receiving the order and shipped to the Investigative site within 4 business days of receiving the order.

**Required Deliverables**

Investigator Site File Binder assembly and shipping.

**Your application must include:**

* A budget and a description of shipment logistics.
* Provide details of which logistics company you plan to use.
* Please provide a description of previous similar experience.
* References from three organizations that your firm has provided this support to in the past.

**Evaluation Criteria: Proposals will be evaluated on the following criteria:**

Best technical approach and lowest cost

**FHI Clinical Terms and Conditions:**

* FHI Clinical payment terms are Net 30 after receipt of an invoice and once goods and services have been completed. Payments can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
* All work that is awarded will be done so on a confirmed Purchase Order with specific labeling and shipping instructions.

**Disclaimers:**

* FHI Clinical may cancel the solicitation and not award
* FHI Clinical may reject any or all responses received
* Issuance of the solicitation does not constitute an award commitment by FHI Clinical
* FHI Clinical reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
* FHI Clinical will not compensate any offeror for responding to solicitation
* FHI Clinical reserves the right to issue award based on initial evaluation of offers without further discussion
* FHI Clinical may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
* FHI Clinical reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
* FHI Clinical will be contacting each offeror to confirm contact person, address and that bid was submitted for this solicitation

**Acceptance:**

Seller agrees, as evidenced by signature below, that the seller’s completed and signed solicitation, seller’s proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: (*Seller Company Name*)

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title:

Date: