

Request For Proposal

**FTEs SERVICES IN SYNTHETIC ORGANIC
AND MEDICINAL CHEMISTRY**

Dated: August 2019

Contents

1. PURPOSE	3
2. RFP INSTRUCTIONS	3
2.1 General information	3
2.2 Timelines	4
2.3 RFP processes and contact information	4
2.3.1 Instructions	4
2.3.2 Confirmation of Intent	5
2.4 Format and content of the proposal	5
2.5 Conflict of Interest	6
3. DNDi OVERVIEW: Mission & Objectives	6
4. SCOPE OF WORK	7
5. CRITERIA FOR SELECTING SERVICE PROVIDERS	8
6. PROPOSAL REQUIREMENTS, DELIVERABLES & TIMELINES	9
6.1 Proposal requirements	9
6.2 Deliverables	9
6.3 Timelines	9
7. ANNEXES	10

1. PURPOSE

The evaluation is requested by DNDi (Drugs for Neglected Diseases initiative). The goal of the evaluation is to provide DNDI access to high quality synthetic chemistry capabilities to support the Drug Discovery portfolio of projects aimed at delivering novel treatments for Neglected Tropical Diseases such as Leishmaniasis and Chagas disease. The projects are run in close collaboration with partners in academia and industry from the DNDi network.

2. RFP INSTRUCTIONS

2.1 General information

- a. DNDi invites you as a Service Provider to submit a proposal in regards of this RFP for services in chemistry.
- b. This entire RFP and all the related discussions, meetings, information exchanges and subsequent negotiations that may occur are subject to the confidentiality terms and conditions of the Intent to Participate attached as Annex 1.
- c. All bidders are required to complete, and send return the Intent to Participate letter.
- d. The issuance of this current Request For Proposal in no way commits DNDi to make an award. DNDi is under no obligation to justify the reasons of its service provider's choice following the competitive bidding. DNDi could choose not to justify its business decision to the participants of the RFP.
- e. DNDI reserves the right to:
 - Reject any proposal without any obligation or liability to the potential service provider
 - Withdraw this RFP at any time before or after the submission of bids without any advance notice, explanation or reasons
 - Modify the evaluation procedure described in this RFP
 - Accept other proposal than the lowest one
 - Award a contract on the basis of initial proposals received without discussions for best and final offers

- Award all services to only one supplier or allocate them to different suppliers according to what DNDi will consider necessary
- f. Late submission proposals are subject to rejection.
- g. DNDi reserves the right to request additional data, information, discussions or presentations to support their proposal. All bidders must be available to discuss about details of their proposal during the RFP process.
- h. All offers should be submitted in an electronic format.
- i. A proposed time plan set out below indicates the process DNDi intends to follow. If there are changes to these timelines, DNDi will notify you in writing.

2.2 Timelines

Procurement steps	Responsible party	Timelines
Launch RFP	DNDi	August 14th 2019
Send back the LoI signed	Service provider	August 19th
Questions sent to DNDi	Service provider	August 19th
DNDi responses to Q&A	DNDi	August 21st
Reception of proposals	DNDi	August 30th
Bidder Preselection notification	DNDi	September 10th
Bid defence meetings	DNDi & Service provider	September 19th
Project award	DNDi	September 27th
Project start	Service provider	January 1st 2020

2.3 RFP processes and contact information

2.3.1 Instructions

All bidders may request further clarifications in regards of this current RFP, by addressing its questions in writing to the dedicated key contacts identified below. These questions should be submitted to DNDi at the date mentioned in the section 2.2 Timelines of the RFP.

In order to keep a fair bidding process, questions on the substance will only be answered in a document shared with all the bidders on the date indicated in section 2.2 Timelines of the RFP.

To submit your questions, please use the form attached as Annex 2.

2.3.2 Confirmation of Intent

Please transmit your intent to participate by using and signing the document attached in Annex 1.

Each bidder is required to provide DNDi with a written confirmation of intent or decline to participate by the date as indicated in the section 2.2.

Confirmations of intent should be sent by email to Christophine Marty-Moreau (contacts details below).

Questions types	Contact person	Title	Contact information
Contractual & Technical aspects	Christophine MARTY MOREAU	Senior Procurement Manager	15 Chemin Louis Dunant 1202 Geneva Switzerland Phone:+41 22 906 92 61 Email: cmarty@dndi.org

2.4 Format and content of the proposal

Responses to this RFP must be in English and should contain the following information:

- A cover letter including:
 - Name and address of the service provider
 - Name, title, phone number and email address of the person authorized to commit contractually the service provider
 - Name, title, phone number and email address of the person to be contacted in regards of the content of the proposal, if different from above
 - Signature of this letter done by a duly authorized representative of the company
 - Acceptance of the consultation principles
- A technical proposal
 - Detailed proposal explaining how your company approach will enable DNDi team to meet project timelines and insure quality results
 - Description of additional chemistry services available that are occasionally request/use e.g. chiral chromatography, solid state characterization, large scale chromatography, chiral resolution, high pressure chemistry, stable isotope labelling, peptide chemistry, these could be part of basic service package but also as bespoke FFS

- On-site access to non-chemistry services relevant to drug discovery (in vitro/in vivo ADME, toxicology, and efficacy screening)
- A financial proposal
 - Budget detailing what is included within the FTE cost.
 - Pricing structure for varying FTE numbers up to 30 FTEs
- Administrative information
 - Business Company information: directors and officers, creation date, corporate headquarters, locations, business turnover of the past 3 years (global and in the field of service provided), headcounts (global and in the field of service provided), general services provided, customer's reference, pricing strategy for NGOs...
- Any other relevant information enabling DNDi to assess the opportunity of contracting with your company

2.5 Conflict of Interest

The Company shall disclose any actual or potential conflicts of interest in the Intent to Participate letter.

3. DNDi OVERVIEW: Mission & Objectives

Neglected Tropical Diseases (NTDs) continue to cause morbidity and mortality to patients in the developing world in addition to a significant socioeconomic impact. Founded in 2003 to address the needs of neglected patients suffering from NTDs, DNDi is a collaborative, not for profit drug R&D organization driven by patient's needs. Acting for the public interest, DNDi bridges existing R&D gaps in essential drugs for NTDs by initiating and coordinating drug R&D projects in collaboration with the international research community, the public sector, the pharmaceutical industry, and other relevant partners.

DNDi's primary focus is the discovery and development of novel treatments for NTDs, such as Human African Trypanosomiasis (HAT, or sleeping sickness), visceral leishmaniasis (kala-azar), and Chagas disease, while considering engagement in R&D projects for other neglected diseases to address unmet needs that others are unable or unwilling to address.

To date DNDi has delivered 8 novel treatment to patients suffering from malaria, Leishmaniasis, HAT, paediatric HIV, and Chagas disease, with the ambition to deliver in total 16 to 18 new treatments by 2023 and to establish a strong R&D portfolio that addresses patient needs. Expanding upon R&D networks built on collaborations with

disease endemic countries, DNDi brings medical innovation to neglected patients by developing field-adapted treatments.

In doing this, DNDi has two additional objectives:

- Use and strengthen existing capabilities in disease-endemic countries via project implementation
- Raise awareness about the need to develop new drugs for neglected diseases and advocate for increased public responsibility.

For more information, please visit DNDi website: <http://www.dndi.org/>

4. SCOPE OF WORK

The vendor will provide synthetic chemistry to DNDi's lead optimization consortia. Other consortia partners may provide medicinal chemistry design and data analysis, *in vitro* and *in vivo* parasitology, DMPK, formulation and drug safety/toxicology services. DNDi leads and coordinates the activities of the partners in the consortium on multidisciplinary hit-to-lead and lead optimization projects.

The vendor should provide DNDi with up to 30 experienced synthetic chemists who will be in charge of the synthesis of compounds in support of hit to lead projects to identify novel *T. brucei*, *T. cruzi* and *L. spp* anti-infectives.

The main tasks and responsibilities for this project are listed below:

- Independent route design and problem solving
- High level of productivity
- Purity >95% (see Annex 3)
- High quality notebooks & record keeping
- All work to be conducted in accordance with legal safety standards and recognized best practices
- Compounds to be shipped on a weekly basis to DNDi partners for screening
- Upload of data and registration of compounds into the ScienceCloud database
- Occasional ordering of commercial analogues for screening from vendors such as eMolecules or MolPort, for which DNDi will reimburse the full costs.

5. CRITERIA FOR SELECTING SERVICE PROVIDERS

The decision to award any contract as a result of this RFP process will be based on Service Providers' responses and any subsequent negotiations or discussions. The decision-making process will consider the ability of each service provider to fulfil DNDi's requirements as outlined within this RFP and the cost of the offer.

Proposals will be assessed against the main following criteria but not limited to:

- **Technical criteria**
 - Staff expertise
 - Team(s) of up to 30 experienced synthetic chemists needed with
 - Team leader(s) who must have PhD and >5 years' experience or BSc/MSc and >10 years' experience, this person(s) will be the single point of contact for DNDi and its partners
 - All other team members at least BSc and >2 years' experience
 - Able to independently design synthetic routes, solve problems and deliver target compounds according to agreed schedules.
 - Will engage in fortnightly teleconferences (TC) to review progress, discuss issues, solve problems with input from other team members (DNDi, DNDi consultants etc)
- **Capacity to deliver**
 - Reasonable timelines
 - Project management capabilities
 - Past experience with similar work
- **Financial criteria**
 - Realistic costing of the proposal with NGO rates when possible
 - Detailed breakdown by numbers of FTEs: <10, <20, <30,
 - Discount scheme if any

6. PROPOSAL REQUIREMENTS, DELIVERABLES & TIMELINES

6.1 Proposal requirements

Following the issuance of the RFP, all interested bidders are invited to submit a proposal which describes:

- General information of the company as described in section 2.4
- Technical information supporting the company ability to meet the deliverables described in sections 4 and 6.2
- Budget with full details of your offer including fixed costs and Pass-Through Costs.
- Project team involved

6.2 Deliverables

- Prepare and fully characterize designated target compounds. Register them into the ScienceCloud (SC) database and add appropriate analytical data including PDF files of e.g. NMR, MS, HPLC, LCMS, enantiomeric purity, elemental analysis etc. Ship completed compounds on a weekly basis to other DNDi partners for testing.
- Provide PowerPoint summary slides every 2 weeks in advance of regular TCs to enable full discussion of progress, issues and plans.
- A written report will be required every 6 months in advance of the DNDi SAC meetings (Spring and Autumn).

Full experimental notebook write-ups and experimental write-ups and all spectral data will be available on request e.g. for preparation of papers or patents.

6.3 Timelines

- Beginning of services planned January 1st, 2020
- Completion of activities planned December 31st, 2020 providing an acceptable mid-contact review of progress by DNDi has been completed by June 1st, 2020
- An extension/renewal may be possible subject to review by DNDi

7. ANNEXES

Annex 1: Intent to Participate letter

Annex 2: Q&A Form

Annex 3: Compound characterisation & purity requirements