

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER : **FY19-032-DRC-008-A**

SERVICES REQUESTED : **Purchase and Supply of Mobile Phones and Accessories**

CONTRACT TYPE : **Firm Fixed Price Contract**

ISSUANCE DATE : **October 10, 2018, 5pm, EST**

DEADLINE FOR SUBMITTING
THE PROPOSAL (Date of Receipt) : **October 25, 2018, 5pm, EST**

LAST RECEIPT DATE
FOR QUESTIONS : **October 15, 2018, 5pm, EST**

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OVERVIEW OF IMA WORLD HEALTH

WHO WE ARE

IMA World Health is a global, faith-based nonprofit that helps developing communities overcome their public health challenges. Founded in 1960 as Interchurch Medical Assistance, today's IMA World Health works alongside governments, non-governmental organizations, faith-based and secular agencies to bring the best in science and public health programming to some of the world's most challenging environments. With offices in six countries and more than \$100 million in annual revenue, IMA World Health is a vibrant, growing agency working to achieve health, healing and well-being for all.

IMA World Health offers sustainable and efficient solutions to health-related problems that are far too common in the developing world. IMA World health believes all people are children of God and thus deserve to lead healthy and productive lives. The founding members of IMA World Health, Protestant Churches and church-based organizations, chose to be intentionally ecumenical to provide health services and to build healthy communities around the world. We can do more together than alone; that spirit of joint action remains foundational to IMA World Health today.

OUR MISSION AND VISION

To build healthier communities by collaborating with key partners to serve vulnerable people. Our vision of health, healing and well-being for all is based on the Christian call to serve one another

Please visit our web site (imaworldhealth.org) for additional background information about IMA World Health, including a description of our major program areas and a list of the countries in which we operate.

SCOPE OF WORK

Background

In partnership with SANRU, IMA World Health is implementing a \$13,600,000 USD, malaria reduction project in Haut Lomami, Mongala, Nord-Ubangi, Sud Ubangi, and Tanganyika Provinces of DRC. The project aims to contribute to a 40% reduction in malaria-related morbidity and mortality (compared to 2015 rates) by equipping 80% of high-risk households with LLINs and sensitizing beneficiaries of their use. In addition to distributing and installing LLINs, the project will: 1) Build capacity of local stakeholders and provide logistical, technical, and financial support; 2) Strengthen provincial planning processes; and 3) Improve communication for behavioral change and social mobilization around LLIN use and malaria prevention. The project is expected to cover 65 health zones and a population of 14,185,548 people. IMA anticipates over 4,000 LLIN distribution sites. IMA will use mobile phones to track and monitor LLIN distribution.

IMA World Health seeks qualified firms to supply and deliver **6,371 mobile phones, phone cases and screen protectors**.

Successful bidder will deliver goods to Kinshasa, the Democratic Republic of Congo. Detailed technical specification of required items is a part of this RFP and is located in the **Order Details** section of this RFP.

ORDER DETAILS

IMA is looking for procurement and supply of **6,371 mobile phones, phone cases and screen protectors** as per the table and detailed specifications below.

Table 1. – Order Quantities

<u>Item #</u>	<u>Item Description</u>	<u>Unit Size</u>	<u>Quantity</u>
1.	Mobile Phones	Piece	6,371
2.	Screen protector	Piece	6,371
3.	Protective phone case	Piece	6,371

The detailed specifications are:

1. **Mobile phones:**
 - a. **"Stock" Android 6.0+**
 - This provides security features and the ability to run all modern applications, some manufacturers (Samsung) customize their Android such that our app does not work properly
 - b. **5" Screen minimum 6" max**
 - This screen size is neither large (and easier to break, higher battery consumption) or tiny (making it difficult to collect data or input text)
 - c. **Large Battery Life**
 - 2800mAh battery minimum, larger the better
 - d. **Very good GPS**
 - Preferably with A-GPS, GLONASS, BDS (Assisted GPS, etc.). Time to acquire a GPS fix and resolution are critical for our needs.
 - e. **Removable SD Card**
 - Most modern phones save data to the cloud, of no use in Africa. SD Card is needed to store hundreds of forms with multiple images in the field
 - f. **1 GB Ram minimum**
 - g. **8 GB internal memory or better**
 - h. **Plug Type E/F on Charger**
 - For use in the DR Congo – DRC uses the Type E and Type F plugs for charging. USB-only chargers or American plugs are not sufficient.
2. **Screen protector**
 - a. Plastic application customized for proposed phone screen
3. **Protective phone case**
 - a. Gel or plastic, or plastic + metal protective case customized for proposed screen. Clear protection preferred.

RFP terms



This RFP constitutes an invitation to prospective Bidder(s) ("Bidder") to submit proposals ("Proposal") for the services described herein.

Notification of Intent. Each prospective Bidder(s) receiving a copy of this RFP shall, within 2 days, email an intention to submit or not to submit a proposal addressed to procurement@imaworldhealth.org and drcprocurement@imaworldhealth.org

An open period for submitting questions will begin on the issuance date of the RFP. All questions MUST be submitted to the RFP contact email procurement@imaworldhealth.org and drcprocurement@imaworldhealth.org no later than close of business on **October 15, 2018, 5pm, EST**. Questions will be compiled and responses sent to all Bidders by **October 18, 2018, 5pm, EST**.

All Proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to require documents requested, proposals can include additional items such, i.e., templates, brochures, media, etc.

In order to be considered, the proposals must be received by email to the RFP contact email procurement@imaworldhealth.org and drcprocurement@imaworldhealth.org **no later than 5pm EST on October 25, 2018**.

Bidders are solely responsible to ensure the timely receipt of their proposals. Proposals received after the date and time required will, generally, not be considered unless no other proposals are received.

Prospective Bidders are under no obligation to prepare or submit proposals in response to this RFP and do so solely at their own risk and expense. IMA World Health will not reimburse any costs incurred related to this RFP.

Proposals may not be altered or corrected after the Date of Receipt, except when IMA World Health at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which IMA deems that both the mistake and the intended proposal can be established conclusively on the face of the proposal.

Quotation Validity:

Quotation should be valid for **60 (sixty)** days from the RFP 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 RFP and negotiation process is contractually binding. In exceptional circumstances, prior to expiry of the original offer validity period, IMA World Health may request that the bidders extend the period of validity for a specified additional period. Bidders agreeing to the request will not be permitted to modify their offer.

Delivery Location and Terms (for international orders):

1730 M Street, NW, STE 1100, Washington, DC 20036 USA • 202.888.6200 • www.imaworldhealth.org
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All quotes received must show totals that include freight cost and insurance costs. Please quote separately freight based on INCOTERMS CIP Kinshasa.

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Bidder shall obtain any export licenses required for products being shipped.

All products will be consigned to IMA World Health in Kinshasa, DRC unless otherwise specified.

If the goods are being supplied from outside of the DRC, IMA will require a DHL package containing a set of two copies of all original shipping documents sent via DHL in advance of the shipment to the IMA office in Kinshasa:

1. Packing lists
2. Commercial Invoice
3. Airway Bill (AWB)
4. Certificate of Origin (COO)
5. Fiche Electronique de Renseignement a l' importation (FERI)

Electronic copies of all of the above documents will need to be sent as soon as they are generated.

Insurance

Where the Incoterm defined Prices of the resulting purchase order from this RFP requires the Bidder to include transit insurance, the Bidder shall provide such insurance, which will include institute cargo clauses covering 110% of the contract value.

Delivery Timeline:

Please quote your best delivery timeline. Delivery dates quoted must be firm and will be considered as major criteria in the evaluation and award process.

The bidder MUST hold promised delivery dates. Bidder will immediately contact IMA WORLD HEALTH if unable to deliver products by the delivery date offered. The place of delivery for this order is Kinshasa, DRC.

Contract-Purchase Order Award

The Contract and/or Purchase order awarded pursuant to this RFP will be on a fixed price, fixed quantity basis. IMA World Health may award the contract in whole or in part to one or multiple bidders. IMA World Health reserves the right to make full, partial or no awards after the completion of the RFP process.

Payment terms:

IMA World Health intends to award a firm fixed-price purchase order or contract as a result of this solicitation, with following payment terms. The invoices and payments will be in United States Dollars

(USD). 25% of the contracted value paid after all required documents are sent to IMA Kinshasa, and 75% will be paid upon confirmation of receipt of all products. Payment terms for final payment are being Net 30 days from the moment of delivery and acceptance of the goods ordered at the location specified.

Evaluation:

In evaluating the proposals, IMA World Health will seek the **best value for money**.

Based on the Lowest Price Technically Acceptable Source Selection Process, award will be made to the Bidder submitting the lowest evaluated price that meets or exceeds the technical acceptability standards while respecting determined delivery timelines. Technical capability may be evaluated by how well the proposed products meet the minimum technical specifications set forth in this RFP.

The evaluation criteria will be based on:

- | | |
|--|-----------|
| a) Competitive Pricing and Warranty | 60 points |
| b) Delivery Time, | 10 points |
| c) Conformance to product specifications, | 10 points |
| d) Past Performance | 10 points |
| e) Bidder's registration and financial audit documents | 10 points |

If at any time prior to award IMA World Health deems there to be a need for a significant modification to the terms and conditions of this RFP, IMA World Health will issue such a modification as a written RFP amendment to all competing Bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no Bidder shall rely on any such statement.

IMA may request additional information to clarify or substantiate information provided in the proposal or may request revisions to the proposed approach or personnel. After selection, IMA will negotiate the award cost with the selected bidder. A contract will be awarded after the selected Bidder undergoes a pre-award survey to assess the selected Bidder's management capacity and financial capability and after references have been checked.

IMA World Health is not bound to accept the lowest bid or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

IMA World Health shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

Bidders should provide the following:

1. Evidence of Bidder's legal company registration, incorporation or license to do business issued by a competent authority in the country of registration.
2. Audited financial statements for the previous fiscal year.
3. Past Performance references from three previous customers for supply of similar goods/services as included in this RFP. Contact details should be included.

Financial Proposal shall be stated in **US Dollars**.

Prior to submission of any protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the contracting officer level through open and frank discussions.

INSTRUCTIONS TO BIDDERS:

You are requested to submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. Quotation can be submitted via e-mail as response to this message by the below stated response deadline. When responding, please copy all contacts included in this RFP correspondence.

To be eligible, Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.

The Bidders must include following attachments:

1. Attachment A: Proposal Cover Page
2. Attachment B: Price Quote
3. Attachment C: Past Performance

Quotations may be submitted on Bidder's letterhead and signed by the authorized company officer.

As a minimum, offers must show:

- (1) The RFP reference number;
- (2) Signed, dated and stamped offer
- (3) Company legal entity registrations and/or certifications
- (4) The name, addresses (street, email, other), and telephone number of the Bidder;
- (5) A detailed technical specification of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation;
- (6) Terms of any offer related warranty;
- (7) Price and any discount terms, including transport and insurance cost;
- (8) "Remit to"/"Submit to" address, if different than mailing address;

- (9) Past performance information, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information); and

Price quotes must include the following information:

- a) Detailed product descriptions & specification
- b) Unit of Measure
- c) Production and Delivery to Destination lead times
- d) Manufacturer and/or Origin
- e) Separately list Unit Price, Extended EX-Works Price, CIP Kinshasa and Total Price
- f) Number of boxes & sizes, total cubic volume & weight, total actual weight.

The bidder shall bear all costs associated with the preparation and submission of quotes. IMA World Health will in no instance be responsible for any costs associated with preparation and submission of quotes.

Product samples:

IMA World Health will require the selected bidder/s to submit samples of **five (5)** pieces of each item proposed in the quote for evaluation and testing. Bidders should deliver/send the samples to IMA Kinshasa office. Bidders will be able to collect samples after IMA World Health team completes evaluation and testing, two weeks after the submission date. Successful bidder will only be able to ship goods once the evaluation and test results have been completed, and IMA World Health issues the written approval.

Questions / Clarification requests:

In case you may have questions about any terms or requested item specification, quantity or quality requirements please feel free to contact us via e-mail before October 15, 2018.

More details on IMA World Health and our projects worldwide are available through our web site: www.imaworldhealth.org

Terms and Conditions:

The Contract that will be awarded is going to be governed by the IMA's Terms and Conditions that are located here:

[IMA Terms and Conditions](#)

Those Terms and Conditions are going to be integral part of the award.

Issuance of this RFP does not constitute an award commitment on the part of the IMA World Health, nor does it commit IMA World Health to pay for costs incurred in the preparation and submission of a bid.

Attached files are integral part of this RFP.

IMA World Health may contact bidders to confirm contact person, address, bid amount and to confirm that the bid was submitted for this solicitation.

False Statements in the Bid:

Bidders must provide full, accurate and complete information as required by this solicitation and its attachments.

Conflict of Interest Disclosure:

Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in IMA World Health having to re-evaluate selection of a potential Bidder.

Right to Select/Reject

IMA World Health reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. IMA World Health also reserves the right to reject any or all proposals received without explanation.

Reserved rights:

All RFP responses become the property of IMA World Health and IMA World Health reserves the right in its sole discretion to:

- To disqualify any offer based on Bidder's failure to follow solicitation instructions;
- To waive any deviations by Bidder from the requirements of this solicitation that in IMA World Health opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
- Extend the time for submission of all RFP responses after notification to all Bidders;
- Terminate or modify the RFP process at any time and re-issue the RFP to whomever IMA World Health deems appropriate;
- Issue an award based on the initial evaluation of offers without discussion;
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

Protests

The following procedures are established to resolve protests effectively:

- (1) Protests shall be concise and logically presented to facilitate review by the IMA. Failure to substantially comply with any of the requirements may be grounds for dismissal of the protest.
- (2) Protests shall include the following information:
 - (i) Name, address, and fax and telephone numbers of the protester.

(ii) Solicitation number.

(iii) Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

(iv) Copies of relevant documents.

(v) Request for a ruling by the IMA.

(vi) Statement as to the form of relief requested.

(vii) All information establishing that the protester is an interested party for the purpose of filing a protest.

(viii) All information establishing the timeliness of the protest.

(3) All protests will be addressed to the contracting officer or other official designated to receive protests.

Protests based on alleged apparent improprieties in a solicitation shall be filed before bid opening or the closing date for receipt of proposals. In all other cases, protests shall be filed no later than 5 days after the basis of protest is known or should have been known, whichever is earlier.

ATTACHMENT A: PROPOSAL COVER PAGE

Proposal Cover Page

[Use this form or create one in this format]

Name of Organization: 	Primary Address:
Contact Name: <i>(must be an individual with the authority to negotiate and enter into a contract)</i> Title: 	Telephone: Email (at least two): Website:
Type of Entity: (check one) <input type="checkbox"/> Non Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other (specify)	

Authorized Signatory: _____

Name and Title: _____

Date: _____

ATTACHMENT B: PRICE QUOTE TEMPLATE

Bidders should use this template or create one in this format.

Item Description	Manufacturer	Unit	Number of units	Price per unit	Shipping	Insurance	Price per unit (CIP Kinshasa)	Total Price
Mobile Phone		Piece						
Phone case		Piece						
Screen protector		Piece						
TOTALS:								

Price quotes should include the following information:

- a) Detailed product descriptions & specification
- b) Unit of Measure
- c) Production and Delivery to Destination lead times
- d) Manufacturer and/or Origin
- e) Separately list Unit Price, Extended EX-Works Price, CIP Kinshasa and Total Price
- f) Number of boxes & sizes, total cubic volume & weight, total actual weight.

ATTACHMENT C: PAST PERFORMANCE

Complete the table below with information on the past customers who can provide references for your company.

VENDOR NAME: _____

#	Reference Contact Name	Telephone	Email	Date Services Performed	Type of Services Performed