



## REQUEST FOR PROPOSAL (RFP)

RFP NUMBER : **FY19-069-DRC-021**

SERVICES REQUESTED : **Purchase and Delivery of Hammers, Nails and Ropes**

CONTRACT TYPE : **Firm Fixed Price Contract**

ISSUANCE DATE : **February 15, 2019,**

DEADLINE FOR SUBMITTING  
THE PROPOSAL (Date of Receipt) : **March 15, 2019, 5pm, EST**

LAST RECEIPT DATE  
FOR QUESTIONS : **February 25, 2019, 5pm, EST**

CONTENTS OF RFP : Cover Page  
Overview of IMA World Health  
Scope of Work  
Order Details  
RFP Terms  
Instructions to Bidder(s)  
Terms and Conditions  
Attachments

CONTACT : [procurement@imaworldhealth.org](mailto:procurement@imaworldhealth.org) and  
[drcprocurement@imaworldhealth.org](mailto:drcprocurement@imaworldhealth.org)



## REQUEST FOR PROPOSAL (RFP) - RFP-FY19-069-DRC-021

### 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](http://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 portable chargers during field visits and distributions in areas that do not have power supply.

IMA World Health seeks qualified firms to supply and deliver **tools needed for successful installation of LLINs.**

Successful bidder will deliver goods to five different regions in DRC. Detailed technical specification of required items is a part of this RFP and is located in the **Order Details** section of this RFP. Delivery locations and quantities are located in the **Order Details** section as well.



## ORDER DETAILS

IMA is looking for procurement and supply of hammers, nails and strings 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.	Hammer 1– 1.5lb (450 – 750g)	Piece	9823
2.	Nails (4cm) (bags of 20kgs/8800 nails)	20 kg bag	4916
3.	String rope	100 m roll	346083

Tools need to be delivered to the cities as indicated below. Exact address of the delivery location for delivery will be shared with successful bidders after the selection process. The exact breakdown of quantities is indicated below.

*Table 2. – Delivery locations and quantities*

<u>Delivery place</u>		<u>Quantity</u>		
<u>Provinces</u>	<u>City</u>	<u>Hammer(pce)</u>	<u>Nails (bags of 20kgs/8800 nails)</u>	<u>Rope (rolls of 100m)</u>
Nord Ubangi	Gbadolite	859	454	31951
Sud Ubangi	Gemena	2014	1061	74679
Mongala	Lisala	1683	908	63954
Haut Lomami	Kamina	2845	1350	95068
Tanganyka	Kalemie	2422	1142	80431
Total		9823	4916	346083



## 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 7 days, email an intention to submit or not to submit a proposal addressed to [procurement@imaworldhealth.org](mailto:procurement@imaworldhealth.org) and [drcprocurement@imaworldhealth.org](mailto: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](mailto:procurement@imaworldhealth.org) and [drcprocurement@imaworldhealth.org](mailto:drcprocurement@imaworldhealth.org) no later than close of business on **February 25, 2019, 5pm, EST.** Questions will be compiled and responses sent to all Bidders by **February 28, 2019, 5pm, EST.**

All Proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to the required 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](mailto:procurement@imaworldhealth.org) and [drcprocurement@imaworldhealth.org](mailto:drcprocurement@imaworldhealth.org) **no later than 5pm EST on March 15, 2019.**

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 **90 (ninety)** 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):**

All quotes received must show totals that include cost to the final delivery location as indicated in the **Order Details**.

Notwithstanding any INCOTERM 2010, 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.

**Delivery Location and Terms (for DRC orders):**

All quotes received must show totals that include cost to the final delivery location as indicated in the **Order Details**. The exact delivery locations will be in the cities as indicated in the Order Details and IMA World Health will share that information with successful bidders.

**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.



## 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). Payment terms 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 will 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	50 points
b) Delivery Time	30 points
c) Past Performance	10 points
d) Bidder's registration and financial audit documents	10 points
e) Conformance to product specifications	Excluding Criteria

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 and Total Price per location (if different)
- 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 shortlisted 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.

More details on IMA World Health and our projects worldwide are available through our web site: [www.imaworldhealth.org](http://www.imaworldhealth.org)

## **Terms and Conditions:**

The Contract or Purchase Order that will be awarded are 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

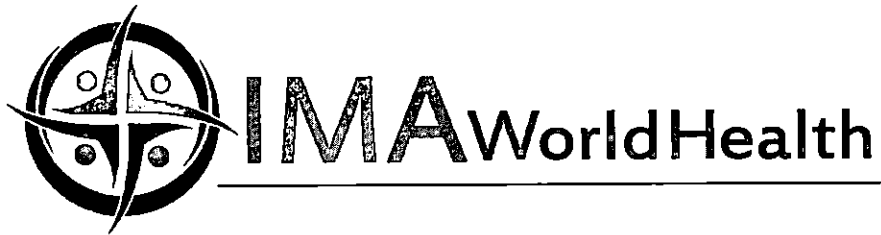
*[Use this form or create one in this format]*

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

Authorized Signatory: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_



**IMA**WorldHealth

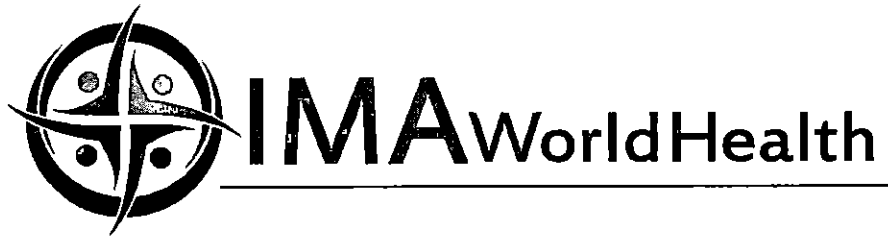
**ATTACHMENT B: PRICE QUOTE TEMPLATE**

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

Item Description	Manufacturer /Origin	Delivery Location	Earliest Delivery Date	Unit	Number of units	Price per unit	Total Price	Total Weight (Kg)	Total Volume (CBM)
Hammer		Nord Ubangi, Gbadolite		Piece	859				
Nails		Nord Ubangi, Gbadolite		Bag	454				
String/Rope		Nord Ubangi, Gbadolite		Roll	31951				
						<b>SUB TOTAL:</b>			
Hammer		Sud Ubangi, Gemena		Piece	2014				
Nails		Sud Ubangi, Gemena		Bag	1061				
String/Rope		Sud Ubangi, Gemena		Roll	74679				
						<b>SUB TOTAL:</b>			
Hammer		Mongala, Lisala		Piece	1683				
Nails		Mongala, Lisala		Bag	908				
String/Rope		Mongala, Lisala		Roll	63954				
						<b>SUB TOTAL:</b>			
Hammer		Haut Lomami, Kamina		Piece	2845				
Nails		Haut Lomami, Kamina		Bag	1350				
String/Rope		Haut Lomami, Kamina		Roll	95068				
						<b>SUB TOTAL:</b>			
Hammer		Tanganyka, Kalemie		Piece	2422				
Nails		Tanganyka, Kalemie		Bag	1142				
String/Rope		Tanganyka, Kalemie		Roll	80431				
						<b>SUB TOTAL:</b>			
<b>TOTALS:</b>						<b>GRAND TOTAL:</b>			

*Price quotes should include the following information:*

1730 M Street, NW, STE 1100, Washington, DC 20036 USA • 202.888.6200 • [www.imaworldhealth.org](http://www.imaworldhealth.org)



- a) *Detailed product descriptions & specification*
- b) *Unit of Measure*
- c) *Production and Delivery to Destination lead times*
- d) *Manufacturer and/or Origin*
- e) *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

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## RE: Additionnal PRF for Mass distribution project

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Igor Samac <igorsamac@imaworldhealth.org>

15 février 2019 à 16:55

À : Alberto Galora <albertogalora@imaworldhealth.org>, Charlotte Ndolerire <charlottendolerire@imaworldhealth.org>

Cc : Serge Kambere <sergekambere@imaworldhealth.org>, Kevin Lewis <kevinlewis@imaworldhealth.org>, Larry Sthreshley <larrysthreshley@imaworldhealth.org>, Debbie Lithander <deborahlithander@imaworldhealth.org>

Hi Alberto and Serge,

It is published on our web site here:

<https://imaworldhealth.org/contracting-opportunities/>

Can you please publish it in local DRC media.

Thanks

Igor

**From:** Alberto Galora <albertogalora@imaworldhealth.org>

**Sent:** Friday, February 15, 2019 10:03 AM

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[Texte des messages précédents masqué]

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### 2 pièces jointes

 RFP - FY19-069-DRC-021 - Tools.pdf  
544K

 RFP - FY19-069-DRC-021 - Tools.docx  
484K