



Request for Quote (RFQ)

RFQ Number	FY19-138-DRC-053
Purpose	The supply of medical supplies and medical equipment, Democratic Republic of Congo
Issue Date	October 3, 2019
Closing Date	October 18, 2019

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.

FY19-138-DRC-053

IMA World Health invites qualified bidders to submit quotes for the supply and delivery of medical equipment and medical supplies to the Democratic Republic of Congo. The closing date of this RFQ is **12:00pm EST October 18, 2019**. Bidders are requested to submit an intention to bid as soon as possible after receiving the RFQ.

Any questions pertaining to this RFQ must be submitted in writing before prior to **12:00pm EST October 8, 2019**. Responses to all questions received will be shared with all participating bidders by **12:00pm EST October 11, 2019**. Otherwise extended, no questions will be accepted after this date. Quotes MUST be received prior to the closing date of the RFQ. No late quotes will be considered. Questions and Quotes should be submitted to:

procurement@imaworldhealth.org and drcprocurement@imaworldhealth.org

Contents of RFP:

- Cover Page
- Overview of IMA World Health
- RFQ Terms
- Instructions to Bidder(s) and attachments
- Detailed list of medicinal supplies and medical equipment

Below are applicable RFQ terms:

Quotation Validity:

Quotation should be valid for 60 (sixty) days from the RFQ 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 RFQ 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:

All quotes received must show total freight cost and insurance costs based on INCOTERMS CIP Kinshasa. Please quote us for delivery by air, with Kinshasa International Airport being the delivery destination.

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. IMA will require a DHL package containing a set of two copies of all original shipping documents (packing lists, invoices, B/L or AWB, COO, and FERI) sent via DHL in advance of the shipment to the IMA office in Kinshasa, DRC.

Insurance

Where the Incoterm defined Prices of the resulting purchase order from this RFQ 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. Goods must be delivered **ASAP** and it will be used as major criteria during evaluation.

Delivery dates quoted must be firm and will be considered as major criteria in the evaluation and award process.

Promised delivery dates **MUST** be held by the bidder. Bidder will immediately contact IMA WORLD HEALTH if unable to deliver products by the delivery date offered.

Purchase Order/Contract Award

The Purchase Order or Contract awarded pursuant to this RFQ 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 RFQ process.

Partial quotation:

One of the factors in evaluation of quotes will be the completeness of the order.

Quality requirements:

All medical supplies and medical equipment must comply with World Health Organization (WHO) set quality standards, principles of Good Manufacturing Practices (GMP), Good Storage Practices (GSP) and Good Distribution Practices (GDP).

Expiry dates:

Remaining shelf life/sterility of medical supplies/equipment should be at least 18 - 24 months or 2/3 of the factory declared time at the time of the goods arrival to country. Please specify shelf life for each item as applicable.

Packing/Labeling instruction:

Goods should be packed in durable boxes with weight not exceeding 20 kg per box, except when equipment is heavier than that. Packing must be suitable for selected transport mode. Protect for weather influence while in transit.

Payment terms:



IMA World Health intends to award a firm fixed-price purchase order or contract as a result of this RFQ with payment terms being net 30 days from delivery and acceptance of the goods ordered at the location specified. The invoices and payments will be in United States Dollars (USD). 25% of the contract will be prepaid, 50% will be paid upon shipping and transmittal of all shipping documents, and 25% will be paid upon confirmation of receipt of all products.

Terms and Conditions:

- The Contract and/or Purchase Orders 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 RFQ 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 RFQ.

- 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 RFQ 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 RFQ responses after notification to all Bidders;
- Terminate or modify the RFQ process at any time and re-issue the RFQ 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.

Source Selection Criteria

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 RFQ.

The evaluation criteria will be based on:

- a) Competitive Pricing
- b) Delivery Time
- c) Conformance to specifications
- d) Past Performance

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 RFQ correspondence.

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

The Bidders must include following attachments:

1. Attachment A: Quote Cover Sheet
2. Attachment B: Price Quote in excel and pdf
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 RFQ 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 description /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, as applicable;
- (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 be submitted in **PDF** and **Excel** formats and 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.

Intent to bid confirmation:

Be kind to confirm intention to participate by responding to this message upon receipt by September 27, 2019.

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

Regards,

IMA Procurement Team
e-mail: procurement@imaworldhealth.org



ATTACHMENT A: QUOTE COVER SHEET

Vendor Name: _____

Address: _____

City, State, Zip: _____

Primary Contact: _____

Tel: _____

Fax: _____

Email: _____

Name of Authorized Official to Sign Contract: _____

Title of Authorized Official: _____

Certification: I certify that information provided is true and correct. The offer is valid for a minimum of 60 days.

Signature: _____

Date: _____

ATTACHMENT B: PRICE QUOTE

VENDOR NAME

[VENDOR TO INSERT QUOTE PER RFQ SPECIFICATIONS]

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