

REQUEST FOR QUOTE (RFQ)

RFQ #:	FY22-354-USA-292
Purpose:	Supply and Delivery of Laptops to Kinshasa, DRC, per DAP (INCOTERMS 2020)
Issue Date:	December 15, 2021
Closing Date:	January 05, 2022, 12:00 PM EST
Expression of Interest and Questions Due:	December 22, 2021, 12:00 PM EST
Anticipated Award Date:	January 2022, or ASAP
Anticipated Award Type:	Fixed Price Contract

Corus Procurement Ethics

Corus International and its family of organizations are committed to a transparent and ethical procurement process aiming to achieve the best value for money, fairness, integrity, and doing business in compliance with the US government regulations, the beneficiaries, donors, and partners' interests.

Corus does not allow accepting any monetary transaction, gratuity, or compensation of any type from current or potential vendors or suppliers in exchange for or as a reward for a business. Therefore, all potential vendors and suppliers taking part in this solicitation must not offer fraud, bribery, or kickback to an employee or staff of Corus. Any vendor or supplier violating these standards will be automatically disqualified for doing business with Corus in the future.

A comprehensive list of Corus's ethical standards as well as information on how to report any violation pertaining to this solicitation (Corus's Integrity and Ethics Reporting Hotline) is found here: <https://corusinternational.org/ethics-and-policies-corus-international>.

INTRODUCTION

Founded in 1945, Lutheran World Relief (LWR) is a U.S.-based 501(c)3 organization with a mission to end poverty, injustice, and human suffering. LWR focuses its work on humanitarian assistance and long-term development, laying a foundation for resilience, sustainable adaptation to climate change, and the strengthening of value chains.

Headquartered in Baltimore, Maryland, LWR has an annual operating budget of \$50 million, with funding from Lutheran individual and congregational donors, U.S. Agency for International Development (USAID), the United States Department of Agriculture (USDA), the Bill & Melinda Gates Foundation, the Margaret A. Cargill Philanthropies, and others. LWR's programmatic approaches promote collaboration between public and private institutions to achieve shared impact. In the past 10 years, LWR has successfully executed more than \$60 million in restricted funding from the U.S. government, foundations, and the private sector.

IMA 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 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 is a vibrant, growing agency working to achieve health, healing, and well-being for all.

IMA offers sustainable and efficient solutions to health-related problems that are far too common in the developing world. IMA 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 today.

IMA World Health and Lutheran World Relief combined in 2020 to create Corus International. Corus International is the parent organization of Lutheran World Relief and IMA World Health, two brands that operate as a single organization.

Product Description:

Corus invites qualified suppliers to submit offers for supply and delivery of list items– technical specification listed below. The closing date of this RFQ is **January 05, 2022, 12:00 PM EST.**

Expression of intent to quote and any questions pertaining to this RFQ must be submitted by **December 22, 2021, 12:00 PM EST.** Otherwise extended, no questions will be accepted after this date. Questions received will be compiled and responses will be sent to all participating offerors before the closing date.

Offers MUST be received prior to the closing date of the RFQ. No late Offers will be considered. Questions and offers should be submitted to: procurement@corusinternational.org.

ITEM	PRODUCT Description/Technical Specification	Quantity
1.	<p>Laptop</p> <p><u>Details:</u> G-Laptop HP, Intel Core i7 processor, 16 GH RAM, SSD/M.2 SSD hard drive, FHD Touch screen size 11.5 inches.</p>	20
<ol style="list-style-type: none"> 1. Offerors shall propose any alternative model of the products that meets the above specifications. In this case, the offerors must provide the full details of the proposed alternative product. 2. Offers must show the delivery charges to IMA Office, Kinshasa, Democratic Republic of Congo including insurance, DAP (Incoterms 2020). Delivery charges are to be quoted for surface shipment. 3. Offerors shall provide a full description of the product, including lists of standard equipment and features included in the proposed model. 4. Payment terms will be negotiated with the successful Offeror. 5. Offerors are requested to format their quotes as per Bid Form. 6. Offerors that offer facilitation of exoneration and clearance of said items will be welcome. 7. Prices for all items are inclusive of delivery to: IMA WORLD HEALTH, 1 Av. Tissakin, Ngaliema, Kinshasa, Dem.Rep. Congo 		
<p>Quantity Representation:</p> <p>Depending on fund availability and programmatic needs, Corus may increase the number of products from time to time. Therefore, it is more likely that Corus International order more of these products from the successful offeror(s).</p>		

INSTRUCTIONS & CONDITIONS

PARTICIPATION

Corus reserves the right to negotiate any or all RFQ terms and conditions, and to cancel, amend or resubmit this RFQ in part or entirety at any time.

This RFQ is not an offer to contract but represents a definition of specific requirements and an invitation to qualified companies to submit Offers. Issuance of the RFQ, preparation and submission of a quotation, and subsequent receipt and evaluation by Corus does not commit Corus to award a contract to any respondent. All costs of participation including your quotation and subsequent activity in the selection phase are at the offeror's risk and any such costs, whether direct or indirect, will not be reimbursed by Corus.

Nothing in this document shall be construed as an offer by Corus and no terms, discussions or proposals shall be binding on either party prior to execution of a definitive agreement.

The Offeror shall indemnify and hold harmless Corus, its officers, members, partners, agents and employees from and against all action, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon Corus and against all loss, liability judgment, claims, suits, demands or expenses which Corus may sustain, suffer or be put to resulting from or arising out of the company's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service, required hereunder to be performed or rendered by the company, its agents, officials and employees.

LEGAL AND FINANCIAL CAPACITY FOR PERFORMANCE

Offerors should provide the following:

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

SPECIFICATIONS

- Products offered must comply with all specifications indicated in the RFQ. Supplier must highlight any deviations from requested specifications.

LANGUAGE

The Offer, as well as all correspondence and documents relating to the offer shall be in English.

CURRENCY

Prices shall be stated in US dollars (\$).

PREPARATION AND SUBMISSION

Offers can be submitted electronically to procurement@corusinternational.org. Corus procurement team recommend all offerors to submit their offers electronically.

DRC local suppliers can submit Offers in sealed envelope to the following address before the closing date specified above:

IMA WORLD HEALTH,
1 Av. Tissakin, Ngaliema, Kinshasa, Dem.Rep. Congo.

Offers must include the following details:

- Signed and dated bid form
- Detailed description & specifications
- Product availability/delivery date
- Manufacturer and Origin
- Unit Price, air freight and sea freight Price, Total Price
- Offer validity time

Offers must be received no later than the due date and time as shown on the cover sheet of this RFQ. Corus may, at its discretion, extend the due date and time for the submission of Offers by amending this RFQ. Any Offer received Corus after the due date and time for submission of Offers will be rejected.

Corus reserves the right to accept or reject any offer or cancel this RFQ and reject all offers at any time prior to contract award without thereby incurring any liability to the offeror.

QUOTES PER OFFEROR

Only one quote per Offeror will be accepted. Offerors may quote for any or all items listed in this RFQ.

VALIDITY

Offers shall remain valid for **90 calendar days** from the due date for receipt of Offers. In exceptional circumstances, prior to expiry of the original offer validity period, Corus may request that the offeror(s) extend the period of validity for a specified additional period. Offeror agreeing to the request will not be required to modify their Offer.

EVALUATION

Corus will examine all Offers to determine completeness and adherence to the terms and conditions of the RFQ. An Offer will be deemed complete and compliant if the Offer is signed, meets product specifications, is valid for at least 90 days, and is substantially responsive to the terms and conditions of the RFQ.

Offers received prior to the closing date will be evaluated based on:

- The earliest possible date of delivery
- Price
- Past Performance – References

- Status as a small business- See Attachment D.

Additional criteria:

- Adherence to products specifications
- Warranty provisions
- Complete offer- Not partial quote

CLARIFICATION OF OFFERS

During evaluation of the offers, Procurement Department may, at its discretion, ask offerors for a clarification of their offers. Clarifications are limited exchanges with an offeror to resolve minor or clerical errors; they do not offer an opportunity for an offeror to modify or change an offer.

AWARD

Any award(s) will be made to the responsible Offeror(s) whose offer(s) has been determined to be most advantageous to Corus.

CONTRACT TYPE

The Contract or Purchase order awarded pursuant to this RFQ will be on fixed price, fixed quantity basis. Additional Instructions on order processing maybe issued at contract award.

PAYMENT

Invoices and payments will be in United States Dollars (USD). The preferred payment term is Net 30; any other payment term will be subject to negotiation with the winning bidder.

INSPECTION AND ACCEPTANCE

Offeror shall only deliver and offer for acceptance those goods that strictly conform to requirements. Corus reserves the right to inspect or test any goods that have been offered for acceptance. Each item or service shall be inspected prior to final acceptance of the item or service. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.

TRANSPORTATION AND DELIVERY

All Offers received must show total freight costs. Shipping will be based on **DAP (Incoterms 2020) Kinshasa, DRC**. Corus will be responsible for customs clearance.

Offeror will submit pricing for following options:

1. DAP Kinshasa (INCOTERMS 2020) – The delivery of the items will be at IMA Kinshasa Office. All DAP incoterms to be respected. IMA World Health will be responsible for customs clearance in destination country.

Notwithstanding any INCOTERM 2020 used in this Contract or Purchase Order, the Supplier shall obtain any export licences required export at origin.

TRANSIT INSURANCE

Corus International has its own comprehensive umbrella transit insurance which covers the entire quantity of the goods shipped as result of this tendering.

Regards,

IMA Procurement Department

CONTACT: 202-888-6200

E-MAIL ADDRESS: procurement@corusinternational.org

ATTACHMENT A. BID FORM

Offeror can submit quotes in standard bid form however the following bid form must also be completed.

RFQ Number:	
Date of offer:	
Validity of offer (<i>in calendar days from due date and time</i>)	
<u>Company information (Offeror)</u>	
Name:	
Address:	
ZIP/postal code:	
Country:	
Phone:	
Fax:	
Tax Payer Number:	
Registration/Tax payer ID nr	

Description	Quantity	Delivery Time (# days from order to arrival Kinshasa)	ExW Unit Price (US\$)	Freight (US\$) Via ocean	DAP Unit Price (US\$)	DAP Total Price via Ocean (US\$)

- All total prices **DAP Kinshaa, DRC** (INCOTERMS 2020), as modified by the terms and conditions of the Contract or Purchase Order, in U.S. Dollars, and in accordance with all provisions of **this RFQ** and the resulting award Contract or Purchase order. Prices are net of all trade/other allowances and discounts.

Signature	
Date:	
Name	
Job title	

ATTACHMENT B. 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: _____

Physical Address (if different from above): _____

Certification: I certify that information provided is true and correct. The offer is valid for a minimum of 90 days.

Signature: _____

Date: _____

ATTACHMENT C. PAST PERFORMANCE

Complete the table below. Please include contact information for past customers that can provide professional references for your organization.

VENDOR NAME: _____

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

ATTACHMENT D. VENDOR CERTIFICATION

CHECK HERE IF NON-US BUSINESS- MARK 9-10-11

CHECK HERE IF US SMALL OR TRADITIONALLY UNDERREPRESENTED BUSINESS¹- MARK BELOW ALL THAT APPLIES

VENDOR NAME:

1. Vendor is or is not a U.S. based small business? (If “no” – go to question 9, and answer question 9. If “yes” – continue with question 2.)
2. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more veterans, AND are the management and daily operations controlled by one or more veterans? YES NO
3. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more service-disabled veterans, AND are the management and daily operations controlled by one or more service-disabled veterans? YES NO
4. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more LGBTQ, AND are the management and daily operations controlled by one or more minority? YES NO
5. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more women, AND are the management and daily operations controlled by one or more women? YES NO
6. At least 51% of your company is owned by (or is more than 51% of the stock or equity owned by) one or more minority (Hispanic, Black or African American, American Indian or Alaska Native, Asian, or Native Hawaiian or Other Pacific Islander people), AND are the management and daily operations controlled by one or more minority? YES NO
7. Is your company a SBA certified small, disadvantaged business? YES NO
8. Is your company a SBA certified HUBZone small business concern? YES NO
9. Are you, is your company, or any one of its principal officers presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal Agency?
 YES NO
10. What is your company’s DUNS#: _____?
11. When does your SAM (System for Award Management) registration expire: _____

¹ **Traditionally Underrepresented Business** (definition applicable in the United States): A business whose ownership (defined as having 51 percent or more of the stock or equity in the business) is composed of traditionally underrepresented groups including veterans, women, LGBTQ+, and Hispanic, Black or African American, American Indian or Alaska Native, Asian, or Native Hawaiian or Other Pacific Islander people.

Attachment E

SUBJECT: NDAA Section 889 Vendor Compliance Inquiry

Dear [SUPPLIER],

This letter is to inform you that we are conducting a supply chain review in accordance with the interim rules published on August 13, 2019 (84 Fed. Reg. 40216) and July 14, 2020 (85 Fed. Reg. 42665) implementing Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (“Section 889”), United States Public Law 115-232 (August 13, 2018), which prohibits U.S. Government contractors from providing to the U.S. government or using equipment or services produced or provided by certain Chinese entities based on national security concerns.

We ask that you conduct a commercially reasonable review of the devices, components, technology and/or services being provided to Corus International to determine whether any of them contain “covered telecommunications equipment or services” under Section 889 (or the interim rule.) Prohibited telecommunications and security equipment and services include those designed, developed, manufactured or supplied by entities listed below or persons affiliated with their ownership or control.

1. Huawei Technologies Company
2. Dahua Technology Company
3. Hangzhou Hikvision Digital Technology Company
4. Hytera Communications Corporation
5. ZTE Corporation
6. Any subsidiary or affiliate of the above entities

Should any “covered telecommunications equipment or services” be identified now or at any time during the period in which you are providing products or services to Corus International, please provide the Original Equipment Manufacturer (OEM) name, Model Number, a description of the equipment or services and the Purchase Order number, Service Contract or Service Agreement under which the covered telecommunications equipment or service was provided.

Please reply using the appended response form no later than the RFQ closing date. The responds can be forwarded to procurement@corusinternaitonal.org.

Sincerely,

NDA Section 889 Vendor Compliance Inquiry – RESPONSE FORM

Please check the appropriate box below:

[Vendor] has conducted a reasonable review of the parts, technology and services being provided to Corus International and determined that all of the devices, components, services and/or technology provided to Corus International are in compliance with NDA Section 889.

Or

[Vendor] has conducted reasonable review of the parts, technology and services being provided to Corus International and determined that some or all of the devices, components, services and/or technology provided to Corus International are **not** in compliance with NDA Section 889.

The list of non-compliant / prohibited equipment and/ or services is below:

OEM Name	Model Number	Description	PO # or Service Agreement	Notes

Company Name: _____

Responsible Party: _____

Title:

Signature: _____

Date:
