

**REQUEST FOR QUOTE (RFQ)**

<b>RFQ #:</b>	<b>RFQ-FY21-236-DRC-012</b>
<b>Purpose:</b>	<b>Supply and Delivery of BGAN Satellite to Kinshasa, DRC, per DAP (INCOTERMS 2020)</b>
<b>Issue Date:</b>	<b>August 13, 2021</b>
<b>Closing Date:</b>	<b>August 20, 2021, 12:00 PM EST</b> <i>Submission Offers by e-mail to <a href="mailto:procurement@corusinternational.org">procurement@corusinternational.org</a></i>
<b>Expression of Interest and Questions Due:</b>	<b>August 18, 2021, 12:00 PM EST</b>
<b>Anticipated Award Date:</b>	<b>August 2021, or ASAP</b>
<b>Anticipated Award Type:</b>	<b>Fixed Price Contract</b>

**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 BGAN Satellite– technical specification listed below. The closing date of this RFQ is **August 20, 2021, 12:00 PM EST.**

Expression of intent to quote and any questions pertaining to this RFQ must be submitted by **August 18, 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](mailto:procurement@corusinternational.org).

ITEM	PRODUCT Description/Technical Specification	Quantity
1.	BGAN Hughes 9211M Satellite Terminal	2
2.	Safety BGAN Services Unlimited	2
<ol style="list-style-type: none"> <li>1. Services/Maintenance: The above mentioned BGAN Satellite will be used in the Democratic Republic of Congo (DRC). The Offeror shall confirm that manufacturer’s warranty will be honored and that services are available in the DRC Offerors shall advise the name and address of the authorized agent in the DRC.</li> <li>2. Offerors shall propose any alternative model of BGAN Satellite that meets the above specifications, if the actual BGAN Hughe 9211M Satellite Terminal is not quoted.</li> <li>3. 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.</li> <li>4. Offerors shall provide a full description of the product, including lists of standard equipment and features included in the proposed model.</li> <li>5. Payment terms will be negotiated with the successful Offeror.</li> <li>6. Offerors are requested to format their quotes as per Bid Form.</li> <li>7. Offers that offer facilitation of exoneration and clearance of said BGAN Satellite will be welcome.</li> <li>8. Prices for all BGAN Satellite are inclusive of delivery to: IMA WORLD HEALTH, 1 Av. Tissakin, Ngaliema, Kinshasa, Dem.Rep. Congo</li> </ol>		

## **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](mailto: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](mailto: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> )	
<b><u>Company information (Offeror)</u></b>	
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 BUSINESS<sup>1</sup>- MARK BELOW ALL THAT APPLIES**

VENDOR NAME:

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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: \_\_\_\_\_

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<sup>1</sup> **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.

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