

REQUEST FOR PROPOSAL (RFP)

RFP #:	RFP-FY22-217-DRC-003
Services Requested:	Supply and delivery of pharmaceuticals to IMA Goma Office, DRC, as per DAP Air delivery terms (INCOTERMS 2020)
Contract Type:	Fixed Price Contract
Issuance Date:	October 27 2021
Expression of Interest Date	Immediately or by November 2nd, 2021, 12:00pm EST
Last Receipt Date for Questions:	November 3, 2021, 12:00pm EST
Response to Questions Date:	November 5, 2021, 12:00pm EST
Bid Closing (Date of Bid Receipt):	November 9, 2021, 12:00pm EST
Anticipated Award Date:	November 29, 2021

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CONTACT:

Procurement Department
procurement@corusinternational.org

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>.

Overview of Corus International

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.

RFP terms:

IMA World Health invites qualified bidders to submit proposals for supply and delivery of pharmaceuticals, Goma, DRC per DAP AIR - INCOTERMS 2020. Bidders are requested to submit an intention to bid as soon as possible after receiving the RFP.

Any questions pertaining to this RFP must be submitted in writing before the date listed at the first page of this RFP. Responses to all questions received will be shared with all participating bidders. Otherwise extended, no questions will be accepted after set deadline.

Proposals must be received prior to the closing date. No late proposals will be considered. Proposals must be sent only to the designated email address. If the proposal is sent or copied to any other IMA employee or any other IMA email address than the one below, it will be automatically disqualified. Proposals, intention to bid, and questions regarding this RFP must be sent to the following email address: procurement@corusinternational.org.

Please include the RFP reference number **RFP-FY22-217-DRC-003** the subject line of all correspondence.

1- 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.

2- Delivery Location and Terms:

Delivery by air to IMA World Health Office in Goma, per **DAP (AIR) INCOTERMS 2020**

3- Delivery location:

IMA World Health, Goma Office
9, Lyn Lusi, Quartier les Volcans , GOMA, DRC

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

Notwithstanding any INCOTERM 2020 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 Goma, 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, COA and FERI) sent via DHL in advance of the shipment to the IMA office in **Kinshasa, DRC**. Products requiring temperature controlled shipping can be consolidated and shipped together. IMA World Health has the capacity to receive and hold goods in temperature-controlled storage at the port while clearance is completed. IMA World Health has tax exemption and will conduct customs clearing as needed.

4- Insurance:

IMA World Health is coordinating the cargo insurance by its own. Bidders should not contemplate any additional cargo insurance charges for the entire contents of this RFP.

5- Delivery Timeline:

Please quote your best delivery timeline for entire content.

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 and respected by the bidder. Bidder will immediately contact IMA WORLD HEALTH if unable to deliver products by the delivery date offered.

6- Contract Award

The Contract 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.

7- Partial quotation:

Partial offers will be considered at IMA's discretion.

8- Quality requirements:

All medicines and medical supplies 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).

The goods must follow USAID/OFDA regulations.

We need products that have been authorized by the DRC authorities for the DRC market (they have "une autorisation de mise sur le marché en RDC"—AMM) and on their list of essential medicines. If something has changed that the offerors are aware of and feels they need to inform us then they should do so. We will not seek any waivers.

Manufacturer Quality assurance documentation demonstrating quality must be provided to IMA World Health. For the purposes of this RFP, the following quality assurance documentation must be provided:

- a) Documents of QA, ISO and GMP certification as applicable
- b) Product COA test reports if the manufacturer/product is not SRA approved or WHO pre-qualified.
- c) Batch numbers and manufacture dates of all products purchased must be provided for tracking purposes.
- d) Certificate of the Pharmaceutical Product (CPP)

9- Product Expiry dates:

Remaining shelf life for medicines and medical supplies 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.

10- Required certificates:

All medicines must be escorted with corresponding Certificates:

- 1. Certificate of Origin
- 2. Certificate of Analyses
- 3. Certificate of Good Manufacturing Practice (GMP)
- 4. Certificate of Pharmaceutical Product (CPP)

11- Packing/Labeling instruction:

Goods should be packed in durable boxes with weight not exceeding 20 kg per box. Packing must be suitable for selected transport mode. Protect for weather influence while in transit.

12- Payment terms:

IMA World Health intends to award a firm fixed-price contract as a result of this RFP with preferred payment terms being net 30 days from delivery and acceptance of the goods ordered at the location specified. Any other proposed payment terms and detailed payment schedule will be negotiated with selected bidder prior to issuing the contract.

13- Special Instruction:

IMA World Health may require random inspection and sample collection for testing when batch production is complete. In such instances, IMA's designated inspection and sampling agent will schedule a batch inspection and collect samples for testing at an independent test lab. Bidder will only be able to ship once independent lab test results have been received and approved by IMA World Health.

14- The Anticipated Contract/Purchase Order Terms and Conditions:

The Contract and/or Purchase Orders that will be awarded are going to be governed by the IMA's and Funder Terms and Conditions which can be accessed via below hyperlinks.

[IMA Terms and Conditions](#)

[Funder Terms and Conditions USG for Contracts Under Co-Ag or Grant](#)

These 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 interested 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.

15- 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 RFP.

The evaluation criteria will be based on the following factors:

- a) Competitive Pricing,
- b) Delivery Time,
- c) Conformance to product specifications,
- d) Past Performance
- e) Product quality and manufacturer quality certifications

Instruction 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. Bid can be submitted via e-mail only as response to this message by the below stated response deadline.

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
2. Attachment B
3. Attachment C
4. Attachment D

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) Audited Financial Report for previous year, or equivalent financial document;
- (5) Payment and wire transfer instructions;
- (6) The name, addresses (street, email, other), and telephone number of the Bidder;
- (7) A detailed technical description /specification of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation;
- (8) Terms of any offer related warranty;
- (9) Price and any discount terms, including transport and insurance cost, as applicable;
- (10) "Remit to"/"Submit to" address, if different than mailing address;
- (11) 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).

Failure to submit above listed documents will result in automatic disqualification of bidders.

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) Quantity
- d) Production and Delivery to Destination lead times
- e) Manufacturer and/or Origin
- f) Expiration date
- g) Separately list Unit Price, Extended EX-Works Price, DAP Price, and Total Price
- h) If possible - 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 the date indicated on page 1 of this RFP.

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 the date as indicated on page one 1 of this RFP.

More details on IMA World Health and our projects worldwide provided at our web site: <https://corusinternational.org/corus-international-contracting-opportunities>

Regards,

Procurement Department
Corus International
Lutheran World Relief/IMA World Health
procurement@corusinternational.org

ATTACHMENT A. VENDOR CERTIFICATION

CHECK HERE IF NON-US BUSINESS PROCEED TO ATTACHMENT B

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 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: _____

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

Signature: _____

Date: _____

ATTACHMENT C: PRICE QUOTE
VENDOR NAME
[VENDOR TO INSERT QUOTE PER RFP SPECIFICATIONS]

ATTACHMENT D: 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

Detailed Order List			
No	Description/Specs	Unit of Measure (UoM)	Quantity of UOM
1	Ténofovir/Lamivudine/Dolutégravir, (TDF/3TC/DTG) 300mg/300mg/50mg, Tab, Unité (30 comprimés par flacon)	Flacons	16,731
2	Cefixime cés 200mg (10 comprimés par plaquette)	Plaquettes	3,346
3	Azithromycin ces 250mg (4 comprimés par boite)	Boite	16,731
4	Test de grossesse (pièce)	Piece	16,731
5	Levonorgestrel ces 0.75mg (2 comprimés par boite)	Boite	16,731
6	Abacavir/Lamivudine (ABC/3TC) 120/60mg, Tab dispersible, Tab, Unité(120 comprimé par flacon)	Flacons	1,859
7	Dolutégravir (DTG) 10 mg, palettes dispersible, Unité (30 comprimé par flacon)	Flacons	5,577
8	Dolutégravir (DTG) 50 mg, Tab, Unité (30 comprimé par flacon)	Flacons	1,394
9	Cefixime sirop 100mg/5ml (15 ml par flacon)	Flacons	825
10	Azithromycin sirop 200mg/5ml (60 ml par flacon)	Flacons	1,859