REQUEST FOR QUOTES (RFQ)

RFQ #:	FY22-455-BPAPrint-001
Purpose:	Blanket Purchase Agreement (BPA) with Two (2) years Period of Performance
Issue Date:	April 12th, 2022
Closing Date:	May 12th, 2022, 5:00 PM (EST)
Questions Due:	April, 27th 2022, 5:00 PM (EST)
Anticipated Award Date:	May 20th, 2022
Anticipated Award Type:	Blanket Purchase Agreement

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.

RFQ REQUIREMENT:

Corus invites qualified suppliers to submit offers in accordance with the requirements and specifications listed in this document. Quotes must be received by Corus no later than the Date and Time indicated in the following table.

Specifications		
Item	Print Category	Production Run – FY22
1	**"Faith in Action Winter 2022"** - Flat 25.37 " x 11" Finished 8.5 x 5.5 " (tab closed) Stich in supplied #9 BRE – Prints 4/4 on 80# Coated Text--- Sort Certified Mails list Non Profits	35,200
2	**"Season of Hope Lent Postcard"**- 8.5" x 5.5", prints 4/4 on 130# Coated Cover Sort, dedupe, certified mail list, Non Profits	20,100
3	**Quilt and Kit Ministry Guide,** 8.5" x 11", prints 4 x 4, 80# Coated Text 20 page self-cover, stitch in provided #9 BRE	27,500
4	**Letterhead (Acknowledgement Version)** 8.5" x 11", prints 4/4 on 80# Uncoated Text	44,000
5	**New Donor Welcome Kit Guide**- Flat 16.5 " x 8.5" Scores and folds to: 5.5" x 8.5" Prints 4/4 on 100# Silk Text	6,000
Delivery	Certified Mail-Distribution List- Households	
Payment terms:	Net-30	

PRICE BID SCHEDULE FY22			
Print Category	Print Run (Qty)	Cost Per Unit (USD)	Total Print Run Cost (USD) Without Postage
Faith in Action	35,200		
Season of Hope Lent Postcard	20,100		
Quilt and Ministry Guide	27,500		
LetterHead Acknowldgement	44,000		
New Donor Welcome Kit Guide	6,600		

Option 1. (BPA Extension FY23)

PRICE BID SCHEDULE FY23			
Print Category	Print Run (Qty)	Cost Per Unit (USD)	Total Print Run Cost (USD) Without Postage
Faith in Action	38,720		
Season of Hope Lent Postcard	22,110		
Quilt and Ministry Guide	30,250		
LetterHead Acknowldgement	48,400		
New Donor Welcome Kit Guide	7,720		

In order to be considered, quotes must be valid for at least 90 days and must include all of the following:

o   Complete vendor contact information – including vendors physical address and full legal name.-
o   The price offered for the required print run. Bid must be signed and dated.
o   Current contact information for at least 3 past customer references.
o   All information relevant to demonstrating the vendor's ability to meet Corus 's Evaluation Criteria (see below).

Quotes will be evaluated based on the following evaluation criteria:

Ability to meet Specifications above	
Price and Value	
Acceptable Past Performance	
Other Factors *(if any):*	***Vendors might be required to send samples to measure quality.**

	* **Bidders may submit partial quotes—please add a note describing your product attributes, minimum order quantities, along with USD unit and total price**

- o *Quotes submitted after the deadline has passed or that do not include all of the information requested may be rejected.*
- o *By responding with a quote you are accepting the requirements as outlined above, including any delivery requirements and payment terms*
- o *This RFQ is non-binding and in no way obligates Corus to award any contract. Corus reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by Corus. Corus will not pay for a vendor's quote preparation costs.*
- o *Please email your inquires and offer to: 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 BUSINESS[1]- 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

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[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.

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: _____?

ATTACHMENT B. QUOTE COVER SHEET

Vendor Name: _____

Physical 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

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