



## REQUEST FOR INFORMATION (RFI)

RFI No:	FY22-462-USA-RFI- Shipping Services (HHE& UAB)
General Purpose	Shipment of Household Effects (HHE) and Unaccompanied Air Baggage (UAB)
Issuance Date	Thursday April 21, 2022
Question Date	Monday May 2, 2022,
Closing Date	Friday May 6, 2022, at 5:00pm EST
Notifying of Potential Decision by Corus Procurement Team	Monday May 16, 2022
Corus Email Contact	<a href="mailto:procurement@corusinternational.org">procurement@corusinternational.org</a>

### 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>.

## 1. ORGANIZATION INTRODUCTION:

Corus International is a family of organizations which believes that those who were born into impossible circumstances deserve the opportunity for a better life. Corus was formed through the strategic merger of IMA World Health (operating as a public health organization since 1960), and Lutheran World Relief (operating as a livelihoods organization since 1945), and today includes the smaller entities of Charlie Goldsmith Associates, Ground Up Investing, and Farmers Market Coffee. Corus International works in over 20 countries in Africa, the Middle East, and Latin America, with a primary focus on health, livelihoods, and emergency response.

## 2. BACKGROUND AND GENERAL REQUIREMENT:

Corus International, as part of this pre-qualification process, is seeking companies capable of shipping and handling Corus Staffs' (US Employees "Expat" and Third Country National "TCN") HHE and UAB.

- 1- This is a highly specialized function, and the contractor must ensure and appreciate the importance of Corus Staff's HHE and UAB and ensure the greatest care in handling and shipping such personal effects either by air freight or Sea freight without damage or pilferage to shipment contents.
- 2- The contractor shall provide the door to door, or door to port services that cover the following countries but are not limited to:

- Burkina Faso
- Columbia
- Democratic Republic of Congo
- El Salvador
- Guatemala
- Haiti
- Honduras
- Indonesia
- Iraq
- Kenya
- Lebanon
- Lebanon
- Malawi
- Mali
- Nepal
- Nicaragua
- Niger
- Nigeria
- Peru
- Philippines

- Poland
- Sierra Leone
- South Sudan
- Sudan
- Tanzania
- Uganda
- Ukraine
- United Kingdom
- United States of America
- Yemen

- 3- The contractor is required to provide a cost estimate (**rate per lot, kg, standard pallet, etc.**) for HHE services using both Foreign Flagged Vessels and the US- Flagged Vessel in the following format.

No	Course Type	Door-to-door	Door-to-port	Vessel Type	Unit of Measure (UOM)	Price per UOM	Total Price
1							
2							

Additional information on US and Foreign Flagged Vessels can be found in [Foreign Affairs Manual - SECTION 14 FAM 616 - Use of US and Foreign Flagged Vessels](#).

- 4- The contractor is required to provide a cost estimate (**rate per lot, kg, bag, etc.**) for UAB services using Fly America Act (FAA), and no-Fly America Act (NFAA).

No	Course Type	Door-to-door	Door-to-port	FAA/NFAA	Unit of Measure (UOM)	Price per UOM	Total Price
1							
2							

Additional information on FAA can be found in [Foreign Affairs Manual - SECTION 14 FAM 613.3 - UAB](#).

- 5- The contractor must be able to provide managerial, labor personnel, material, and transportation that are necessary to pick up- loading- drop off activity as well as perform proper packing and safe storage of the HHE and UAB until shipped.
- 6- The contractor should provide detailed packing and weight certificates for both air freight and seas freight.

### 3. INFORMATION SUBMISSION GUIDELINES:

Corus require the following information from companies for further consideration. Potential shipping and logistics companies should submit their response to this RFI through the email address at [procurement@corusinternational.org](mailto:procurement@corusinternational.org), ATTN: Procurement Department, and should reference the RFI number and description on the email subject.

**3.1. Please submit the following as part of this RFI:**

- 1- Vendor Information Sheet (Attachement#1- completed and signed).
- 2- A letter statement of capacity/ability to provide the mentioned services.
- 3- Copy of certificate of your incorporation, company.
- 4- Copy of the Tax Identification Number (TIN) certificate and or a Valid Tax Compliance certificate.
- 5- At least 3 references point of contact (phone, email, organization) supported by copies of orders or contracts.

**4. SUBMISSION DEADLINES:**

- 1- All questions or clarification (technical & administrative) request pertaining this RFI shall be submitted in writing to the Corus's procurement department via [procurement@corusinternational.org](mailto:procurement@corusinternational.org) . The deadline for submission of questions is Monday, May 6, 2022.
- 2- All RFI must be sent by email to [procurement@corusinternational.org](mailto:procurement@corusinternational.org). The deadline for submission of RFI is Friday May 6, 2022, at 5:00pm EST.

**5. TERMS AND CONDITIONS OF THIS RFI:**

This is a request for information (RFI) only, and issuance of this RFI does not constitute a commitment on the part of Corus International, nor does it commit Corus to pay for costs incurred in the preparation and submission of an application. Further, Corus International reserves the right to reject any or all RFI applications received if such action is considered to be in the best interest of Corus. RFI applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

Shortlisted potential companies will be notified of the result of this RFI and the next procurement steps.

Attachment# 1  
Vendor Information Sheet

Company Full Name (all other affiliated branches)		
Physical address		
Postal address		
Telephone number		
Fax		
Website		
e-mail		
Point of contact		
Capability areas (choose from the list above)		
<p>I, the undersigned (ENTER FULL NAME), certify that the information provided above is accurate, correct, complete, up-to-date, and true at the time of RFI submission.</p>		
Name & Title	Signature	Date

Standard Provision: