

REQUEST FOR QUOTATION (RFQ) NO. FY20-095-DRC-50 Covid-Response

RFQ Reference	RFQ FY20-095-DRC-050
Services Requested:	Supply and delivery of pharmaceuticals for Covid-Response to Kinshasa FIH Airport, DRC, per CPT INCOTERMS 2020
Contract Type:	Fixed Price Contract
Issuance Date:	June 5, 2020, 12:00 PM EST
Closing Date:	June 18, 2020, 12:00 PM EST
Questions Deadline Date:	June 10, 2020, 12:00 PM EST
Answers to Questions Date:	June 12, 2020, 12:00 PM EST
Anticipated Award Date:	July 02, 2020 or ASAP.

Dear Vendor,

On behalf IMA World Health, I am kindly requesting a quotation for the attached list of pharmaceuticals, expressed in USD, with delivery by air included to Kinshasa FIH Airport, DRC, per CPT INCOTERMS 2020.

BELOW ARE APPLICABLE RFQ TERMS:

QUOTATION VALIDITY:

Quotation should be valid *for 60 (Sixty) days* from the RFQ 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 RFQ and negotiation process is contractually binding.

DELIVERY LOCATION AND TERMS:

Delivery by AIR to Kinshasa FIH Airport, DRC, per CPT INCOTERMS 2020.

DELIVERY TIMELINE:

The delivery lead time remains as one of the major evaluation criteria, please quote your best delivery timeline for the entire content.

PARTIAL QUOTATION:

Partial offers will be considered.

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).

We required products that have been authorized by the DRC authorities for the DRC market (“une autorisation de mise sur le marché en RDC”—AMM) and included on the regulatory body’s list of essential medicines. We will not seek any waivers.

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

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.

Required certificates:

All medicines must be escorted with corresponding Certificates:

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

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).

Packing/Labeling instruction:

Goods should be packed in durable boxes with weight not exceeding 20Kg. Packing must be suitable for selected transport mode. Protect for weather influence while in transit. Each box must be numbered and must contain detailed packing list (on outside and inside box). Boxes must have full consignee details and must contain note “Humanitarian aid”.

PAYMENT TERMS:

IMA World Health intends to award a firm fixed-price purchase order or contract as a result of this RFQ with payment terms being net 30 days from delivery and acceptance of the goods ordered at the location specified. If this is not possible, please quote your best payment terms.

RESPONSE DEADLINE:

June 18, 2020, 12:00 PM EST. Quotations received after stated deadline may be considered invalid.

Terms and Conditions:

- The Contract and/or Purchase Orders that will be awarded are going to be governed by the IMA's and DFID's Terms and Conditions that are located here:

[IMA Terms and Conditions](#)

[DFID Terms and conditions](#)

- Issuance of this RFQ does not constitute an award commitment on the part of 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 RFQ.

- 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 RFQ 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's 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 RFQ responses after notification to all Bidders;
- Terminate or modify the RFQ process at any time and re-issue the RFQ to whomever IMA World Health deems appropriate;

- Issue an award based on the initial evaluation of offers without discussion; and
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

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 RFQ.

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

SUBMISSION INSTRUCTION(S):

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. Quotations must be submitted via email to procurement@imaworldhealth.org 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.

In order to be considered, quotes must include all of the following:

- Complete vendor contact information – including vendors physical address and full legal name.
- The price offered for the needed goods, including associated costs such as shipping.
- Current contact information for at least 3 past customer references.
- All information relevant to demonstrating the vendor’s ability to meet IMA World Health ’s Evaluation
- Criteria.

Quotations may be submitted on Bidder’s letterhead and signed by the authorized company officer.

As a minimum, offers must show:

1. The RFQ reference number;
2. The name, addresses (street, email, other), and telephone number of the Bidder;
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. A detailed technical description /specification of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
7. Terms of any offer related warranty;
8. Price and any discount terms, including transport and insurance cost, as applicable;
9. “Remit to”/” Submit to” address, if different than mailing address;

10. Past performance information, when included as an evaluation factor, 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); and

INTENT TO BID CONFIRMATION:

Please confirm intention to participate by responding to this message upon receipt.

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 by the questions due date indicated on page 1. Please submit your questions via email.

More details on IMA World Health and our projects worldwide are available through our web site: imaworldhealth.org

Regards,

Procurement
Corus International
Lutheran World Relief/IMA World Health
email: procurement@imaworldhealth.org

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: PRICE QUOTE

VENDOR NAME

[VENDOR TO INSERT QUOTE PER RFQ SPECIFICATIONS]

ATTACHMENT D: 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

DETAILED ORDER LIST

Code	Item Description	UOM	Total Quantities
1	Amoxicilline, 250mg, Tablets dispersible, (1000 Blister Tablets)	1000 tb/ea	1,195
2	ORAL REHYDRATION SALTS (ORS) low osmol., sachet 20.5 g/1l (100 sachets)	100/sachets	2,476
3	Zinc sulfate, 20mg, Tablette dispersable, 10, blister (10 Tablets)	10/blister	49,518
4	Artemether + Luméfantrine, 20mg+120mg base, 12 Tab dispersible, Conformation	12 blister packs	6,403
5	Artemether + Luméfantrine, 80mg+480mg base, 6 Tab, blister, coformulation	6 blister packs	19,210
6	Test de dépistage rapide, Malaria, (CareStart Malaria HRP2/PLDH (Pf/Pan) Combo), 1 test, Unité	test	25,686
7	Paracetamol, 500 mg, Tab, 1000, Vrac	1000/ea	856
8	Amoxicilline, 500 mg, capsule, 100, blist	100/Blister	10,757
9	Ciprofloxacine ,500 mg, Tablette,100, Boite	100 tb/ea	512
10	Metronidazole, 500 mg, Tablettes, 100, Boites	100 tb/ea	1,076
11	Ampicilline, 1 gr, Vial, 10, Boite	10/vial	12,806