

**REQUEST FOR PROPOSAL (RFP)**

<b>RFP #:</b>	<b>FY20-145-DRC-035</b>
<b>Services Requested:</b>	<b>Supply and delivery of pharmaceuticals to IMA Goma Office, DRC, as per DAP by air delivery terms (INCOTERMS 2010)</b>
<b>Contract Type:</b>	<b>Fixed Price Contract</b>
<b>Issuance Date:</b>	<b>September 08, 2020</b>
<b>Expression of Interest Date</b>	<b>Immediately or by September 15, 2020, 12:00pm EST</b>
<b>Deadline for Responses (Date of Receipt):</b>	<b>September 25, 2020, 12:00pm EST</b>
<b>Last Receipt Date for Questions:</b>	<b>September 15, 2020, 12:00pm EST</b>
<b>Answers Date:</b>	<b>September 17, 2020, 12:00pm EST</b>
<b>Anticipated Award Date:</b>	<b>October 15, 2020 or ASAP</b>

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**CONTACT:**

Procurement Department  
[procurement@imaworldhealth.org](mailto:procurement@imaworldhealth.org)

**REQUEST FOR PROPOSAL (RFP)**  
**FY20-145-DRC-035**

**OVERVIEW OF CORUS INTERNATIONAL**

***WHO WERE ARE***

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- FY20-145-DRC-035**

IMA World Health invites qualified bidders to submit proposals for supply and delivery of pharmaceuticals, Goma, DRC per DAP - INCOTERMS 2010. 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@imaworldhealth.org](mailto:procurement@imaworldhealth.org).

Please include the RFP reference number RFP- FY20-145-DRC-035 in the subject line of all correspondence.

**Below are applicable RFP terms:**

**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.

**Delivery Location and Terms:**

Delivery by air to IMA World Health Office in Goma, per **DAP INCOTERMS 2010**

**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 2010 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.

**Insurance:**

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

**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.

**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.

**Partial quotation:**

Partial offers will be considered at IMA's discretion.

**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)

**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 Analyses
3. Certificate of Good Manufacturing Practice (GMP)
4. Certificate of Pharmaceutical Product (CPP)

**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.

**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.

**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.

**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.

**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

**INSTRUCTIONS 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: Quote Cover Sheet
2. Attachment B: Price Quote in excel and pdf.
3. Attachment C: Past Performance

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, CIP Matadi (or CIP FIH), 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 are available through our web site:  
[www.imaworldhealth.org](http://www.imaworldhealth.org).

Regards,

Procurement Department  
Corus International  
Lutheran World Relief/IMA World Health  
[procurement@imaworldhealth.org](mailto:procurement@imaworldhealth.org)



**ATTACHMENT A: 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 B: PRICE QUOTE**

**VENDOR NAME**

***[VENDOR TO INSERT QUOTE PER RFP SPECIFICATIONS]***

**ATTACHMENT C: 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	Unit of measurement (UoM)	Quantity/UoM
1	Zidovudine 300mg+Lamivudine 150mg tablet (60tab/pt)	60 tabs/bottle	19,799
	or Ténofovir 300mg+Lamivudine 150mg tablet (30tab/pt) (New DRC ART (=ARV) protocol)	30 tabs/bottle	19,799
2	Lopinavir 200mg/Ritonavir 50 mg (LPV/r) (120 tab/pt)	120 tabs/1 bottle	19,799
	or Atazanavir 300mg/Ritonavir 100 mg (30 tab/pt) (Can be allowed to IMA by MoH because of Lopinavir/Ritonavir shortage)	30 tabs/1 bottle	19,799
3	Cefixime 200mg, 2 tablets/patient	10 tab blister	3,961
4	Azithromycin 250mg, 4 tablets/patient	4 tab blister	19,799
5	Pregnancy test HCG urine 2.5mm strip (rapid)	50 tests/box	397
6	Levonorgestrel 750ug 2pills/patient (ECP)	2 tabs/blister	19,799
7	Zidovudine 60mg+Lamivudine 30 mg dispersable tablet	60 tabs/bottle	963
8	Zidovudine 300mg+Lamivudine 150mg tablet (60tab/pt)	60 tabs/bottle	1,650
9	Lopinavir 100mg /Ritonavir 25 mg (LPV/r) tablet	60 tabs/bottle	963
10	Lopinavir 200mg/Ritonavir 50 mg (LPV/r) (120 tab/pt)	120 tabs/bottle	1,650
11	Cefixime 100mg/5ml powder for suspension	30ml bottle	2,200
12	Azithromycin 200mg/5ml oral suspension	15ml bottle	2,200