

**REQUEST FOR PROPOSAL (RFP)**

<b>RFP #:</b>	<b>TZ-2020-1002</b>
<b>Services Requested:</b>	<b>Vehicle Hiring and Transportation Services</b>
<b>Contract Type:</b>	<b>Blanket Purchase Agreement</b>
<b>Issuance Date:</b>	<b>October 06, 2020</b>
<b>Deadline for Responses (Date of Receipt):</b>	<b>October 15, 2020, 05:00 PM EST</b>
<b>Last Receipt Date for Questions:</b>	<b>October 09, 2020, 05:00 PM EST</b>
<b>IMA responses for the questions:</b>	<b>October 12, 2020, 05:00 PM EST</b>
<b>Anticipated Award Date:</b>	<b>October 31, 2020</b>

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 Overview of Corus International  
 Scope of Work  
 Instructions to Bidder(s)

**CONTACT** : [procurement@imaworldhealth.org](mailto:procurement@imaworldhealth.org)

**REQUEST FOR PROPOSAL (RFP) - TZ-2020-1002**

**OVERVIEW OF CORUS INTERNATIONAL**

***WHO WE 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.

**SCOPE OF WORK**

Corus International seeks a qualified firm (s) or consultant to provide vehicle hiring services to its programs in Tanzania. A BPA for one year with a possibility of extension for two additional years will be signed with the most competent Bidder (s). The below is a sample scope of work, the basis of which a quote is requested of you. BPA will be followed by subsequent purchase orders (PO). Orders as per program needs will be shared timeously over the course of the duration of the BPA:

Item	Description	Specifications		Number of Vehicles
1	Vehicle Rental	1. Vehicles should be 4wd, off-road ready, with driver and fuel 2. The vehicles should be in good running condition 3. The vehicle should be provided with an experienced driver 4. The vehicle and driver must be insured during the entire rental period 5. Fuel: Fuel should be supplied throughout the entire rental period 6. All vehicles should be equipped with jack and tire-changing tools in good working order 7. Supplier will bear all maintenance and repair costs 8. Vehicles must be equipped with vehicle tracking technology 9. Supplier will maintain vehicle logs throughout the duration of the rental period. These vehicle logs must show the kilometers covered, the locations visited and the fuel consumption. These logs must be signed by the driver and an IMA representative 10. Supplier will provide vehicle logs and reports from the vehicle tracking technology as proof of delivery of services 11. Supplier must <b>DUNS</b> number and be registered with <b>SAM</b>  <i>The quantity shown above is an average estimation. The quantity or vehicles/day is adjustable as needed and required for project (s) implementation throughout the year.</i>		17 vehicles - Days
		-		
1	3 vehicles (Lindi, Mtwara, Tanga)	Start Date 2nd November 2020	Ending Date 9th November 2020	8 Days
2	1 vehicle (Pwani)	2nd November 2020	5th November 2020	4 Days
3	6 vehicles (Lindi,	5th November 2020	15th November 2020	11 Days

	Mtwara, Tanga)			
4	2 vehicles (Pwani)	5th November 2020	9th November 2020	5 Days
5	1 vehicle (Lindi, Mtwara)	5th November 2020	15th November 2020	11 Days
6	1 vehicle (Pwani)	5th November 2020	9th November 2021	5 Days
		16th November 2020	9 <sup>th</sup> December 2020	
	2 vehicle			25 Days
	1 vehicle	16th November 2020	9 <sup>th</sup> December 2020	25 Days
	1 vehicle	16th November 2020	9 <sup>th</sup> December 2020	25 Days

Kindly share the estimated unit cost of excess kms **and** include the cost of excess kms as per the presumed table below:

#### Activity – Excess Mileage allocation

Destination	Dates	Estimated Excess Kms
DAR-LINDI-DAR	2nd November – 9th November 2020	604
DAR – MTWARA-DAR	2nd November – 9th November 2020	812
DAR-TANGA-DAR	2nd November – 9th November 2020	408
DAR – PWANI- DAR	2nd November – 5th November 2020	100
DAR-LINDI-DAR	5th November– 15th November 2020	304
DAR – MTWARA-DAR	5th November– 15th November 2020	512
DAR-TANGA-DAR	5th November– 15th November 2020	108
DAR – PWANI- DAR	5th November– 9th November 2020	0
DAR-LINDI and MTWARA - DAR	5th November– 15th November 2020	512
DAR – PWANI- DAR	5th November– 9th November 2020	0
DAR – MTWARA - DAR	16th November – 9 <sup>th</sup> December 2020	1348
DAR – MASASI - DAR	16th November – 9 <sup>th</sup> December 2020	1284
DAR – NEWALA - DAR	16th November – 9 <sup>th</sup> December 2020	1344

#### INSTRUCTIONS TO BIDDERS

**RFP:** This RFP constitutes an invitation to prospective Bidder(s) (“Bidder”) to submit proposals (“Proposal”) for the services described herein. It consists of (1) Cover Page, (2) Overview, (3) Scope of Work (4) Instructions for Bidder(s).

**NOTIFICATION OF INTENT:** Each prospective Bidder(s) receiving a copy of this RFP shall, within 2 days, email an intention to submit or not to submit a proposal addressed to [procurement@imaworldhealth.org](mailto:procurement@imaworldhealth.org)

An open period for submitting questions will begin on the issuance date of the RFP. All questions MUST be submitted to the RFP contact email [procurement@imaworldhealth.org](mailto:procurement@imaworldhealth.org) no later than close of business on **October 9<sup>th</sup>, 2020 (EST)**. Questions will be compiled, and responses sent to all Bidders by **October 12<sup>th</sup>, 2020**.

All Proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to require documents requested, proposals can include additional items such, i.e., templates, brochures, media, etc.

In order to be considered, the proposals must be received by email to the RFP contact email [procurement@imaworldhealth.org](mailto:procurement@imaworldhealth.org) no later than **5pm EST on October 15<sup>th</sup>, 2020**.

Bidders are solely responsible to ensure the timely receipt of their proposals. Proposals received after the date and time required will, generally, not be considered unless no other proposals are received.

Prospective Bidders are under no obligation to prepare or submit proposals in response to this RFP and do so solely at their own risk and expense. Corus will not reimburse any costs incurred related to this RFP.

Proposals may not be altered or corrected after the Date of Receipt, except when Corus at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which Corus deems that both the mistake and the intended proposal can be established conclusively on the face of the proposal.

Proposals must be valid for at least **sixty (90) days** from the Date of Receipt.

In evaluating the proposals, Corus will seek the **best value for money**. Specifically, proposals will be evaluated on the basis of the following:

***TECHNICAL PROPOSAL EVALUATION:***

Fleet Size; Type of insurance coverage of vehicles; Age of vehicles; Training of Drivers; Proof of Registration as a business and conformance to the requirements/ instructions set in the RFP.

Technical Experience in Provision of vehicle hiring services – Past experience, preferably experience in the international development sector/ working with NGOs; Safety measures taken in ensuring safe journeys  
Qualifications- Business licenses, credentials, etc.

***FINANCIAL PROPOSAL EVALUATION:***

Rates for proposed approach to tasks in scope of work at **daily rate** for services rendered, the **cost per km of excess mileage** and **km allowable before excess mileage** is charged.

If at any time prior to award Corus deems there to be a need for a significant modification to the terms and conditions of this RFP, Corus will issue such a modification as a written RFP amendment to all competing Bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no Bidder shall rely on any such statement.

Corus may request additional information to clarify or substantiate information provided in the proposal or may request revisions to the proposed approach or personnel. After selection, Corus will negotiate the award cost with the selected bidder. A contract will be awarded after the selected Bidder undergoes a pre-award survey to assess the selected Bidder's management capacity and financial capability and after references have been checked.

Corus is not bound to accept the lowest bid or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

Corus shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

Bidders should provide the following:

- Evidence of Bidder's legal company registration, incorporation or license to do business issued by a competent authority in the country of registration.
- Audited financial statements for the previous fiscal year.
- Past Performance references from three previous customers for supply of similar goods/services as included in this RFP. Contact details should be included.

**Financial Proposal shall be stated in US Dollars.**

Prior to submission of any protest, all parties shall use their best efforts to resolve concerns raised by an interested party at the contracting officer level through open and frank discussions.

The following procedures are established to resolve protests effectively:

(1) Protests shall be concise and logically presented to facilitate review by Corus. Failure to substantially comply with any of the requirements may be grounds for dismissal of the protest.

(2) Protests shall include the following information:

(i) Name, address, and fax and telephone numbers of the protester.

(ii) Solicitation number.

(iii) Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.

(iv) Copies of relevant documents.

(v) Request for a ruling by Corus.

(vi) Statement as to the form of relief requested.

(vii) All information establishing that the protester is an interested party for the purpose of filing a protest.

(viii) All information establishing the timeliness of the protest.

(3) All protests will be addressed to the contracting officer or other official designated to receive protests.

Protests based on alleged apparent improprieties in a solicitation shall be filed before bid opening or the closing date for receipt of proposals. In all other cases, protests shall be filed no later than 5 days after the basis of protest is known or should have been known, whichever is earlier.

Attachment A: Proposal Cover Page

Attachment B: Quote/ Proforma

**Attachment A: PROPOSAL COVER PAGE**

*[Use this form or create one in this format]*

<b>Name of Organization:</b>	<b>Primary Address:</b>
<b>Contact Name:</b>  <i>(must be an individual with the authority to negotiate and enter into a contract)</i>  <b>Title:</b>	<b>Telephone:</b>  <b>Email (at least two):</b>  <b>Website:</b>
<b>Type of Entity: (check one)</b>  <input type="checkbox"/> Non Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other (specify)	<b>Year registered in &lt;INSERT&gt;:</b>

Authorized Signatory: \_\_\_\_\_

Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_



ATTACHMENT B. PROFORMA/ QUOTATION  
**[OR ATTACH TO THIS DOCUMENT]**