

**REQUEST FOR PROPOSAL (RFP)**

**RFP NUMBER** : SS-2018-CFS

**SERVICES REQUESTED** : Charter Flight Services (CFS)

**CONTRACT TYPE** : **BPA with Purchase Orders**

**ISSUANCE DATE** : 01.18.2018

**DEADLINE FOR RESPONSES  
(Date of Receipt)** : 01.31.2018 & 5pm - (Washington DC)

**LAST RECEIPT DATE  
FOR QUESTIONS** : 01.22.2018 & 5pm - (Washington DC)

**CONTENTS OF RFP** : Cover Page  
Overview of IMA World Health  
Scope of Work  
Instructions to Bidder(s)

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EMAIL-procurement@imaworldhealth.org

## **REQUEST FOR PROPOSAL (RFP) - RFP-SS-2018-CFS**

### **OVERVIEW OF IMA WORLD HEALTH**

#### **WHO WE ARE**

IMA World Health 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 World Health 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 World Health is a vibrant, growing agency working to achieve health, healing and well-being for all.

IMA World Health offers sustainable and efficient solutions to health-related problems that are far too common in the developing world. IMA World Health 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 World Health today.

#### **OUR MISSION AND VISION**

To build healthier communities by collaborating with key partners to serve vulnerable people. Our vision of health, healing and well-being for all is based on the Christian call to serve one another

Please visit our web site ([imaworldhealth.org](http://imaworldhealth.org)) for additional background information about IMA World Health, including a description of our major program areas and a list of the countries in which we operate.

## SCOPE OF WORK

IMA World Health seeks a qualified firms or consultant to provide charter flight services for South Sudan Field Office Program. The charters will be used for delivering medical supplies to field locations and in some instances for picking up staffs from the field. The number of charters per given time will be determined by project needs. Estimated weight of commodities that will need transportation is around 250MT. The period of performance is from the signing of the agreement up until March 31, 2018. The agreement may be extended contingent availability of donor funding.

### Background

IMA World Health was contracted by the Ministry of Health to resume delivery of primary care health services to the population of Greater Upper Nile and Jonglei State following an agreement between the Ministry of Health and the World Bank to resume funding for RRHP.

IMA procured two allotments of pharmaceuticals: 16 emergency drugs and commodities in batch I (already distributed), followed by 56 essential drugs and commodities in batch II to be distributed in the period February – March 2018. In addition to these shipments, we will occasionally need to move our staff as well.

IMA World Health seeks qualified firm(s) to provide charter flight services for South Sudan Field Office Programs. Those charters will be used for delivering medical supplies to field locations and in some instances for picking up staffs from the field. The number of charters per given time will be determined by project needs.

### **Below are most of IMA World Health South Sudan Program operational locations:**

Charter Routes and Capacity								
S/No.	Location	Air strip Name	Load	Cost - USD	Load	Cost - USD	Load above 2 MT (State Capacity)	Cost - USD
1	Akobo	Akobo East	1MT		2MT		Above 2MT	
2	Ayod	Ayod	1MT		2MT		Above 2MT	
3	Boma	Boma	1MT		2MT		Above 2MT	
4	Bor	Bor	1MT		2MT		Above 2MT	
5	Kodok	Kodok	1MT		2MT		Above 2MT	
6	Maban	Doro	1MT		2MT		Above 2MT	
7	Mabior	Mabior	1MT		2MT		Above 2MT	
8	Malakal	Malakal	1MT		2MT		Above 2MT	

9	Paloich	Paloich	1MT		2MT		Above 2MT	
10	Pibor	Pibor	1MT		2MT		Above 2MT	
11	Renk	Renk	1MT		2MT		Above 2MT	
12	Yambio	Yambio	1MT		2MT		Above 2MT	
13	Chuil	Chuil	1MT		2MT		Above 2MT	
14	Kurwai	Kurwai	1MT		2MT		Above 2MT	
16	Jiech	Jiech	1MT		2MT		Above 2MT	
17	Jikmir	Jikmir	1MT		2MT		Above 2MT	
18	Gorwai	Gorwai	1MT		2MT		Above 2MT	
19	Walgak	Walgak	1MT		2MT		Above 2MT	
20	Old Fangak	Old Fangak	1MT		2MT		Above 2MT	
21	Duk	Duk Padiet	1MT		2MT		Above 2MT	
22	Puluchol	Puluchol	1MT		2MT		Above 2MT	
23	Maiwut	Maiwut	1MT		2MT		Above 2MT	
24	Pagak	Pagak	1MT		2MT		Above 2MT	
25	Ulang	Ulang	1MT		2MT		Above 2MT	
26	Longechuk	Longechuk	1MT		2MT		Above 2MT	
27	Mandeng	Mandeng	1MT		2MT		Above 2MT	
28	Kieckun	Kieckun	1MT		2MT		Above 2MT	
29	Kierwan	Kierwan	1MT		2MT		Above 2MT	
30	Mading	Mading	1MT		2MT		Above 2MT	
31	Pajut	Pajut	1MT		2MT		Above 2MT	
32	Poktap	Poktap	1MT		2MT		Above 2MT	
33	Waat	Waat	1MT		2MT		Above 2MT	
34	Yuai	Yuai	1MT		2MT		Above 2MT	
35	Juaibor	Juanibor	1MT		2MT		Above 2MT	
36	Aburoc	Aburoc	1MT		2MT		Above 2MT	
37	Lankien	Lankien	1MT		2MT		Above 2MT	
38	Wechjol	Wechjol	1MT		2MT		Above 2MT	
39	Pieri	Pieri	1MT		2MT		Above 2MT	
40	Motot	Motot	1MT		2MT		Above 2MT	
41	Pigi	Pigi	1MT		2MT		Above 2MT	

## 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 **01.22.2018 & 5pm (Washington DC - EST)**. Questions will be compiled and responses sent to all Bidders by **01.24.2018 & 5pm (Washington DC - EST)**.

All Proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to required documents, 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 on 01.31.2018 & 5pm (Washington DC - EST)**

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. IMA World Health will not reimburse any costs incurred related to this RFP.

Proposals may not be altered or corrected after the Date of Receipt, except when IMA World Health at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which IMA 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, IMA World Health will seek the **best value for money**. Specifically, proposals will be evaluated on the basis of the following:

### **Technical Proposal Evaluation:**

Quality of project approach, proposed strategy and required resources

Technical Experience in Logistics and/or Procurement operations – Past experience, preferably experience in the international development sector. Submit at least three contacts/references for providing similar type of service.

Qualifications- Business licenses, credentials, etc.

**Financial Proposal Evaluation:**

Rates for proposed approach to tasks in scope of work at Monthly flat rate for services rendered.

If at any time prior to award IMA World Health deems there to be a need for a significant modification to the terms and conditions of this RFP, IMA World Health 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.

IMA 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, IMA 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.

IMA World Health 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.

Any services that will be furnished under awarded Blanket Purchase Agreement (BPA) will be ordered by issuance of Purchase Orders. Successful Bidders will be requested to obtain their own JVMM clearance for each PO issued to them, for all locations.

IMA World Health 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.

Successful bidder(s) will be awarded an agreement for an initial period from signing the BPA to March 31, 2018. The agreement may be extended contingent availability of donor funding. with option of one or more possible extensions with maximum duration of up to two years after the initial Agreement.

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**.

## TECHNICAL PROPOSAL OUTLINE

The Technical Proposal must include the checklist, the following sections (which must be within the page limits set for each section), and attachments.

### **TECHNICAL PROPOSAL:**

Section 1: Cover Page	(limit of 1 page, use the provided form)
Section 2: Experience	(limit of two pages)
Section 3: Proposed Approach	(limit of eight pages)
Section 4: Management-Implementation	(limit of four pages)

### **REQUIRED ATTACHMENTS TO THE TECHNICAL PROPOSAL:** (no page limit):

- A. One page CVs for Key Personnel
- B. Organizational Chart
- C. References

## COST PROPOSAL OUTLINE

### **COST PROPOSAL:**

No Page Limits

- Section B: Budget (Template provided)
- Section C: Budget Narrative (no page limit)

**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:</b> <i>(check one)</i> <input type="checkbox"/> Non Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other (specify)	

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

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

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



**ATTACHMENT B  
BUDGET TEMPLATE**

Charter Routes and Capacity								
S/No.	Location	Air strip Name	Load	Cost - USD	Load	Cost - USD	Load above 2 MT (State Capacity)	Cost - USD
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5	Kodok	Kodok	1MT		2MT		Above 2MT	
6	Maban	Doro	1MT		2MT		Above 2MT	
7	Mabior	Mabior	1MT		2MT		Above 2MT	
8	Malakal	Malakal	1MT		2MT		Above 2MT	
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29	Kierwan	Kierwan	1MT		2MT		Above 2MT	
30	Mading	Mading	1MT		2MT		Above 2MT	
31	Pajut	Pajut	1MT		2MT		Above 2MT	
32	Poktap	Poktap	1MT		2MT		Above 2MT	
33	Waat	Waat	1MT		2MT		Above 2MT	
34	Yuai	Yuai	1MT		2MT		Above 2MT	
35	Juaibor	Juanibor	1MT		2MT		Above 2MT	
36	Aburoc	Aburoc	1MT		2MT		Above 2MT	
37	Lankien	Lankien	1MT		2MT		Above 2MT	
38	Wechjol	Wechjol	1MT		2MT		Above 2MT	
39	Pieri	Pieri	1MT		2MT		Above 2MT	
40	Motot	Motot	1MT		2MT		Above 2MT	
41	Pigi	Pigi	1MT		2MT		Above 2MT	

**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