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Request For Quotes (RFQ)

RFQ Reference	RFQ-FY19-047-DRC-014 – ALL TERRAIN VEHICLE – GOMA, DRC
Purpose	Supply of the vehicle for IMA WORLD HEALTH – DR Congo – USAID-IMA C-GBV project
Issue Date	November 16, 2018
Closing Date	December 3, 2018

INTRODUCTION

With a mission to restore health and healing to those most in need, IMA World Health is a nonprofit, faith-based organization that offers extensive expertise in health systems strengthening as well as neglected tropical diseases, malaria, HIV, non-communicable diseases, and sexual and gender-based violence programs in some of the most challenging and post-conflict settings throughout the world.

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

IMA’s mission is to build healthier communities by collaborating with key partners to serve vulnerable people. Our vision is health, healing and well-being for all.

RFQ

IMA World Health invites qualified suppliers to submit Offers for the supply of project vehicles according to the quantities and specifications listed below. The closing date of this RFQ is **5:00 pm EST December 3, 2018.**

Expression of intent to quote and any questions pertaining to this RFQ must be submitted by **COB EST November 23, 2018.** Otherwise extended, no questions will be accepted after this date. Questions received will be compiled and responses will be sent to all participating offerors by **COB EST November 27, 2018.**

Offers MUST be received prior to the closing date of the RFQ. No late Offers will be considered. Questions and Offers should be submitted to: procurement@imaworldhealth.org.



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ITEM	PRODUCT Description	Quantity
1.	4 x 4 Hardtop Vehicle – 4WD – 5-seater/5-Door Model	1

SPECIFICATIONS
<ul style="list-style-type: none"> • All Wheel-drive • Left hand drive • 5 doors • Seating capacity 5 passengers • Manual transmission • 6 cylinders • Fuel tank capacity: 70-90 liter fuel capacity • Fuel type: diesel • Air conditioning • AM/FM Radio, CD Player • Off Road capabilities • Off road tires - Safari • Front Grill Protection (bull nose) • Leather seat covering <ol style="list-style-type: none"> 1. Services/Maintenance: The above vehicles will be used in the Democratic Republic of Congo (DRC). The Offeror shall confirm that manufacturer’s warranty will be honored and that services are available in the DRC. Offerors shall advise the name and address of the authorized agent in the DRC 2. Vehicles must meet all requirements of the Government of the DRC 3. Offerors shall propose any model of vehicle that meets the above specifications. 4. Offers must show the delivery charges to IMA Office, Goma, Democratic Republic of Congo including insurance, CIP (Incoterms 2010). Delivery charges are to be quoted for surface shipment. Identify if vehicles will be in a steel shipping container. 5. Offerors shall provide a full description of each vehicle offered, including lists of standard equipment and features included in the proposed model. 6. Payment terms will be negotiated with the successful Offeror. 7. Offerors are requested to format their quotes as per Bid Form.



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Quote should be inclusive of delivery to:

IMA World Health
73 Avenue Lyn Lusi (face de Heal Africa)
Quartier des Volcans
Goma, Republique Democratique du Congo



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INSTRUCTIONS & CONDITIONS

PARTICIPATION

IMA World Health reserves the right to negotiate any or all RFQ terms and conditions, and to cancel, amend or resubmit this RFQ in part or entirety at any time.

This RFQ is not an offer to contract, but represents a definition of specific requirements and an invitation to qualified companies to submit Offers. Issuance of the RFQ, preparation and submission of a quotation, and subsequent receipt and evaluation by IMA World Health does not commit IMA World Health to award a contract to any respondent. All costs of participation including your quotation and subsequent activity in the selection phase are at the offeror's risk and any such costs, whether direct or indirect, will not be reimbursed by IMA World Health.

Nothing in this document shall be construed as an offer by IMA World Health and no terms, discussions or proposals shall be binding on either party prior to execution of a definitive agreement.

The Offeror shall indemnify and hold harmless the IMA World Health, its officers, members, partners, agents and employees from and against all action, claims, demands, losses, costs, damages, suits or proceedings whatsoever which may be brought against or made upon IMA World Health and against all loss, liability judgment, claims, suits, demands or expenses which the IMA World Health may sustain, suffer or be put to resulting from or arising out of the company's failure to exercise reasonable care, skill or diligence or omissions in the performance or rendering of any work or service, required hereunder to be performed or rendered by the company, its agents, officials and employees.

LEGAL AND FINANCIAL CAPACITY FOR PERFORMANCE.

Offerors should provide the following:

- Evidence of Offeror'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 as included in this RFQ. Contact details should be included.

SPECIFICATIONS

- Products offered must comply with all specifications indicated in the RFQ. Supplier must highlight any deviations from requested specifications.



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LANGUAGE

The Offer, as well as all correspondence and documents relating to the offer shall be in English.

CURRENCY

Prices shall be stated in US dollars (\$).

PREPARATION AND SUBMISSION

Offers can be submitted electronically or in sealed envelope. If offers are sent by mail they should be addressed to IMA World Health HQ, C/O Procurement Department. Offers must include the following details:

- Signed and dated bid form
- Detailed description & specifications
- Product availability/delivery date
- Manufacturer and Origin
- Unit Price, Extended EX-Works Price, air freight and sea freight Price, Total Price
- Offer validity time

Offers must be received no later than the due date and time as shown on the cover sheet of this RFQ. IMA World Health may, at its discretion, extend the due date and time for the submission of Offers by amending this RFQ. Any Offer received by IMA World Health after the due date and time for submission of Offers will be rejected.

IMA World Health reserves the right to accept or reject any offer, or cancel this RFQ and reject all offers at any time prior to contract award without thereby incurring any liability to the offeror.

Quotes per Offeror

Only one quote per Offeror will be accepted. Offerors may quote for any or all items listed in this RFQ.

VALIDITY

Offers shall remain valid for 60 calendar days from the due date for receipt of Offers. In exceptional circumstances, prior to expiry of the original offer validity period, IMA World Health may request that the offeror(s) extend the period of validity for a specified additional period. Offeror agreeing to the request will not be required to modify their Offer.

EVALUATION

IMA World Health will examine all Offers to determine completeness and adherence to the terms and conditions of the RFQ. An Offer will be deemed complete and compliant if the Offer



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is signed, meets product specifications, is valid for at least 60 days, and is substantially responsive to the terms and conditions of the RFQ.

Offers received prior to the closing date will be evaluated based on:

- The earliest possible date of delivery
- Price
- Past Performance – References
- Legal and Financial Capacity

Additional criteria:

- Adherence to products specifications
- Warranty provisions

CLARIFICATION OF OFFERS

During evaluation of the offers, Procurement Department may, at its discretion, ask offerors for a clarification of their offers. Clarifications are limited exchanges with an offeror to resolve minor or clerical errors; they do not offer an opportunity for an offeror to modify or change an offer.

AWARD

IMA World Health may make an award to a single supplier should such an award be advantageous to IMA World Health. Alternatively, IMA World Health may make awards to different suppliers should such multiple awards be more advantageous.

Any award(s) will be made to the responsible Offeror(s) whose offer(s) has/have been determined to be most advantageous to IMA World Health.

CONTRACT TYPE

The Contract or Purchase order awarded pursuant to this RFQ will be on fixed price, fixed quantity basis. Additional Instructions on order processing maybe issued at contract award.

PAYMENT

Invoices and payments will be in United States Dollars (USD). 50% of the total price prepaid and 50% balance of the total price will be paid upon confirmation of receipt.

ACCEPTANCE



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Offeror shall only deliver and offer for acceptance those goods that strictly conform to requirements. IMA World Health reserves the right to inspect or test any goods that have been offered for acceptance.

TRANSPORTATION AND DELIVERY

All Offers received must show total freight and insurance costs. Shipping will be ***CIP (Incoterms 2010) Goma, DRC***. IMA World Health will be responsible for customs clearance.

Notwithstanding any INCOTERM 2010 used in this Purchase Order, the Supplier shall obtain any export licences required export at origin.

TRANSIT INSURANCE

Insurance shall be 100% of the value of the goods.

TERMS AND CONDITIONS

Terms and Conditions that will govern the future contract and/or Purchase Order are located here:

<https://imaworldhealth.org/contracting-opportunities/>

NAME: Igor Samac .

TITLE: Senior Procurement Officer .

DATE: 11/16/2018

CONTACT: 202-888-6200 ext 225

E-MAIL ADDRESS: procurement@imaworldhealth.org



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ANNEX A: BID FORM

Offeror can submit quotes in standard bid form however, the following bid form must also be completed.

RFQ Number:	RFQ-FY19-047-DRC-014
Date of offer:	
Validity of offer (in calendar days from due date and time)	

Company information (Offeror)

Name:	
Address:	
ZIP/postal code:	
Country:	
Phone:	
Email:	
Tax Payer Number:	
Registration/Tax payer ID nr	
Name of Authorized Official to Sign Contract	
Title of Authorized Official	

Description	Quantity of vehicles	Delivery Time # of days from date of order to Estimated Time of Arrival to Goma, DRC	ExW Price per vehicle (US\$)	Freight & Insurance (US\$) Via ocean	CIP Total Price (US\$)
All Wheel Drive Vehicles (Make, Model, year...)	1				

Signature	
Date:	
Name	
Job title	



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ANNEX B: 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