

Request for Proposal (RFP)

RFP Number	FY19-077-DRC-024
Purpose	Urgent procurement and delivery of pharmaceuticals and medical products to Kinshasa, Democratic Republic of Congo
Issue Date	April 5, 2019
Expression of Interest Date	April 12, 2019 – 5pm EST
Questions Deadline	April 12, 2019 – 5pm EST
Answers Date	April 15, 2019 – 5pm EST
Closing Date	April 26, 2019 – 5pm EST

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.

IMA intends to implement The Support to the Health System in DRC, known locally as Appui au Système de Santé en RDC or ASSR. The program aims to improve access to critical, quality health services and also strengthen the Ministry of Health's ability to sustain them. Maternal, adolescent, and child health will be improved through strengthening priority interventions such as the treatment of malaria, pneumonia and diarrhea; nutrition; obstetric and neonatal care; family planning and immunization that are delivered through the health system. ASSR supports 50 zones in 4 provinces (Kasai, Kasai Central, Nord Ubangi, and Maniema).

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) 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.

RFP FY19-077-DRC-024

IMA World Health invites qualified bidders to submit quotes for the procurement and supply of Essential Medicines to The Democratic Republic of Congo. 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.

Quotes MUST be received prior to the closing date of the RFP. No late quotes will be considered. Questions and Quotes should be submitted to:

procurement@imaworldhealth.org and drcprocurement@imaworldhealth.org

Contents of RFP:

- Cover Page
- Overview of IMA World Health
- RFP Terms
- Instructions to Bidder(s)
- Detailed list of medicines needed

Below are applicable RFP terms:

Quotation Validity:

Quotation should be valid for 90 (ninety) 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:

All quotes received must show total freight cost and insurance costs. Please quote freight based on INCOTERMS CIP Kinshasa International Airport (FIH) for air shipments.

IMA understands that some of the products will need to be shipped by air, so vendors should indicate those items in their quote.

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 Kinshasa, 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 in Kinshasa while clearance is completed.

Insurance

Where the Incoterm defined Prices of the resulting purchase order from this RFP requires the Bidder to include transit insurance, the Bidder shall provide such insurance which will include institute cargo clauses covering 110% of the contract value.

Delivery Timeline:

Please quote your best delivery timeline. Delivery for this order will be in two batches. The order must be delivered **ASAP**. 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 by the bidder. Bidder will immediately contact IMA WORLD HEALTH if unable to deliver products by the delivery date offered.

Contract-Purchase Order Award

The Contract OR Purchase order 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).

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 13 - 14 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.

Medicines being supplied are for regional distribution in DRC. Shipping cartons must be labelled according to the color coding format for each destination region. Each box must be numbered and must contain detailed packing list (on outside and inside of the box).

The supplier will pack cartons according to the requested quantities. Products quantities for different regions can be consolidated in shipments as long as each of the cartons is color labelled and clearly indicates quantities being shipped.

Labels and color format by region:

Labels placed on each box will have the following colors according to the region.

CAMENE – GREEN

CEDIMET – BLUE

CADIMEK – RED

KINDU – ORANGE

CAMEKIS – WHITE

Please include the following in quotes: number of boxes & sizes, total volume (CBM) & weight (Kg), total actual weight.

Payment terms:

IMA World Health intends to award a firm fixed-price purchase order or contract as a result of this RFP with payment terms being net 30 days from delivery and acceptance of the goods ordered at the location specified. The invoices and payments will be in United States Dollars (USD). 25% of the contract will be prepaid, 65% will be paid after all product is shipped and all documents are sent to IMA, and final 10% will be paid upon confirmation of receipt of all products.

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 DFID's Terms and Conditions that are located here:

[IMA Terms and Conditions](#)

[DFID Terms and conditions](#)

Those 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 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:

- | | |
|-------------------------------------------------------------|----------------------------|
| a) Competitive Pricing, | 50 points |
| b) Delivery Time, | 30 points |
| c) Conformance to product specifications, | 10 points |
| d) Past Performance | 10 points |
| e) Product quality and manufacturer quality certifications. | This is excluding criteria |

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. Quotation can be submitted via e-mail as response to this message by the below stated response deadline. When responding, please copy all contacts included in this RFP correspondence.

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) The name, addresses (street, email, other), and telephone number of the Bidder;
- (5) A detailed technical description /specification of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation;
- (6) Terms of any offer related warranty;

- (7) Price and any discount terms, including transport and insurance cost, as applicable;
- (8) "Remit to"/"Submit to" address, if different than mailing address;
- (9) 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); and

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) Production and Delivery to Destination lead times
- d) Manufacturer and/or Origin
- e) Expiration date
- f) Separately list Unit Price, Extended EX-Works Price, CIP Kinshasa International Airport, and Total Price
- g) Number of boxes & sizes, total cubic volume & weight, total actual weight.
- h) Please round up the quantities to the nearest unit size.

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 1 of this RFP.

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

Regards,

Procurement team
e-mail: 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