

### Request for Quote (RFQ)

<b>RFQ Reference</b>	FY19-098-DRC-030
<b>Purpose</b>	Supply and delivery of 52 motorbikes to Kinshasa, Democratic Republic of the Congo - ASSR
<b>Issue Date</b>	June 14, 2019
<b>Closing Date</b>	June 28, 2019, 12:00pm EST

### **INTRODUCTION**

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 is implementing Department for International Development (DFID) funded program: 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 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). Motorcycles procured through this RFQ will be used to deliver health assistance in those regions.

### **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.

### ***Terms of RFQ***

IMA World Health invites qualified suppliers to submit offers for the supply and delivery of the project motorbikes according to the quantities and specifications listed below. The closing date of this RFQ is **12:00 pm EST June 28, 2019.**

Expression of intent to quote and any questions pertaining to this RFQ must be submitted by **COB EST June 20, 2019.** 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 June 24, 2019.**

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](mailto:procurement@imaworldhealth.org)

ITEM	PRODUCT	Quantity
1.	Motorbikes	52 Each

Specification	
<ul style="list-style-type: none"> <li>• Yamaha DT125 or equal</li> <li>• Two Stroke</li> <li>• Single Cylinder</li> <li>• Reed-valve</li> <li>• 123cc/7.5 cu-in</li> <li>• 6 Speed</li> </ul>	
<ol style="list-style-type: none"> <li>1. Services/Maintenance: The above motorbikes 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.</li> <li>2. Motorbikes must meet all requirements of the Government of the DRC.</li> <li>3. Offerors shall propose any model of motorbikes that meets the above specifications.</li> <li>4. Offers must show the delivery charges to according to DAP Incoterms to IMA Office, Kinshasa – Ngaliema, Democratic Republic of Congo, including insurance. Identify if motorbikes will be in a steel shipping container.</li> <li>5. Offerors shall provide a full description of each motorbike offered, including lists of standard</li> </ol>	

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.
8. Offers that offer facilitation of exoneration and clearance of said motorbikes will be welcome.

When providing quote, please use this address as the final delivery destination:

IMA World Health  
1 Avenue Tissakin  
Concession TISSAKIN  
Kinshasa – Ngaliema  
Democratic Republic of the Congo

### **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 need to 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.

**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, or delivered in person to IMA Kinshasa Office. Offers must include the following details:

- Quote cover sheet
- Signed and dated bid form
- Past Performance Sheet
- Detailed description & specifications
- Product availability/delivery date
- Manufacturer and Origin
- EXW, CIP Matadi and DAP Kinshasa price
- Offer validity time
- Warranty terms
- Payment terms

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.

**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 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:

- Price
- The availability of the motorbikes that meets the requested specifications
- The earliest possible date of delivery
- Past Performance – References

Additional criteria:

- 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). Payment schedule will be negotiated with Offeror during the negotiation stage. Please offer best payment schedule options.

**ACCEPTANCE**

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 according to **DAP (Incoterms 2010) Kinshasa – Ngaliema, 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 110% 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/>

**E-MAIL ADDRESS:** [procurement@imaworldhealth.org](mailto:procurement@imaworldhealth.org)



## ANNEX A: Quote Cover Sheet

*Offeror can submit the quote in their own format; however, the following Quote Cover Sheet must also be completed.*

RFQ Number:	RFQ-FY19-098-DRC-030
Date of offer:	
Validity of offer (in calendar days from due date and time)	

### Company information (Offeror)

Name:	
Address:	
ZIP/postal code:	
Country:	
Phone:	
Fax:	
Tax Payer Number:	
Registration/Tax payer ID nr	
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:	
Name:	
Job title:	

## **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



## **ANNEX C: Bid Form**

*Offeror can use his own format for the quote; however, all information from this template has to be included.*

Company Name:

Description	Quantity	Quote Validity (number of days)	Unit Price EXW	Total price EXW	Unit Price DAP Kinshasa	Total Price DAP Kinshasa	Delivery time (number of days)	Warranty terms
Make, Model, year...	52							

*Please list all additional details, discounts, extended warranty term, and any other extras.*

Signature of authorized representative and official company stamp:

Printed name and title:

Date: