

**REQUEST FOR PROPOSAL (RFP)**

**RFP NUMBER** : RFP-FY19-128-DRC-046

**SERVICES REQUESTED** : Supply and delivery of Personal Protection Equipment (PPE) Kits to Goma, DRC

**CONTRACT TYPE** : BPA with Purchase Orders

**ISSUANCE DATE** : September 3, 2019

**DEADLINE FOR RESPONSES  
(Date of Receipt)** : September 20, 2019 – 12:00pm EST

**LAST RECEIPT DATE  
FOR QUESTIONS** : September 11, 2019

**Q&A PUBLISHING** : September 13, 2019

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

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

## **REQUEST FOR PROPOSAL (RFP) - RFP-WILPOS-2017-9-IMA**

### **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 to provide us with quote options for supply and delivery of PPE kits to Goma, DRC.

We are expecting that the current Ebola outbreak will be longer than expected and would like to establish the Blanket Purchase Agreement (BPA) with one or more qualified suppliers in order to provide timely delivery of PPEs to support our program activities in DRC. Please provide pricing for supply and delivery of various quantities, as per attached template - ATTACHMENT A.

BPA will be issued for the duration of one year, with possibility to extend it for up to maximum of two additional years. Depending on the funds available, estimated value of subsequent Purchase Orders that will be awarded to one or multiple vendors will be around \$470,000.00 for the duration of one year. This is just an estimate, and that value might change during the year.

### **Background**

In May 2018, the Ministry of Health requested that ASSP staff support Ebola data-visualization work as part of the response to the Ebola outbreak in western DRC. With funding from DFID, this work included supporting the setup of the electronic database—as part of the national DHIS2 system established in 2014 through ASSP—to capture patient and contact data, and to monitor and evaluate information as it became available through data dashboards. Through this work, DRC officials have been able track all recent outbreaks and make tactical decisions for response and containment.

With funding from the USAID Office of U.S. Foreign Disaster Assistance, IMA is responding to the ongoing outbreak of Ebola in the Ituri and North Kivu provinces of northeastern DRC, where IMA also implements the USAID Tushinde project. Focused on a target population of 764,060 people, IMA provides community outreach and mobilization by training and sensitizing community outreach workers and the general public on signs and symptoms, disease awareness, means of prevention and reduction of stigma; contact tracing in association with the World Health Organization-supported contact team; provision or rehabilitation of water, sanitation, hygiene and waste management facilities and equipment in nine health facilities; and facilitating health facility-based infection prevention and control measures in 25 targeted at-risk facilities, with expansion planned in 25 additional facilities.

### **Below are applicable RFQ terms:**

#### **Delivery Location and Terms:**

Delivery by air to IMA World Health office in Goma, per CIP INCOTERMS. Entire value of the offered goods must be insured until delivery.

#### **Consignee information:**

IMA World Health  
14 Av Sergent MOKE,  
Commune de Ngaliema,  
Kinshasa, DRC

#### **Delivery location:**

IMA World Health, Goma Office  
9, Lyn Lusi, Quartier les Volcans ,  
GOMA, DRC

IMA will require a DHL/FedEx package containing a set of all original shipping documents (packing lists, invoices, B/L or AWB, COO, COA) sent via DHL in advance of the shipment to the IMA office in Kinshasa, DRC.

**Insurance:**

Where the Incoterm defined Prices of the resulting purchase order from this RFQ requires the offeror to include transit insurance, the offeror shall provide such insurance, which will include the following:

- a) Institute Cargo Clauses (Air/Sea), also referred to as "All Risks", Institute War Clauses (Air/Sea Cargo) and Institute Strikes Clauses (Air/Sea Cargo).
- b) Warehouse to warehouse, unless the Incoterms in this RFQ indicate otherwise
- c) Coverage shall be 110% of the delivered price on the Contract

**Delivery Timeline:**

Please quote your best delivery timeline for entire content. The timing of delivery will be used as major evaluating factor.

**Partial quotation:**

Partial quotations will be considered as per IMA's discretion.

**Terms and Conditions:**

IMA's detailed Terms and Conditions that will govern the future contract that will be issued after this solicitation are located here and will be a part of the contract itself:

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

- 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 RFQ 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 RFQ 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.

**Quotes received will be equally evaluated based on:**

- a) Competitive Pricing**
- b) Delivery Time**
- c) Conformance to product specifications**

## 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, 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 **the date indicated on the front page**. Questions will be compiled and responses sent to all Bidders who expressed interest by **the date indicated on the front page**.

All Proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In addition to the 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 12pm on the date indicated on the front page**.

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 (60) 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:**

Technical Experience in Logistics and/or Procurement operations – Past experience  
Qualifications- Business licenses, credentials, etc.

**Financial Proposal Evaluation:**

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.

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.

Bidders should provide the following:

- 1. Evidence of Bidder's legal company registration, incorporation or license to do business issued by a competent authority in the country of registration.**
- 2. Audited financial statements for the previous fiscal year.**
- 3. 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.

**Protests:**

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 the IMA. 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 the IMA.
  - (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.

**TECHNICAL PROPOSAL OUTLINE**

The Technical Proposal must include the following sections

**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)

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

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

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

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

**ATTACHMENT A  
BUDGET TEMPLATE**

Line Item #	Item Description	Unit size	price per 1000 units- EXW	price per 1000 units- CIP	price per 5000 units EXW	price per 5000 units - CIP	price per 10,000 units - EXW	price per 10,000 units - CIP
1	surgical face mask, disp., with metal nose piece	50 pcs						
2	face Mask N95	20 pcs						
3	Polypropylene Bouffant Caps	100 pcs						
4	examination gloves, latex, pre-pwd, disp., large (30%)	100 pcs						
5	examination gloves, latex, pre-pwd, disp., medium (50%)	100 pcs						
6	examination gloves, latex, pre-pwd, disp., small (20%)	100 pcs						
7	disposable gown	1 piece						
8	goggles (eye protection)	1 piece						
9	heavy duty gloves	1 pair						
10	heavy duty utility apron	1 piece						
11	safety box, to dispose used syringes & needles, 5L	1 piece						