Request for Quotation (RFQ) No. RFQ-SSN-RRHP-FY18-001

Supplemental Buffer of Essential Medicines to The Republic of South Sudan

01/03/2018

Dear Bidder,

On behalf IMA World Health, I am kindly requesting quotation for essential medicines and medical supplies, expressed in United States Dollars (USD), with delivery by air included to Juba, South Sudan. The detailed lists with quantities for each state are in the Annex 1 - RRHP Supplemental Buffer Pharmaceutical Order.

Any questions pertaining to this RFQ must be submitted in writing within 48 hours of the RFQ issue date. Otherwise extended, no questions will be accepted after this date. Questions received will be compiled and responses will be sent to all participating bidders within 24 hours of receipt. Questions and Quotes should be submitted to: procurement@imaworldhealth.org and to igorsamac@imaworldhealth.org.

This RFQ and any subsequent award of a Contract or a Purchase Order is contingent upon availability of funding. The release of this RFQ by IMA World Health and supplier participation in the RFQ process does not in any way promise or guarantee any awards by the donor to IMA World Health or award by IMA World Health to any supplier.

Below are applicable RFQ terms:

Quotation Validity:

Quotation should be valid for 90 days from the RFQ 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 RFQ and negotiation process is contractually binding.

Delivery Location and Terms:

Delivery by air to Juba International Airport, Juba, South Sudan, per CIP INCOTERMS 2010. Entire value of the offered goods must be insured until delivery. IMA World Health will be responsible for customs clearance and in country transportation.

Delivery Timeline:

Please quote your best delivery timeline for entire content. It is essential that all the goods are in Juba before March 15, 2018. Delivery dates quoted must be firm as they are essential part of bid evaluation criteria. Promise dates should be held by the bidder. Bidder will immediately contact IMA WORLD HEALTH if unable to deliver products by the delivery date offered. If all goods can't be delivered before March 15, 2018 IMA World Health will consider split shipment.

Partial quotation:

Partial quotations will not be considered.

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).

Expiry dates:

Remaining item shelf life for medicines and medical supplies should not be less than 2/3 of the factory declared at the time of the goods arrival to country, with minimum of 18 months except when the standard shelf life is lower than required. Please specify shelf life for each item.

Required certificates:

All medicines must be escorted with corresponding Certificates of Analysis (COA), Good Manufacturing Practice (GMP) certificate and Certificate of Origin (COO) for all product batches.

Packing/Labeling instruction:

Goods should be packed in durable boxes with weight not exceeding [20kg]. Packing must be suitable for selected transport mode. Protect for weather influence while in transit. Each box must be numbered and must contain detailed packing list with batch numbers (on outside and inside box). Boxes must have full consignee details and must contain note "Humanitarian aid". Boxes should be color coded as per each state, one color for goods received for Jonglei and one color for Upper Nile.

Payment terms:

IMA World Health intends to award a firm fixed-price purchase order or contract as a result of this RFQ with payment terms being 25% after issuing the Purchase Order (PO), 25% after sending all the documents, and final 50% 30 days from delivery and acceptance of the goods ordered at the location specified. If this is not possible, please quote your best payment terms.

Special Instruction:

Pre-Shipping Documentation

IMA will require a DHL 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 Juba, South Sudan, as well as electronic copies as soon as they are acquired and combined. IMA will need copies of all Certificates of Origin (COO) and Certificates of Analysis (COA) for all product batches.

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) CIP Juba International Airport
c) Coverage shall be 110% of the delivered price on the Contract

Response deadline:

5pm EST on January 12, 2018. Quotations received after stated deadline may be considered invalid.

Terms and Conditions

- Issuance of this RFQ 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 RFQ.

- 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 RFQ responses after notification to all Bidders;

- Terminate or modify the RFQ 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. Evaluation criteria will be based on the following factors:

1. Competitive Pricing
2. Delivery Time
3. Conformance to Product Specifications
4. Product Quality and Manufacturer Quality Certifications
5. Past Performance

Submission instruction:

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 RFQ correspondence.
To be eligible, Bidders must provide full, accurate and complete information as required by this solicitation and its attachments, including any certifications attached.

Quotations may be submitted on Bidder's letterhead and signed by the authorized company officer.

As a minimum, offers must show

(1) The RFQ reference number;
(2) The name, addresses (street, email, other), and telephone number of the Bidder;
(3) A detailed technical description /specification of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary;
(4) Terms of any offer related warranty;
(5) Price and any discount terms, including transport and insurance cost, as applicable;
(6) "Remit to"/"Submit to" address, if different than mailing address;
(7) 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
(8) Price quotes must be submitted in PDF and Excel formats and include the following:

a) Priced quote in excel should have at least the minimum of the following information: full name and dosage of product, quantity, price, unit size, manufacturer's name, country of origin, batch number, expiration date and total price;
b) Freight should be quoted as a separate line item.
c) Signed, dated and stamped offer;

d) Company legal entity registrations and/or certifications

Intent to bid confirmation:
Be kind to confirm intention to participate by responding to this message upon receipt.

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.

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

Regards,

Igor Samac
Senior Procurement Officer
IMA World Health
e-mail: igorsamac@imaworldhealth.org
phone: 202-888-6200, ext 225

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 90 days.

Signature: _____

Date: _____

ATTACHMENT B: PRICE QUOTE

VENDOR NAME

[VENDOR TO INSERT QUOTE PER RFQ 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