

REQUEST FOR PROPOSAL (RFP) - RFP-WILPOS-2017-9-IMA**Warehouse Inventory Logistics and Procurement Operations Support****Bidder's Questions and IMA's Responses****PHASE 1**

1. Does IMA require an Auditor for the inspection of existing inventory?
Response: *We do not require an Audit for the inspection of existing inventory. However, we require that the firm/consultant submit the full inspection report to IMA upon completion of Phase 1.*
2. Does IMA operate on any ERP?
Response: *IMA is running its procurement module on MIP system. IMA does not operate on any ERP.*
3. Does IMA need a person to be available at Maryland warehouse while pickup and at the Washington DC while delivery?
Response: *IMA expects the firm/consultant to identify and provide a Warehouse in DC area for the purpose of this assignment. IMA has staff available at Maryland warehouse to assist with pickup but the firm/consultant is expected to coordinate this process. The firm/consultant is also expected to manage the entire delivery process to a Warehouse secured by the firm/consultant for this purpose.*
4. Does IMA have any predefined criteria to select the logistics company for pickup & delivery?
Response: *IMA does not have any predefined criteria for selection of the logistics company. It is up to the firm/consultant to make its own decisions in this regard.*
5. Please share the exact work to be performed at phase 1 to understand the efforts required by XXX (firm/consultant)?
Response: *The scope of Phase 1 has been outlined in the above referenced Request for Proposal. The work to be performed includes, at the minimum:*
 - *review of existing inventory and selection of products to be discarded and products to be transferred to the firm's/consultant's warehouse,*
 - *coordination of packing, pickups and delivery to the firm's/consultant's warehouse,*
 - *preparation and submission of the full final report.*

PHASE 2

1. What is the detailed scope of work for Phase-2? Does it require only sourcing support or also require support on managing warehouse & logistics?
Response: *The scope of Phase 2 has been outlined in the above referenced Request for Proposal. The detailed scope includes, at the minimum:*
 - *receiving requests for procurement from country office and HQ in Washington, DC,*
 - *creating RFQs/RFPs and managing entire sourcing process,*

- *working with IMA's preferred freight forwarders to facilitate shipping. This will include managing warehouse and logistics,*
 - *coordinating and facilitating donor approvals,*
 - *managing warehouse operations – i.e. shipping, receiving, reporting, etc.*
 - *preparing and submitting the full reports.*
2. How were the Phase II activities done previously?
Response: *The Phase 2 activities were done by the IMA in-house Procurement Officers.*
3. Reports - Are there any reports/format currently in use?
Response: *The firm/consultant can use their own report formats as long as the reports are generated and include all required information.*
4. What is the volume of RFx IMA expects per week?
Response: *Approximately, 3-5 RFxs per week or 20 hours of services provided per week. However, the volume of RFx and service hours will depend on the country office/HQ/project procurement needs.*
5. Does IMA have any pre-defined procurement strategy or XXX (firm/consultant) design one for IMA?
Response: *IMA has established Procurement Policy and Procedures which will be shared with the firm/consultant. The firm/consultant is expected to perform the services in accordance with IMA's Procurement Policy and Procedure and applicable donor regulations.*
6. Does IMA need procurement services in all the 6 countries or only in USA?
Response: *The firm/consultant is expected to provide the procurement services to 6 county offices from its base of operations as well as to IMA HQ departments based in Washington, DC.*
7. Hours (Time Zone) during which the support is required
Response: *The firm/consultant is expected to provide the services in the EST/USA time zone during regular USA business hours, at least between 10am and 3pm.*