**REQUEST FOR PROPOSAL (RFP)**

**Procurement of drugs for CES-Lainya, Morobo and Kajo-keji counties**

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| **RFP #:** | **IMA/SSD/FY23/001** |
| **Services Requested:** | **Emergency Procurement of medical drugs for 3 Counties of CES (Kajo-keji, Morobo, Lainya Counties)** |
| **Contract Type:** | **Fixed Price with contract/Orders. DDP quotes inclusive of transportation costs**  |
| **Issuance Date:** | 22nd November 2022 |
| **Deadline for Responses (Date of Receipt):** | **23rd November 2022**  |
| **Last Receipt Date for Questions:** | **23rd November 2022 before 05:00PM** |
| **Anticipated Award Date:**  | **24th November 2022** |

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CONTACT : southsudan@imaworlhealth.org

**REQUEST FOR PROPOSAL (RFP) - RFP- IMA/SSD/FY23/001**

**OVERVIEW OF CORUS INTERNATIONAL**

***WHO WERE ARE***

Founded in 1945, Lutheran World Relief (LWR) is a U.S.-based 501(c)3 organization with a mission to end poverty, injustice, and human suffering. LWR focuses its work on humanitarian assistance and long-term development, laying a foundation for resilience, sustainable adaptation to climate change, and the strengthening of value chains.

Headquartered in Baltimore, Maryland, LWR has an annual operating budget of $50 million, with funding from Lutheran individual and congregational donors, U.S. Agency for International Development (USAID), the United States Department of Agriculture (USDA), the Bill & Melinda Gates Foundation, the Margaret A. Cargill Philanthropies, and others. LWR’s programmatic approaches promote collaboration between public and private institutions to achieve shared impact. In the past 10 years, LWR has successfully executed more than $60 million in restricted funding from the U.S. government, foundations, and the private sector.

IMA 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 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 is a vibrant, growing agency working to achieve health, healing and well-being for all.

IMA offers sustainable and efficient solutions to health-related problems that are far too common in the developing world. IMA 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 today.

IMA World Health and Lutheran World Relief combined in 2020 to create Corus International. Corus International is the parent organization of Lutheran World Relief and IMA World Health, two brands that operate as a single organization.

**SCOPE OF WORK**

Corus International seeks a qualified firm or consultant to procurement of medical drugs.

***BACKGROUND***

IMA South Sudan is inviting legal registered companies to submit their quotations for the supplies of medical drugs to three (3) counties of Central Equatoria State (Morobo, Kajo-keji and Lainya counties) DDP-Quote.

 IMA World Health ensures that competitive prices and value for money is obtained by way of “Competitive Negotiated Procedure”. Through our national tender process, we provided equal opportunities to all registered companies to compete and provided their bids.

**INSTRUCTIONS TO BIDDERS**

All Proposals must be in the English language, signed and dated by an authorized employee of the Bidder. In additional to require 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 southsudanprocurement@imaworldhealth.org **no later than 5pm on 23th November 2022**

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. Corus will not reimburse any costs incurred related to this RFP.

Proposals may not be altered or corrected after the Date of Receipt, except when Corus at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which Corus 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 (90) days** from the Date of Receipt.

In evaluating the proposals, Corus will seek the **best value for money**. Specifically, proposals will be evaluated on the basis of the following:

***TECHNICAL PROPOSAL EVALUATION:***

Quality of project approach, proposed strategy and required resources.

Technical Experience in Logistics and/or Procurement operations – Past experience, preferably experience in the international development sector.

Qualifications- Business licenses, credentials, etc.

***FINANCIAL PROPOSAL EVALUATION:***

Rates for proposed approach to tasks in scope of work at Monthly flat rate for services rendered.

If at any time prior to award Corus deems there to be a need for a significant modification to the terms and conditions of this RFP, Corus 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.

Corus 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, Corus 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.

Corus 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.

Corus 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:

Evidence of Bidder’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/services as included in this RFP. Contact details should be included.

Financial Proposal shall be stated in US Dollars.

The following procedures are established to resolve protests effectively:

(1) Protests shall be concise and logically presented to facilitate review by Corus. 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 Corus.

(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***

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| The Technical Proposal must include the checklist, the following sections (which must be within the page limits set for each section) and attachments.  |

**TECHNICAL PROPOSAL:**

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| --- | --- |
| Section 1: Cover Page | (Limit of one page, use the provided form) |
| Section 2: Experience  | (limit of two pages) |
| Section 3: Proposed Approach | (limit of eight pages) |
| Section 4: Management-Implementation  | (limit of four pages) |

***REQUIRED ATTACHMENTS TO THE TECHNICAL PROPOSAL:*** (no page limit):

A. One page CVs for Key Personnel

B. Organizational Chart

***Cost Proposal Outline***

**COST PROPOSAL:**

No Page Limits

Attachment A: Self-Certification Form

Attachment B: Budget 2 pages

Attachment C: Budget Narrative (no page limit)

***PROPOSAL COVER PAGE***

*[Use this form or create one in this format]*

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| **Name of Organization:** | **Primary Address:** |
| **Contact Name:***(must be an individual with the authority to negotiate and enter into a contract)***Title:** | **Telephone:****Email (at least two):****Website:** |
| **Type of Entity:** *(check one)*[ ]  Non Profit [ ]  For Profit [ ]  Other (specify)  | **Year registered in in South Sudan:**  |

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

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

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