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# ANNEX to RFQ 12/001/DMZ/2023

**0. Introduction**

International Medical Corps (IMC-UK) is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs. International Medical Corps is working in Sudan since 2004, providing health care services in collaboration with MoH. International Medical Corps Sudan would like to invite qualified companies to submit their detailed quotations for the fencing of **Malken, South Ulu and Samsoor Clinics in Blue Nile Sudan** as described and summarized in the enclosed RFQ document, and in accordance with corresponding BOQs, timeline, procedures & conditions. The Construction works funded by ECHO Selection Process

**Deadline for submission is on the 14th December, 2023, at 5:00 pm (Khartoum Time)**

## Submission Methodology

Bids must be submitted via one of the below stated options:

1. **Option 1:** In-person to IMC Damazine Office, located at the address: *Damazine – Aldarag South area - house No 113, western to Sudan open university Damazine -Sudan* in a **sealed envelope** placed into the tender-specific box located in IMC Damazine office against the receipt and tender record of delivery in tender-specific logbook by bidder’s representative delivering the offer. **Or**
2. **Option 2:** Via email to IMC secured email address:[**Tender.KRT@InternationalMedicalCorps.Org**](mailto:Tender.KRT@InternationalMedicalCorps.Org) **copying** [**cssekatawa@internationalmedicalcorps.org**](mailto:cssekatawa@internationalmedicalcorps.org)**,** [**aadekoya@InternationalMedicalCorps.org**](mailto:aadekoya@InternationalMedicalCorps.org) **and** [**alsabdalla@InternationalMedicalCorps.org**](mailto:alsabdalla@InternationalMedicalCorps.org)

**PLEASE: DO NOT COPY OR SEND YOUR QUOTATION/OFFER TO ANY OTHER IMC EMAIL ADDRESS, OTHERWISE YOUR OFFER WILL BE DISQULIFIED AND NOT CONSIDERED FOR REVIEW.**

## Documents to Submit

As part of this selection process please submit the following documents

**'No' to any defined essential criteria from solicitation will result in immediate disqualification** from competition, without further consideration of other bid element.

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|  | **Mandatory Documents – Requirements 100% needed** | **Answer Yes/No (Comment)** |
| **1** | **Valid Certificate of Incorporation & tax clearance certificate -** Share copies  **Must be provided at the time of Bids Submission** |  |
| **2** | **Bid validity Period** (use comment section to confirm how many days of bid validity) considering IMC requires at least 90 days |  |
| **3** | **Valid Operational Licenses as registered Civil Engineering company in Sudan-** Share copy  **Must be provided at the time of Bids Submission.** This must be valid as at the date of submission. (if expired submit proof of application for renewal |  |
| **4** | **Confirm that your company will be able to provide bank guarantees if requested by IMC** prior to being awarded the contract. (for winner vendor only, at a later stage).  **(Guarantee of advance payment return**. This guarantee represents an obligation of the bank to return advance payment if, after receiving an advance, the vendor does not perform its contractual obligations.)  **(Contract execution guarantee.** This guarantee is a security of timely delivery of goods or performance of services/works according to a contract.) |  |
| **5** | **Valid Owner Identification** (Passport or National ID of owner/authorized representative)  Preferable at bid submission stage, Mandatory at contract signature stage |  |
| **6** | **IMC Code of Conduct, filled & signed (Annex 1)**  Preferable at bid submission stage, Mandatory at contract signature stage |  |
| **7** | **IMC Master Terms & Conditions, filled & signed (Annex 2)**  Preferable at bid submission stage, Mandatory at contract signature stage |  |
| **8** | **IMC Vendor Registration Form (Annex 3)**  Preferable at bid submission stage, Mandatory at contract signature stage |  |
| **9** | **IMC RFQ & all Annexes/Priced BoQs, filled & signed** - **Must be provided at the time of Bids Submission** |  |

***NB:*** *If the document submitted will be valid at the date of bid submission but expires by the time the contracting stage is reached, the vendor may submit proof of renewal request by copy payment receipt for renewal. If the document is a condition for IMC to sign a contract with a company IMC may not offer a contract until proof of the renewed document*

Bid Opening

## Selection Criteria

1) **Review of Eligibility Criteria (Yes/No evaluation):** 'No' to any defined essential criteria from solicitation will result in immediate disqualification from competition; without further consideration of other bid elements

2) **Technical Evaluation:** Verification if the company is operationally meeting the needs of IMC Sudan in term of company Capacity/experience for delivering construction works in Sudan.

3) **Financial Evaluation:** Methodology: Compare all the total prices of vendors and the vendor with the lowest total price will gather the total points. Each offer will be compared with the minimum total price, by dividing the minimum price with the offered price. Then, this number will be multiplied with the maximum points (100) to identify the points that the vendor will gather.

All the participating companies/contractors are encouraged to inspect the sites before submitting their offer. The contractors are required to send an email for booking an appointment for the visit to the email address to [**procurement.kht@internationalmedicalcorps.org**](mailto:procurement.kht@internationalmedicalcorps.org)**.**  Your offer shall be prepared in English. Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Bidders can request for clarification or any question in respect of RFQ by e-mail to [**procurement.kht@internationalmedicalcorps.org**](mailto:procurement.kht@internationalmedicalcorps.org)**.** IMC may, at its discretion, copy any reply to a question to all other invited firms. The deadline for receipt of queries is 14:00 HRS on 14th December 2023. Bidders are requested to keep all questions concise.

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| **Required documents and way of providing information is in the yellow-colored text:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Evaluation phase** | **Means of verification** | **Description** | **Assessment Methodology** | **Max Points** | | Phase 2: Technical & Capability Evaluation | Bid & reference check (reference letters) | Refers to the bidder who will provide evidence of positive reference letter from INGOs or UN agencies or private sector for the last 3 years. | **Methodology:** based on the number of verified references with positive feedback: - no reference, will be awarded with 0 points, -1 reference will be awarded 5 points, -2 references, will be awarded 10 marks,  -3 and more references, will be awarded 15 marks IMC will conduct a reference check in order to award the points. | Max 15 - Passing 5  (submit positive reference letters from INGO or UN agencies or private sector, not older than 3 years. 1 reference minimum for passing, 3 maximum) | | Phase 2: Technical & Capability Evaluation | Bid & physical check (contract copy & certificate of ownership) | The bidders are able to demonstrate that they have the necessary personnel to carry out the construction work. | **Methodolog:** check the answers provided by the suppliers in the annexes and then physically check the staff contracts when requested. | Max 15 - Passing score 10  (answer the below questionnaire) | | Phase 2: Technical & Capability Evaluation | Bid | The bidder proposes a timeline and a delivery date for the construction works that correspond to the minimum standards defined by IMC. | Compare all the timeline et delivery dates of vendors and the vendor with the lowest number of days to complete the construction work will gather the total points. Each offer will be compared with the minimum timeline proposed, by dividing the minimum days with the best offer. Then, this number will be multiplied with the maximum points | Max 40 - Passing score less than 130 days since signing the contract  (answer the below questionnaire) | | Phase 3: Financial-Commercial Evaluation | Bid | Refers to the Bidders providing the most competitive price offer. | **Methodology:** Compare all the total prices of vendors and the vendor with the lowest total price will gather the total points. Each offer will be compared with the minimum total price, by dividing the minimum price with the offered price. Then, this number will be multiplied with the maximum points (100) to identify the points that the vendor will gather. | Max 100  (provide the quote in the RFQ annex) |  |  |  | | --- | --- | | **Total Points** | **170** | |

# Technical Capability questionnaire

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| --- | --- | --- | --- |
| Questions - Staff | Answer | Additional comments | Scoring |
| How many construction staff are working in your company? |  |  | None, for info only |
| Including how many:  - Civil Engineers  - Supervisors |  |  | None, for info only |
| How many of those staff would be allocated to this construction project? |  |  | None, for info only |
| Including how many of the following would be allocated to the construction site:  - Civil Engineers (*please provide a copy of their license)*  - Supervisors  - other Laborers |  |  | **1 engineer for site = max 15 points**  **1 supervisor= 10 points**  Method of Verification: Staff Contract  Minimum to be allocated: Supervisor |

**Timeline for completion**

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| Questions | Answer (in number of days): | Additional comments | Scoring |
| Please indicate number of days that you will require to complete the work. |  |  | **40 points max** |

## Questions

If you have any specific question related to this solicitation process, please write an email to this address

[**alsabdalla@InternationalMedicalCorps.org**](mailto:alsabdalla@InternationalMedicalCorps.org)

## Reporting of Fraud and Unethical Behavior

International Medical Corps has **zero tolerance to fraud**. Please report fraud and unethical behavior:

* Make a call to our Ethics phone number [1-866-879-0419] **or**
* File a report online at Ethics Point, Inc. (<https://secure.ethicspoint.com/domain/media/en/gui/29929/index.html> ) or
* Contact [report@internationalmedicalcorps.org](mailto:report@internationalmedicalcorps.org) for further instruction.
* Reports may also be made to [compliance@internationalmedicalcorps.org](mailto:compliance@internationalmedicalcorps.org) or [legal@internationalmedicalcorps.org](mailto:legal@internationalmedicalcorps.org)

More details on International Medical Corps and our projects worldwide are available through our web site: [www.internationalmedicalcorps.org](http://www.internationalmedicalcorps.org)

**Note:** All the technical specifications/BoQ are in the excel sheet will be applied in the case of awarding a contract. Please go through each of the sheet of the Request for quotation and submit your quotes accordingly

**Signature / Acknowledgment**

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| Company Name: |
| Name and Surname of representative: |
| Date: |
| Signature: |
| Stamp: |