INSTRUCTIONS

Request for Proposal # 03/001/PZU/2024 Transporters | IMC Sudan

1. Introduction

### **Long Term Agreement (LTA) Without Fixed Cost**

A Long-Term Agreement is an agreement between International Medical Corps and one vendor that defines elements such as items specifications and quality, payment terms and indicative delivery times. Mentioned terms are fixed within LTA but do not include prices.  Multiple LTAs can be signed per item category, or sub category.  LTA has no commitment to spend and therefore doesn’t include Not to Exceed Amount and limitations in duration are not required. Setting up Long-Term Agreements requires a non-price based competitive process focused on assessing the capacity, quality, reliability, availability of products and all parameters beside the price of supplies, equipment, works and services.

**International Medical Corps** is a global, nonprofit, humanitarian aid organization dedicated to saving lives and relieving suffering by providing emergency medical services, as well as healthcare training and development programs, to those affected by disaster, disease or conflict

The IMC is currently working in Damazine, Genina, Zalingi Golo, Omdurman, Atbara, Kaduguli, Kosti and in Port Sudan. The regular sectors in IMC Sudan are Health and Mental health.

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1. Selection Process: Deadline for submission is Tuesday 12/03/2024, 12:00 pm Sudan Local Time

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| --- | --- | --- |
| Evaluation phase | Start Date | End Date |
| Request for Proposal  | 5/03/2024 | 5/03/2024 |
| Time for preparing bids  | 6/03/2020 | 10/03/2024 |
| Deadline for Submission | 12/03/2024 6:00 pm Sudan Local Time | 12/03/2024 6:00 pm Sudan Local Time |
| Bid Opening Date | 14/03/2024 1.30 pm  | 14/03/2024 3:00 pm |
| Bid Evaluation | 17/03/2024 | 17/03/2024 |
| Contracting | 19/03/2024 | 19/03/2024 |

1. Submission Methodology

The document to be submitted as part of this selection process can be sent through TWO DIFFERENT MODALITIES:

Physically at this address in Port Sudan in a dedicated tender box upon signature of a tender logbook

IMC Sudan Office Transit Area

Building No. 02, Square 05, Transit area, Port-Sudan, Sudan

Office working hours: 7:30 am – 3.30 pm Sunday to Thursday

Electronically at this secured email address: tender.krt@internationalmedicalcorps.org cc cssekatawa@internationalmedicalcorps.org

IMC Sudan Office

Building No. 02, Square 05, Transit area, Port-Sudan, Sudan

1. Documents to Submit

As part of this selection process please submit the following documents:

|  |  |
| --- | --- |
| **DOCUMENT** | **CATEGORY** |
| 1. **INSTRUCTIONS**

Signed and stamped | Mandatory at Bid Evaluation stage |
| 1. **Annex 1**

Filled in, signed and stamped | Mandatory at Bid Evaluation stage |
| 1. **RFP Transporting services**

Filled in with item and prices, signed and stamped | Mandatory at Bid Evaluation stage |
| 1. Fill the Lot your company can do if you can do all please fill all the four. Filled in with item and prices, signed and stamped
 | Mandatory at Bid Evaluation stage |
| 1. **Vendor Registration Form**

Filled in, signed and stamped | Mandatory at Contract Signature stage |
| 1. **Vendor Code of Conduct**

Signed and stamped on all pages | Mandatory at Contract Signature stage |
| 1. **Master Terms and Conditions**

Signed and stamped on all pages | Mandatory at Contract Signature stage |
| **Legal registration of the company** Valid for at least 90 days from the day of bid submission  | Mandatory at Contract Signature stage |
| **ID of the company owner** Valid for at least 90 days from the day of bid submission | Mandatory at Contract Signature stage |
| **VAT Registration or VAT Exemption** Valid for at least 90 days from the day of bid submission | Mandatory at Contract Signature stage |

1. Questions

If you have any specific question related to this selection process please write an email to this address.

cssekatawa@internationalmedicalcorps.org

Charles Ssekatawa – Operations Manager

Keeping in CC

aadekoya@InternationalMedicalCorps.org

Adetola Adekoya – Snr Supply Chain Manager

1. Prequalification Award Criteria

The IMC is committed to running a fair and transparent process and ensuring that all bidders are treated and assessed equally during this process. RFP responses will be evaluated against three weighted categories of criteria: Essential Criteria, Capability Criteria and Sustainability Criteria,

#### 2.1 Essential Criteria

Criteria which bidders **must** meet to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

#### 2.2 Sustainability Criteria (10%)

Criteria used to evaluate the impact a Supplier/Contractor has on the environment, local economy and community. RFPs will be evaluated against the same pre-agreed Criteria.

#### 2.3 Capability Criteria (90%)

Criteria used to evaluate the bidder’s ability, skill, and experience in relation to humanitarian cargo transportation in Sudan and neighboring countries. the requirements. Bids will be evaluated against the same pre-agreed Criteria.

 3. Vetting

Successful bidders must be successfully vetted. The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the process is proved to be incorrect during the vetting process (or at any other point), The IMC may rescind their award decision.

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| Evaluation phase | Methodology for evaluation | Weight | Min Scoring | Max scoring | Additional information |
| **TECHNICAL EVALUATION** Appropriate Truck Availability | Progressive scoring based on % of items the company can provide on the overall list | 20% | - | 20 |  |
| **TECHNICAL EVALUATION** Experience with Humanitarian Cargo | Scoring as a result of a visit sheet completed during visit to vendor premises | 40% | - | 40 |  |
| **FINANCIAL EVALUATION** Competitive price  | Progressive scoring on number of items with lowest price across the whole list  | 20% | - | 20 |  |
| **Proper documentation EVALUATION**  | Progressive scoring depending on for how long the company can fix price  | 20% |  | 20 |  |
| **FINAL EVALUATION** | Ranking considering vendor having the highest number of points across the different evaluation phases | 100% | - | 100 |  |

Name of company Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature and Stamp: