# ANNEX-A Tender/RFQ n° 03-011-PZU-2025 – IT Equipment Supply for 1 year - Port Sudan

## Background/Introduction

The International Medical Corps is a global, humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through healthcare training and relief and development programs.

International Medical Corps, is an international non-profit relief and development organization working in Sudan since 2005, implementing a portfolio of programs mainly related to health, hygiene promotion, and psychosocial support. IMC Sudan is inviting competent, professional, and established suppliers/companies for the provision of **IT equipment supply for 1 year** to submit their quotation in view of signing a long-term contractual agreement (Blanket Purchase Agreement- BPA), with a fixed price mechanism for the duration of 12 months. The estimated volume of business for the BPA is **USD 149,999 for 12 months**. International Medical Corps is requesting your best offer for the provision of IT equipment for Port Sudan as described below.

## **What is a Blanket Purchase Agreement (BPA)?**

* BPA is a type of contractual agreement where selected vendors are contracted to provide IMC Sudan with a **determined** set of products or services for a **fixed price** during the fixed duration of the agreement.
* **Terms agreed must remain fixed during the BPA duration of one (1) year** with the possibility of further extensions for a period not exceeding 2 years.
* **BPA does NOT create any commitment** to IMC to purchase services or commodities from the selected vendor. IMC will only commit when an approved Work Order is signed by both parties.
* **Prices are fixed, but quantities are NOT**. BPA does have a maximum total amount (not to exceed the amount, **“NTE”)** – This amount cannot be exceeded during the contract period, but IMC Sudan does not make any commitments to spend the totality of this amount.
* For this solicitation, **the shared volume of business expected for all the items is** **USD 149,999.** This represents the anticipated volume of trade estimated for the BPA duration. However, in the contract, the **Not To Exceed (NTE) amount might differ**, in order to allow further flexibility, in case of unexpected needs. Vendors are expected to quote according to the volume of business and not to the NTE.
  + - **IMC might decide, because of the selection process,** **to sign multiple agreements with different vendors**. In this scenario, there will be an overall shared ceiling price of a not-to-exceed amount. The maximum aggregate dollar value of orders placed to all BPA awardees cannot exceed the contracted ceiling. This ceiling is not being subdivided among the number of awardees nor is it being multiplied by the number of awardees.
* When a Contract/BPA includes the possibility of an extension and the NTE amount is not reached yet, **it is possible to extend the Contract/BPA up to a new period** (not more than two years) or up to the exhaustion of the remaining NTE balance, whichever comes first. In such case, the International Medical Corps team would assess if contracted prices were still competitive (through a market survey) and whether it is to the International Medical Corps’ advantage to extend the Contract.

## Selection Criteria & Process

**ELIGIBILITY CRITERIA – (Mandatory)**

All participating bidders must provide proof of all the eligibility criteria (at bid submission) below to be considered for technical evaluation.

1. **Legal business certificate:** The IMC works with legally registered vendors only; bidders must submit a valid legal business certification at bid submission.

**TECHNICAL CRITERIA (Mandatory)**

In this category, bidders must have a pass in criteria 1 and 2 to proceed to sample technical review. Bidders with only 1 pass will be disqualified.

1. **Warranty Period:** The IMC typically requires companies to be able to provide a warranty period of at least 12 months or a manufacturer's guarantee for the products or manufacturing defects. In any of the cases, the manufacturer guarantee period takes precedence over the supplier’s warranties. Where the manufacturer’s guarantee is not provided, bidders must provide a warranty period. This should be mentioned in bid submission documents.

**Scoring:**

This is a pass-or-fail evaluation.

1. **Provision of required technical requirements:** Bidders must be able to offer products with the technical requirements listed in the RFQ document. Bidding is not brand-specific but technical requirements of products must be the same regardless of the brand offered by bidders. Therefore, bidders are required to submit with their offer the specific technical sheet for the products being offered.

**Scoring:**

This is a pass-or-fail evaluation.

1. **Sample technical review:** All samples submitted will be reviewed technically by the IMC IT Specialist to determine if they meet the IMC requirements or not. Samples considered not meeting the requirements will not be financially evaluated.

**Scoring:**

This is a pass-or-fail evaluation.

1. **Funding Sourcing criteria**: *Please note that bids submitted in response to this RFQ must exclude any telecommunications and/or video surveillance equipment (including internet equipment, cellular and landline telephone equipment, video surveillance equipment, etc.) produced or supplied by* ***Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company or Dahua Technology Company*** *(or by any subsidiary or affiliate of such companies).*

*Please note that any item in your offer considered from any of these companies mentioned above (or any subsidiary or affiliate of these companies)will not be considered for financial evaluation. This is not a disqualification of bidders entire offer, rather, it is a disqualification of only items falling in this category of exclusion.*

**FINANCIAL**

1. **Selection method:** The award will be partially or in full to offers meeting the technical requirements. By this, the award will be given to the bidder(s) offering the Lowest Price Technically Acceptable.
2. **Payment terms:** Payment after delivery is the standard International Medical Corps condition. This is not a pass-or-fail evaluation, but preference will be given to bidders who accept payment after delivery.

**Important Note**: Should 2 or more bidders have a tie in their financial offer or a difference not exceeding 5% on individual (partial award) items or all the items (single award), the final award will consider

1. The bidders who can offer after-sale support in the country or equipment maintenance.
2. The bidder with the least lead time for delivery of the items.
3. The bidder who accepts payment after delivery.
4. The Bidder who can prove past sales with any type of customer (humanitarian organizations, UN agencies, commercial companies, government institutions, etc.) through reference letter/signed and stamped PO or Contract.

All bids received because of this competitive bidding process will be analyzed and scored through a 4-step evaluation process:

This is a LPTA **(Lowest Price Technically Accepted)** process, which aims at ensuring that selected vendors are compliant in administrative terms, technically as well as financially competitive. The table below illustrates the overall scoring system assigned to each step of the evaluation process. Vendors who passed technical evaluation will be shortlisted for financial evaluation.

## Timeline Tender Process

|  |  |  |
| --- | --- | --- |
| Phase | Start Date | End Date |
| Tender Announcement | 18th March 2025  This tender is primarily published on Sudanbids.com but can be retrieved physically from 18th March 2025, from 8:am to 4:00 pm from IMC offices in Port Sudan (see the address in RFQ and below). | |
| Deadline to Submit questions to IMC | 29th March 2025  For any queries, questions, or clarifications, please contact IMC at the following e-mail address during the respective period:  [aibrahimabas@InternationalMedicalCorps.org](mailto:aibrahimabas@InternationalMedicalCorps.org)  IMC will share a consolidated response by 24th March 2025 | |
| Deadline for bids Submission | 29th March 2025 until 23:59 pm Port Sudan- Sudan Local Time | |
| Bid Opening Date | 30th March 2025 | 31st March 2025 |
| Bid Evaluation | 01st April 2025 | 10th April 2025 |
| Review & Vetting | 13th April 2025, onwards (Tentatively). | |
| Contracting | 27th April 2025 | |

\**Timelines are indicative and subject to changes.*

## 1.5 Offer Submission Instructions

All the offers/quotes should be submitted via email to IMC Sudan's secured email address:

[**Tender.KRT@InternationalMedicalCorps.Org**](mailto:Tender.KRT@InternationalMedicalCorps.Org)

by stating the reference number in the Email subject Line: **RFQ-03-011-PZU-2025 – IT Equipment supply for 1 year – Port Sudan**

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

Please note that in case your offer is sent later than the deadline for submission, IMC Sudan may decide to **disqualify** your submission and not consider this eligible for further phases of evaluation. This type of decision will be made by the tender committee during the bid opening stage in an objective manner by ensuring fair treatment for all bidders.

Offers that do not meet the submission requirements as mentioned below may not be considered to proceed to further steps of the evaluation process. **All pages of offer documents must be filled, signed, and stamped.** All documents must be submitted in pdf format.

## 1.6 Documents to Submit

As part of this selection process please submit the following documents. **Partial or non-submission of mandatory eligibility documents will lead to an exclusion from the bidding process**. Some documents are identified as “Mandatory at the Contract signature/award Stage” so the absence of those at the bid opening stage may not lead to elimination.

|  |  |
| --- | --- |
| **Document** | **Category** |
| **Legal registration (operational) license of the company as a legal entity.**  Must be valid at the time/day of bid submission. | Mandatory for Eligibility / Bid Opening Stage |
| **IMC Vendor Registration Form** filled in signed and stamped | Mandatory at the contract signature stage if a company is awarded a contract |
| **IMC Master Terms and Conditions** signed and Stamped on all pages | Mandatory at the contract signature stage if a company is awarded a contract |
| **IMC Code of Conduct** signed and Stamped on all pages | Mandatory at the contract signature stage if a company is awarded a contract |
| * **IMC Request for Quotation (RFQ form) and All Annexes, fully filled and signed/stamped** (Attached) for each Lot | Mandatory for Eligibility, at the Bids opening stage. |

## Reporting of Fraud and Unethical Behavior

The International Medical Corps has **zero tolerance for 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 website: [www.internationalmedicalcorps.org](http://www.internationalmedicalcorps.org)

## Financial Offer

Please quote your offer in the IMC RFQ/ITT template including all associated costs (taxes, discounts, transportation to the stated destinations/locations, etc.) the price shall be reasonable and competitive. If you include taxes in your offer, please submit evidence of a tax invoice issued by the Tax Chamber in your company name.

## Offer Validity

Please fill in the table below regarding the validity of your offer.

|  |  |  |
| --- | --- | --- |
| **Offer Validity Period** | **IMC requesting** | **Vendor Offered** |
| Your offer is expected to be valid for the 1 year of the BPA |  |

## Further Information

Please refer to the IMC **RFQ** document, for further information regarding:

* Vendor Registration
* False statements in the bid policies
* Defects; Warranty and miscellaneous
* Payment terms

**Company Name:**

**Name of company representative:**

**Position:**

**Date: Signature and Stamp:**