# ANNEX-A Tender/RFQ n° 04-014-PZU-2025 – PRINTING OF VISIBILITY MATERIALS TO SUPPORT THE SUDAN MISSION

## 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 **printing of visibility materials to support the Sudan mission 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 **printing of visibility materials to support the Sudan mission** 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 a 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)**

1. **Legal business certificate:** The IMC works with legally registered vendors only; bidders must submit a valid legal business certification at bid submission.
2. **Late bid:** Bids submitted after the deadline date and time are ineligible for review.
3. **Physical Sample Submission:** Bidders are required to be able to submit physical samples for evaluation within 2 weeks after the IMC request is made through email to all eligible bidders. Bidders who fail to submit samples will be disqualified from the technical evaluation.

**TECHNICAL CRITERIA (Mandatory)**

1. **Sample technical review:** All samples submitted will be reviewed technically by the IMC 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 on the individual sample.

1. **Delivery time after WO is signed**: IMC considers an ideal lead time of 3 to 4 weeks after the Work Order is signed for all items to be delivered to the designated delivery point. Bidder who confirms the ability to fulfill all order deliveries after a Work Order is issued within 3 to 4 weeks will get priority. The bidder must still fulfill the criteria of Lowest Price Technically Acceptable. IMC reserves the right to select the most suitable alternative lead time if no suitable bidder is able to meet the specified lead time.

**FINANCIAL**

Only bidders who pass the technical evaluation, including having a physical shop in Port Sudan, will be evaluated financially.

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.

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

This is an 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 the technical evaluation will be shortlisted for financial evaluation.

## Timeline Tender Process

|  |  |  |
| --- | --- | --- |
| Phase | Start Date | End Date |
| Tender Announcement | 09th April 2025  This tender is primarily published on Sudanbids.com but can be retrieved physically from 09th April 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 | 13th April 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 14th April 2025 | |
| Deadline for bid Submission | 17th March 2025 until 23:59 (GMT+2) | |
| Bid Opening Date | 20th April 2025 | 22nd April 2025 |
| Bid Evaluation | 23rd April 2025 | 15th May 2025 |
| Review & Vetting | 18th May 2025, onwards (Tentatively). | |
| Contracting | 27th May 2025 | |

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

## 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-04-014-PZU-2025 – Printing of visibility materials to support the Sudan Mission**

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:**