



International Rescue Committee, Inc.

Request for Proposal – Medical and Pharmaceutical Supplies

Proposals Due: December 3, 2009 IRC Reference: 58710

The contents of this Request for Proposal (RFP) as well as any subsequent communication between the International Rescue Committee (IRC) and the bidder are to be treated as confidential and are not to be distributed or shared without prior written authorization from IRC's authorized representative.

A. Summary

The IRC seeks proposals from qualified, reputable pharmaceutical and medical supply resellers/distributors for the provision of supplies to IRC operations worldwide, on an as-needed basis. The IRC procures goods globally via a centralized procurement model based at IRC Headquarters in New York. This centralized procurement model streamlines communication, increases procurement efficiency and provides suppliers with a single point of contact for the full order process.

B. IRC Background

Founded in 1933, IRC is a global leader in emergency relief, rehabilitation, protection of human rights, post-conflict development, resettlement services and advocacy for those uprooted or affected by violent conflict and oppression.

The IRC is on the ground in 25 countries, providing emergency relief, relocating refugees, and rebuilding lives in the wake of disaster.

The IRC is consistently awarded high marks by charity watchdog groups and respected publications for the efficient use of its financial support and the effectiveness of its work. Of every \$1 IRC spends, 90¢ goes to programs and services that directly benefit refugees and war-affected populations.

C. Administrative Information

C1. Bids shall be received by December 3, 2009, 3pm Eastern Standard Time.

C2. Bidders shall submit sealed bids to: International Rescue Committee, Attn: Laili Moshirzadeh, Procurement Officer, GPU, 122 East 42nd Street, 12th Floor, New York, NY 10168.

C3. The submitted proposal shall include:

- Written answers to the questions in Sections E, F and Attachment A.
- Hard copy and Electronic copy of proposal in Word or PDF format on Compact Disc or USB flash drive.

C4. The bidder's responses shall be evaluated by a committee of no less than four IRC staff members. Selection criteria shall include:

- Demonstrated understanding of the IRC's requirements.
 - Demonstrated experience supplying non-profit, international organizations with quality pharmaceuticals and medical supplies worldwide.
 - Adherence to the requirements as stated in RFP.
 - Price/Total Cost of Ownership/Discounts provided.
 - Additional criteria as determined by evaluation committee.
- C5. The IRC reserves the right to accept or reject any or all bids and to accept the bid deemed to be in the best interest of the IRC and is not bound to accept the lowest price bid submitted.
- C6. This RFP, together with any other documents required herein shall be included in the final contract.
- C7. Bidders shall direct questions to IRC's authorized representative:

Laili Moshirzadeh, Procurement Officer
Laili.Moshirzadeh@theirc.org
 212-551-3192

D. Historical Information

The historical information provided is for informational purposes only. The IRC will not commit to purchase any set amount of product from the winning Supplier(s).

	FY07	FY08	FY09
Pharma/Medical	\$ 1,266,906.60	\$ 2,473,760.66	\$ 3,440,836.81

E. Proposal – Discount Structure

The bidder shall provide an order discount proposal based on the IRC meeting various dollar thresholds (medical equipment and pharmaceuticals combined) over the course of a twelve month period. The discount shall be applicable to the full order, not including shipping or insurance. Bidder shall indicate or provide:

- A chart of proposed volume discounts including the starting discount.
- Base pricing document (published price list, catalog, etc.)
- Additional details of bidder's proposed discount structure.

The discount structure start date would be January 1, 2010.

F. Requirements

The bidder shall indicate their willingness and ability to provide the following information and services at time of order.

F1. Ability to provide country of origin for each line item at time of quotation.

F2. Ability to provide Certificate of Analysis or Certificate of Pharmaceutical Process, as appropriate, with every batch.

F2. Ability to provide/coordinate necessary shipping services, including air, sea and cold chain delivery to conflict areas in Africa, the Middle East and Asia. Bidder shall provide a brief description of how shipping and insurance services are procured on behalf of clients.

F3. Ability to provide product with at least 60% shelf life at time of delivery.

F4. Ability to provide 24 hour, 7 day a week service in the event of an emergency.

F5. Ability to provide pictures, catalogs and detailed specifications for commonly ordered medical equipment.

Attachment A – Supplier Information Form

Attachment A - Supplier Information Form

Company Name	
Acronyms, Abbreviations, Aliases	
Previous names of the company	
Address	
Website	
Phone/Fax Numbers	Phone: _____ Fax: _____
Primary Contact	Name: _____ Phone Number: _____ Email Address: _____
# of Staff	
# of Warehouse Locations	
Avg. Total \$ Value of Stock on Hand	
Name(s) of Company Owner(s) or Board of Directors	
Former names of the company	
Parent companies, if any	
Subsidiary or affiliate companies, if any	

Certifications

Attach proof of certifications (WHO, etc.)
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Financial Information

Bank Name and Address	
Name under which company is registered at bank	

Payment Terms	Payment By: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No
Specify Standard Payment Terms (Net 30, etc.)	

References

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>