**REQUEST FOR QUOTES (RFQ)**

**WGDP Participants Business Fair Exhibition – Lebanon Office**

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| **RFQ #:** | **RFQ-FY23-006-LBN-006** |
| **Purpose:** | **Business Fair Exhibition for the 200 participants in WGDP Project** |
| **Issue Date:** | **October 20, 2022** |
| **Closing Date:** | **November 11, 2022** |
| **Questions Due:** | **November 6, 2022**  **Contact Person: Firas Al Sabeh – 71221402**  [**falsabeh@corusinternational.org**](mailto:falsabeh@corusinternational.org)  **cbatarekh@corusinternational.org** |
| **Anticipated Award Date:** | **December 10, 2022** |
| **Anticipated Award Type:** | **Contractual Agreement** |

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| **Corus Procurement Ethics**  Corus International and its family of organizations are committed to a transparent and ethical procurement process aiming to achieve the best value for money, fairness, integrity, and doing business in compliance with the US government regulations, the beneficiaries, donors, and partners' interests.  Corus does not allow accepting any monetary transaction, gratuity, or compensation of any type from current or potential vendors or suppliers in exchange for or as a reward for a business. Therefore, all potential vendors and suppliers taking part in this solicitation must not offer fraud, bribery, or kickback to an employee or staff of Corus. Any vendor or supplier violating these standards will be automatically disqualified for doing business with Corus in the future.  A comprehensive list of Corus's ethical standards as well as information on how to report any violation pertaining to this solicitation (Corus's Integrity and Ethics Reporting Hotline) is found here: <https://corusinternational.org/ethics-and-policies-corus-international>. |

***INTRODUCTION:***

Founded in 1945, Lutheran World Relief (LWR) is a U.S.-based 501(c)3 organization with a mission to end poverty, injustice, and human suffering. LWR focuses its work on humanitarian assistance and long-term development, laying a foundation for resilience, sustainable adaptation to climate change, and the strengthening of value chains.

Headquartered in Baltimore, Maryland, LWR has an annual operating budget of $50 million, with funding from Lutheran individual and congregational donors, U.S. Agency for International Development (USAID), the United States Department of Agriculture (USDA), the Bill & Melinda Gates Foundation, the Margaret A. Cargill Philanthropies, and others. LWR’s programmatic approaches promote collaboration between public and private institutions to achieve shared impact. In the past 10 years, LWR has successfully executed more than $60 million in restricted funding from the U.S. government, foundations, and the private sector.

IMA is a global, faith-based nonprofit that helps developing communities overcome their public health challenges. Founded in 1960 as Interchurch Medical Assistance, today's IMA works alongside governments, non-governmental organizations, faith-based and secular agencies to bring the best in science and public health programming to some of the world's most challenging environments. With offices in six countries and more than $100 million in annual revenue, IMA is a vibrant, growing agency working to achieve health, healing and well-being for all.

IMA offers sustainable and efficient solutions to health-related problems that are far too common in the developing world. IMA believes all people are children of God and thus deserve to lead healthy and productive lives. The founding members of IMA World Health, Protestant Churches and church-based organizations chose to be intentionally ecumenical to provide health services and to build healthy communities around the world. We can do more together than alone; that spirit of joint action remains foundational to IMA today.

IMA World Health and Lutheran World Relief combined in 2020 to create Corus International. Corus International is the parent organization of Lutheran World Relief and IMA World Health, two brands that operate as a single organization.

***REQUIREMENT:***

Corus invites qualified suppliers to submit offers in accordance with the requirements and specifications listed in this document. Quotes must be received by Corus no later than the Date and Time indicated in the following table.

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| --- | --- |
| **Complete Description of Need/Scope of Work/Specifications** | |
| |  |  |  | | --- | --- | --- | | Item | Technical specifications/SoW | Quantity | | 1 | Exhibition show for 200 Women Participants of the WGDP Project – As per the TOR attached | 1 | | |
| **Delivery address** | Sin El Fil – Qubic Business Center – Fourth Floor – Office 4F |
| **Payment terms:** | To be stipulated in quotation |

**In order to be considered, quotes must be valid for at least 30 days and must include all of the following:**

* Complete vendors contact information – including vendors physical address and full legal name.
* The price offered for the needed goods and/or services, including associated costs such as shipping or installation.
* Current contact information for at least 3 past customer references.
* All information relevant to demonstrating the vendor’s ability to meet Corus ’s Evaluation Criteria (see below).

**Quotes will be evaluated based on the following evaluation criteria:**

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| --- | --- |
| **Ability to meet the Description/Scope of Work/Specifications above** | |
| **Price and Value** | |
| **Acceptable Past Performance** | |
| **Other Factors** *(if any):* | **Please fill and sign the TOR as approval of the terms and conditions stipulated. Please fill and sign RFQ and all its attachments below and add any extra duties and services provided along with documents you believe need to be sent attached to the quote email.** |

* *Quotes submitted after the deadline has passed or that do not include all of the information requested may be rejected.*
* *By responding with a quote, you are accepting the requirements as outlined above, including any delivery requirements and payment terms*
* *This RFQ is non-binding and in no way obligates Corus to award any contract. Corus reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by Corus. Corus will not pay for a vendor’s quote preparation costs.*
* *Corus procurement staff are instructed not to request or accept any commission relating to this order, and Corus has procedures in place to detect such payments. Please do not offer or pay any such commission, as this could result in your quotation being rejected. Please report any Corus representative asking for such a payment to the following email address:* *[falsabeh@corusinternational.org](mailto:falsabeh@corusinternational.org)*

ATTACHMENT A

Terms of Reference

Kindly check the attached Terms of Reference for the Exhibition duties and requirements, sign and prepare the quote accordingly.

**ATTACHMENT B. QUOTE COVER SHEET**

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Physical address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Official to Sign Contract: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Authorized Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certification: I certify that information provided is true and correct. The offer is valid for a minimum of 30 days.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**ATTACHMENT C. PAST PERFORMANCE**

Complete the table below. Please include contact information for past customers that can provide professional references for your organization.

**VENDOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| # | **Reference Contact Name** | **Organization Name** | **Telephone** | **Email** | **Date Services Performed** | **Type of Services Performed** |
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**ATTACHMENT D. PAST PERFORMANCE**

SUBJECT: NDAA Section 889 Vendor Compliance Inquiry

Dear Supplier,

This letter is to inform you that we are conducting a supply chain review in accordance with the interim rules published on August 13, 2019 (84 Fed. Reg. 40216) and July 14, 2020 (85 Fed. Reg. 42665) implementing Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (“Section 889”), United States Public Law 115-232 (August 13, 2018), which prohibits U.S. Government contractors from providing to the U.S. government or using equipment or services produced or provided by certain Chinese entities based on national security concerns.

We ask that you conduct a commercially reasonable review of the devices, components, technology and/or services being provided to Lutheran World Relief to determine whether any of them contain “covered telecommunications equipment or services” under Section 889 (or the interim rule.) Prohibited telecommunications and security equipment and services include those designed, developed, manufactured, or supplied by entities listed below or persons affiliated with their ownership or control.

1. Huawei Technologies Company
2. Dahua Technology Company
3. Hangzhou Hikvision Digital Technology Company
4. Hytera Communications Corporation
5. ZTE Corporation
6. Any subsidiary or affiliate of the above entities

Should any “covered telecommunications equipment or services” be identified now or at any time during the period in which you are providing products or services to Lutheran World Relief please provide the Original Equipment Manufacturer (OEM) name, Model Number, a description of the equipment or services and the Purchase Order number, Service Contract or Service Agreement under which the covered telecommunications equipment or service was provided.

Please reply using the appended response form no later than offer delivery date.

Sincerely,

Lutheran World Relief

NDAA Section 889 Vendor Compliance Inquiry – RESPONSE FORM

Please check the appropriate box below:

[ ] [Vendor] has conducted a reasonable review of the parts, technology and services being provided to Lutheran World Relief and determined that all of the devices, components, services and/or technology provided to Lutheran World Relief are in compliance with NDAA Section 889.

Or

[ ] [Vendor] has conducted reasonable review of the parts, technology and services being provided to Lutheran World Relief and determined that some or all of the devices, components, services and/or technology provided to Lutheran World Relief are **not** in compliance with NDAA Section 889.

The list of non-compliant / prohibited equipment and/ or services is below:

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| OEM Name | Model Number | Description | PO # or Service Agreement | Notes |
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Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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