



**PRE-QUALIFICATION OF INFRASTRUCTURE
SUPPLIERS AND CONTRACTORS**

CLOSING DATE: 24 March 2020

1 Introduction

This is a Request for Qualifications (RFQ) for construction companies in various categories such as civil, mechanical, electrical, architectural and hydrological, which are interested in being evaluated to receive future design and construction tenders for pricing. (Any Suppliers who had already applied for this process with Mercy Corps in September 2019 and could not qualify – they are allowed to apply again.

1.1 Procurement Description

Statements of Qualifications (SOQs) shall be developed in strict accordance with this request and are to be evaluated in a transparent manner by a committee of reviewers, per the provided evaluation criteria. The purpose of this public tender is to shortlist contractors for a variety of future works programs. Only shortlisted contractors will receive future Requests for Bids (project-specific plans, specifications, and bills of quantities) whereby the contract award will be issued to the lowest, responsible bid. This Request for Qualifications will be re-issued on a semi-annual basis to provide opportunity for additional contractors to be included on the shortlist.

New applicants and applicants that were not prequalified in prior selections will have an opportunity to re-apply every 6 months following an open advertisement.

Applicants that are awarded subsequent tenders may be required to provide bid bonds and performance bonds as required in the future tender documents.

1.2 General Description of the Proposed Contract Activities

Infrastructure works target sanitation and water needs through construction and rehabilitation activities. Activities for sanitation infrastructure works include construction and installation of drainage channels, household showers, pipelines and all throughout associated network. This may also include rehabilitation of drainage networks and sewerage systems where required. Activities for water infrastructure works include new construction or rehabilitation of extraction and treatment plants, pumping stations and network pipelines.

1.3 Estimated Total Contract Amounts: \$3,000,000

2 Tender instructions

2.1 Schedule

The following is a schedule of Project milestones; all dates are subject to change.

Milestone	Date
Issue RFQ	8 March 2020
Deadline for Questions	15 March, 2020, 04:00 PM
Mercy Corps to Provide Responses to all Questions	17 March, 2020, 4:00 PM
Statement of Qualifications Due	March 24, 2020 04:00 PM
Mercy Corps' Announcement of Intent to Shortlist	April 12, 2020

2.2 Submittal Requirements and Format

Mercy Corps will accept SOQ's prior to 4:00 p.m. on the Due Date set forth in Section 2.1 of this RFQ at the following email address. (Email submission is mandatory).

tenders@mercycorps.org

SOQ's shall follow the requirements and format described in this RFQ. Applicants shall submit one electronic copy of the SOQ. Electronic copies must be submitted in Adobe Acrobat (.pdf) format using 8.5-inch by 11-inch paper size. All text should be in ENGLISH. Any other information shall be presented with a readable format. All signatures must be accompanied by a printed name, title, and date.

Applicants must use the document format outlined in section 3.5. Any SOQ that fails to meet the deadline, format, or delivery requirement may be rejected and returned without having been opened, considered, or evaluated.

2.3 Clarifications

Request for clarifications regarding this pre-qualification process should be sent to lg-tenderquestions@mercycorps.org by 04:00 PM on the date listed in section 2.1. All responses to questions received will be consolidated and uploaded on NCCI as well as on Mercy Corps website by 04:00 PM on the date listed in section 2.1.

2.5 Acceptance of Successful Response

Documentation submitted by applicants will be verified by Mercy Corps and evaluated as per established criteria. The successful applicants will be added to the "pre-qualified" status for a period of one year. Mercy Corps will invite pre-qualified applicants to submit Proposals in response to a given Scope of Work. Pre-qualified applicants will be notified of pre-qualified status by email, using the contact address provided in the SOQ, before 04:00 PM on the date listed in section 2.1.

2.6 Past Performance

Past performance will be given due consideration in pre-qualifying applicants. Previous contracts in line with this pre-qualification requirement will be considered.

3. Eligibility Criteria and Submittal Requirements

3.1 Applicant Eligibility

Applicants may not apply, and will be rejected as ineligible, if they:

- Are not registered companies
- Are bankrupt or in the process of going bankrupt
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have not fulfilled obligations related to payment of social security and taxes
- Are guilty of serious misrepresentation in supplying information
- Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti-Corruption Statement
- Applicant (or applicant's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: The United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Iraqi companies are required to submit the following Documents with latest information/renewal stamp

- Company Legal Registration:
The company must be legally registered and have Legal Business Registration (latest renewal stamp) - أوراق تسجيل الشركة مختومة بختم تجديد لعام

And/or

Valid tax certificate (Clearance) for Kurdistan or Federal Iraq issued in the current Estimation Year" (كتاب عدم ممانعة لسنة التقديرية الحالية)

- The offeror must have recognized business bank account (in Company/Business name); Mercy Corps will make all payments through either bank transfers or check.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this pre-qualification package.

3.2 Mercy Corps' Anti-Bribery and Anti-Corruption Statement

Mercy Corps strictly prohibits:

- Any form of bribe or kickback in relation to its activities

This prohibition includes any request from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any offer from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.

- Conflicts of interests in the awarding or management of contracts

If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.

- Sharing or obtaining of confidential information

Mercy Corps prohibits its employees from sharing, and any applicants from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps' price estimates, competing applicants or competing offers, etc. Any information provided to one offeror must be provided to all other applicants.

- Collusion between/among applicants

Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting Statements of Qualifications can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

integrityhotline@mercycorps.org

Mercy Corps will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Mercy Corps' donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

3.3 Certification Regarding Terrorism

It is Mercy Corps' policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking.

3.4 Content

The SOQ shall contain only the sections listed below, separated by dividers, and shall respond fully to all requirements of the RFQ. See below for required sections and page limits. The prequalification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and be indelible.

3.5 Additional Requirements

3.5.1 Executive Summary – Cover Letter (1-page limit):

Submit an Executive Summary Narrative which generally familiarizes reviewers with the company's understanding of and ability to achieve the stated Program Goals specific to construction in various categories such as civil, mechanical, electrical, architectural and hydrological. The intent of the Executive Summary is to give a brief introduction to the company's general capabilities, experience, and interest in performing the work.

3.5.2 Project Team Qualifications and Experience

Submit the information as required below. Where forms are provided, they should be used. The absence of any required submittal information may disqualify the Applicant.

1. Company's Background and Performance
 - a. Describe the organizational structure, lines of responsibility, and roles within the company.
 - b. Identify and explain any legal claims asserted by or against the company within the past five years (not negotiated change orders considered normal course of business.). Describe any labor disputes within the past five years.
 - c. Provide a brief description of representative projects performed within the past five years which are relevantly similar in scale, type, and complexity to this Program; include a client reference for each listed project on Form 2.
 - d. With a focus on the knowledge, resources, and capabilities, describe any unique expertise or advantages of the company which would benefit the overall success of projects.
 - e. Describe the company's current commitments to other projects; how will the company manage resources to ensure timely performance of activities.
 - f. Proof of relevant contracts, appreciation letters and reference in the past 5 years.
2. Organizational Chart: Submit an organizational chart demonstrating the basic structure of the company and the integration of any major provider, sub-organization, and/or sub-contractor(s).

3. **Key Personnel CV's:** Based on the type of Activities described in Section 1.2, provide one CV each for the committed Key Persons such as Project Manager, Engineers and Superintendent. The CVs for the Engineers shall indicate he/she is licensed to perform such design services within the relevant jurisdiction. These three roles are considered "key personnel" and substantially contribute to the evaluation of the company the Contract will require that the key personnel be committed to the project and shall not be replaced or substituted without pre-authorization by Mercy Corps. Failure to comply with this term may preclude the company from bidding on Task Orders.

Project Manager must have 10-15 years of experience in large scale construction and infrastructure projects. Project Manager having a PMP/Prince 2 or equivalent certification is preferred. Other Engineers must not have less than 5 years of experience of their related discipline. As much as possible, provide more information about capacity and experience of the Key Persons, including the \$\$ value of the projects they might have managed in the past in a certain period of time (provide details)

Proof of Education of Engineers is required in the form of Engineer ID from Republic of Iraq/ engineer union and/or certificate of engineer graduate required along with C.V.

3.5.3 Management:

- A. **Schedule:** briefly describe the management approach for coordinating and prioritizing assessment, design, procurement, installation, and quality management.
- B. **Equipment List:** provide a list of brands that your company typically installs. Also provide list of equipment and Machinery that you usually employ/rent for your projects
- C. **Construction Quality Management (CQM)/Organizational Quality Control Plan** describe the Applicant's commitment and specific plan for ensuring quality control. Provide the name and qualifications of the individual responsible for ensuring quality control.
- D. **Health Safety and Environment Plan:** describes the Applicant's HSE compliance documents (HSE Plan / pictures of pervious work with HSE, and/or HSE training certificate, etc.). This section presents safety tapes and heavy duty mesh fence to prevent people from entering the work area, falling hazards for scaffoldings, trip hazards for all execration works, electrical hazards and personal protective equipment (PPE).

3.5.4 Forms

Complete and submit the documents/proof, as required in section 5

4. Evaluation Criteria

4.1 Confidentiality

Information relating to the Applications, their evaluation and result shall not be disclosed to Applicants or any other persons not officially concerned with the pre-qualification process until the PASS/FAIL notification of pre-qualification results is made to all Applicants.

4.2 Evaluation of applications

Mercy Corps will use criteria and requirements defined in the table below. Mercy Corps reserves the right to waive minor deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant.

The Statement of Qualification (SOQ) shall comply with the criteria established in this RFQ. Each component of the SOQ, as described in Section 3.0, will be evaluated to determine if it meets the minimum criteria. SOQ components which do not comply with the requirements of the RFQ, such as but not limited to, minimum qualifications, page limits, and content may be disqualified. An Applicant must receive a passing rating on all criteria.

No	Requirement	Minimum Criteria	Rating
1	Eligible company	The applicant is eligible as outlined in section 3.1	Pass/Fail
2	Legal license and registration to perform required work	For proposed company and associated staff; have regionally required license/certification to conduct such work in the project location	Pass/Fail
3	Project Team Qualifications and Experience	<u>All information required under sections 3.5.1, 3.5.2, and 3.5.3</u> will be evaluated and assigned a score. A minimum score of 60 % will be required to pass for this criteria (criteria is given in the forthcoming page)	Pass/Fail
4	Company Project Experience	All information required in Form 2 and in the criteria as mentioned on page 9 will be evaluated and a minimum score of 60% will be required to pass this criteria. (detailed criteria is given in the forthcoming page# 9)	Pass/Fail

Financial Capability: Mercy Corps may ask for demonstrated financial capacity to secure performance bonds or performance guarantees for contract amounts

Company Experience

Evaluation Criteria	Weight
Projects successfully completed of a similar purpose, nature, size and complexity including client references for each project listed on Form 2	40

Firm background including years in operation experience, direct relation to a manufacturer, authorized agent or joint ventures etc.	10
Prior experience in Construction, Infrastructure and WASH services	15
Machinery and Equipment lists	10
Construction Quality Management (CQM)/Organizational Quality Control Plan	15
Health Safety and Environment Plan	10
Total	100

Project Team Experience

Evaluation Criteria	Weight
Individual team members skills and experience related to WASH services, Construction and infrastructure projects	60
Team experience with two or more projects > \$500,000	20
Organization structure and reporting lines	10
Project experience with UN agencies or NGOs and management of multiple simultaneous projects.	10
Total	100

(PREQUALIFICATION REQUIREMENTS)

All applicants **must** submit the following:

1. Executive Summary - described on pg. 6
2. Company Legal Registration – as described on pg. 4 and 5
3. Recognized Bank Account in company name – as described on pg. 5
4. Company Background and Performance - described on pg. 6
5. Organizational Chart - described on pg. 7
6. Key Personnel CVs - described on pg. 7
7. Schedule - described on pg. 7
8. Equipment List - described on pg. 7
9. Construction Quality Management CQM - described on pg. 7
10. HSE Plan – described on pg. 7
11. Form 1 - Applicant information form (pgs. 11-15)
12. Form 2 - Project Experience (pgs. 16-17)

5. Forms

Form 1

Applicant Information Form

The information provided will be used to evaluate the Company for Eligibility to contract with Mercy Corps.

Please complete all fields.

Applicant Information

Company Name	
Any other names company is operating under (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 Locations	
Avg. Value of Equipment and Materials on Hand (USD)	
Government owned (yes/no) -	
Name(s) of Board of Directors if any	
Name(s) of Company Owner(s)	
Parent companies, if any	
Subsidiary or affiliate companies, if any	

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>

Applicant Self-Certification of Eligibility

Company certifies that:

It, its affiliates and subsidiaries, owners, officers, directors and key employees (to the best of its knowledge) are not the subject of any government's sanctions, designations, donor rules or prohibitions, or laws prohibiting transactions with it/them. It is not the subject of any donor government investigation into its misconduct with any other recipient of that donors funding.

1. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in any form of terrorism or attacks on civilians and do not provide any form of material support or financial resources for individuals or organizations that do engage in any form of terrorism or deliberate attacks on civilians.
2. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in weapons or drugs manufacture, transport, sale or distribution.
3. It is not in default on any material credit agreement, bankrupt or being wound up, are having its affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
4. It is has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.
5. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.
6. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.
7. It pays social security obligations as required in the countries where it operates.
8. It, its owners, officers and directors have not been convicted of an offense concerning its professional conduct and has not engaged in grave professional misconduct.
9. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not been the subject of criminal investigation or judgement for fraud, corruption, human trafficking, spying, weapons transport or smuggling, sexual exploitation or abuse, involvement in a criminal organization or any other criminal activity.
10. It treats its employees with dignity and respect and maintains social operating standards, including: working conditions and social rights: avoidance of child labor, bondage, forced labor, human trafficking or exploitation; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and Mercy Corps beneficiaries.
11. To the best of its knowledge, no Mercy Corps employee, officer, consultant or other party related to Mercy Corps has a financial interest in the Company's business activities, nor is any Mercy Corps employee related to any owner, officer, director or employee of the company, and, if so, it will ensure that the relationship is disclosed to Mercy Corps and will not use for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company's prequalified status and disqualification of Company from participation in future Mercy Corps procurement.
12. It understands that attempting to or agreeing to provide anything of value to any Mercy Corps employee, agent or representative for the purpose of encouraging that person to award Company a contract or take or not take any action related to any contract will result in

immediate termination of any agreement. Company certifies that it does not engage in such conduct.

13. It understands that Mercy Corps seeks fair and open competition and the fairest price available and that any attempt by company to subvert fair and open competition, including working with other bidders to fix prices, working to exclude competition, seeking confidential information from Mercy Corps or other bidders, using multiple related or controlled companies to give the appearance of competition, or any similar activity, will result in termination of any agreement. Company certifies that it does not engage in such conduct.
14. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.
15. It is not conducting business under other names or aliases that have not been declared to Mercy Corps.

If the Company cannot certify to any of the above, it should explain why not. Mercy Corps may take the individual circumstances into account for some situations. However, any false certification could be grounds for immediate disqualification and termination of any future agreement.

By signing the Applicant Information Form, you certify that your Company is eligible to supply goods and services to major donor funded organizations and that all of the above statements are accurate and factual.

Company Name: _____

Name of Representative:

Title:

Signature:

Date:

Form 2

Company Project Experience

Period	Contract Identification- Project
[month/year - month/year]	<p>Provide Project data and contacts for 4 or more projects</p> <p>Contract name: [insert full name]</p> <p>Brief Description of the works performed by the Applicant:</p> <p>[Describe works performed briefly including location, type and size of facilities installed, grid intertied? source of equipment/materials (import or from in country),]</p> <p>Amount of contract: [insert amount in USD currency]</p> <p>Name of Organization: [indicate full name]</p> <p>[Beginning and ending date of project]</p> <p>Address: [indicate street/number/town or city/country]</p>
[month/year - month/year]	<p>Contract name: [insert full name]</p> <p>Brief Description of the Works performed by the Applicant: [describe works performed briefly including location, type and size of facilities installed, grid intertied? source of equipment/materials (import or from in country)]</p> <p>Amount of contract: [insert amount in USD currency]</p> <p>Name of Organization: [indicate full name]</p> <p>[Beginning and ending date of project]</p> <p>Address: [indicate street/number/town or city/country]</p>

<p>[month/year month/year]</p>	<p>- Contract name: [insert full name]</p> <p>Brief Description of the Works performed by the Applicant: [describe works performed briefly including location, type and size of facilities installed, grid intertied? source of equipment/materials (import or from in country)]</p> <p>Amount of contract: [insert amount in USD currency]</p> <p>Name of Organization: [indicate full name]</p> <p>[Beginning and ending date of project]</p> <p>Address: [indicate street/number/town or city/country]</p>
<p>[month/year month/year]</p>	<p>- Contract name: [insert full name]</p> <p>Brief Description of the Works performed by the Applicant: [describe works performed briefly] including location, type and size of facilities installed, grid intertied, source of equipment/materials (import or from in country),</p> <p>Amount of contract: [insert amount in USD currency,</p> <p>Name of Organization: [indicate full name]</p> <p>Beginning and ending date of project</p> <p>Address: [indicate street/number/town or city/country]</p>