

1. Invitation to Tender

Tender Name: SUPPLY AND INSTALLATION OF A SOLAR SYSTEM AT MERCY CORPS MARALAL OFFICE		Tender No: MCK/NBO/007/2020
Location: (MARALAL, KENYA)		Correspondence Language(s): ENGLISH
<p>Brief Summary Description of Project:</p> <p>Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Now and for the future.</p> <p>The Mercy Corps office in Maralal, Kenya currently receives around 8 hours of power/day with unpredictable outages from the electricity grid that commonly last for 48 hours. To reduce the impact of power grid failure, Mercy Corps would like to hire a solar designer and installer to install a photovoltaic solar and battery storage system for the buildings. In addition to this the office will require 8 standalone solar exterior flood lights. An installed solar PV system will need to allow access to electricity from the grid, protect the buildings from unsafe electrical activity, and provide reliable power when the grid is unavailable.</p> <p>The design-build contractor will be responsible for a full design based on a site assessment, sourcing, delivery and transport of all materials, proper installation of all equipment included in the design, and following all applicable code and permitting regulations. The designer/installer will also be responsible for providing a handover report, including an operations and maintenance plan, training (assessment of energy needs at any given time, installation, basic maintenance, use of platform for remote monitoring), and full documentation for all installed equipment. The designer/installer will install remote monitoring devices and will open-up the platform to Mercy Corps for the specific site(s), collecting, analyzing and sharing periodic reports on performance, economic and CO2 savings. The contractor will also be responsible to propose a service level agreement that will guarantee different tiers of troubleshooting responsiveness according to different types of tickets. The contractor must ensure presence (direct or through a recognized partner with whom the contractor will hold the relationship) in the country of operation. In any circumstance, the contractor will be the only entity with whom Mercy Corps will hold relationships.</p>		

Tender Package Available from: 15th October, 2020	Tender Package Pickup Location: https://www.mercycorps.org/tenders
Deadline for Offer Submission: 4th November , 2020 at 5.00 PM EAT.	Submit Offers to: Electronic submissions; tenders@mercycorps.org

Mercy Corps reserves the right to accept or reject any late offers

Questions and Answers (Q&A)
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RFP- SOLAR SYSTEM INSTALLATION



If any, Submit Questions in writing to: [Email address; ke-pr@mercy Corps.org](mailto:ke-pr@mercy Corps.org)

Last Day for Questions;

27th October, 2020 at 5.00 PM EAT.

No more questions will be accepted after this date.

Last Day for Questions;

29th October, 2020 at 5.00 PM EAT.

No more questions will be accepted after this date.

Questions will be answered through: [All questions received will be consolidated and responses uploaded on the website https://www.mercy Corps.org/tenders](https://www.mercy Corps.org/tenders) alongside the tender documents by Friday, 29th October, 2020

Documentation Checklist

These documents are contained within this tender package:

- ✓ Invitation to Tender
- ✓ General Conditions for Tender
- ✓ Criteria and Submittals
- ✓ Price Offer Sheet
- ✓ Supplier Information Form
- ✓ Scope of Work
- ✓ Sample Contract
- ✓ Site overview

2. General Conditions for Tender

Mercy Corps invites proposals for the works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 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.
- The sharing or obtaining of confidential information
Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps' price estimates, competing offerors or competing offers, etc. Any information provided to one offeror must be provided to all other offerors.
- Collusion between/among offerors
Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting proposals 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:

<http://mercycorps.org/integrityhotline>

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.

2.2 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its

omission in an exception sheet.

- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for the period of [180 days] from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
- This Tender does not obligate Mercy Corps to execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of proposals. Furthermore, Mercy Corps reserves the right to reject any and all proposals, if such action is considered to be in the best interest of Mercy Corps.

2.3 Supplier Eligibility

Suppliers 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 misinterpretation in supplying information
- Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti Corruption Statement
- Supplier (or supplier'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.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

2.4 Response Documents

Offerors can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

2.6 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, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

3. Criteria & Submittals

3.1 Contract Terms

Mercy Corps intends to issue a **Fixed Price** contract to one company or organization. The successful offeror shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in [Section 6](#) herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in [Section 6](#).

3.2 Specific Eligibility Criteria

Eligibility criteria must be met and the corresponding supporting documents listed below under “Tender Submittals” must be submitted with offers. Offerors who do not submit these documents may be disqualified from any further technical or financial evaluation.

Eligibility Criteria:

1. The offeror must be legally registered
2. The offeror must be in good standing with its governing tax authority
3. Copies of tax registration plus a copy of tax clearance required
4. Valid trading license for the current financial year.
5. Price List (discounted prices are preferred) fill in price offer sheet. Attach a breakdown of the costs.
6. Payment Terms (credit facility- longer term credit is preferred)
7. The company must be regularly engaged in providing solar photovoltaic design and installation services
8. Company profile and available services. A detailed narrative report describing the company history, ownership structure, capacity and past performance. Physical addresses and photographs of office buildings and facilities should also be attached.
9. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing. Max 2-page CV for each mentioned staff member - key information should include number of years worked for the firm/entity and degree of responsibility held in various assignments during the last three years
10. Availability of stock and clear delivery schedule from order date.
11. Experience in handling similar projects- supply and installation of solar systems in East Africa. Good track-record with previous clients (3 corporate/humanitarian clients include official contact. State details of the work done/ service provided - see evaluation criteria for details).
12. Complimentary services – (After sale services with clear service plan for the system)
13. Proof of financial capacity to pre- finance the project. Copy of recent bank statement within the last 6 months will be required.
14. Proof of possession of adequate facilities, equipment for installation.

3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.

3.3.1 Documents supporting the Eligibility Criteria:

- Company registration certificate.
- Latest tax registration certificate

- Valid trading license
- A copy of License from the Energy and Petroleum Regulatory Authority (EPRA) for Class C1 for Solar PV installation
- A Copy of certificate from National Construction Authority for at least NCA 6 and above for Solar PV installations

3.3.2 Documents to conduct the Technical Evaluation and additional Due Diligence:

- Company Profile, 2 page max
- References from 3 previous work projects (including contact information)
- List of successful similar projects within the past 5 years preferably with NGOs with the exception of Mercy Corps
- Example design drawings, reports, training and O&M procedures from one previous similar project
- Design narrative and single-line drawings
- Detailed Product Specifications. **Product performance sheets for the proposed supplies must be attached.**
- Key Personnel CVs
- Proof of Standards Quality control pass - ISO Certificates for all the equipment to be supplied with the system.
- Proof of dealership / agency relationship with manufacturer.
- Warranty statement from the supplier indicating warranty and guarantee period for each equipment including maintenance support to meet the warranty and guarantee terms and conditions.
- Service level agreement offer
- Training plan
- Work Plan including staffing, coordination meetings and schedule including startup, commissioning and handover

3.3.3. Price Offer :

The Price offer is used to determine which offer represents the best value and serves as a basis of negotiation before award of a contract. As a Fixed-Price contract, the price of the contract to be awarded will be an all-inclusive fixed price basis. No profit, fees, taxes, or additional costs can be added after contract signing. Offerors must show unit prices, quantities, and total price, as displayed in the Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.

Contractor's total submitted price shall include all costs necessary to provide a complete and operational system.

Offerors must include VAT, customs duties and any applicable taxes in their offer

3.4 Currency

Offers should be submitted in: Ksh.

Payments will be made in: Ksh.

3.5 Tender Evaluation (Trade-Off Selection Method)

Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

3.5.1 Scoring Evaluation

Trade-Off Method

Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). Offeror's proposals should consist of all required technical submittals so a Mercy Corps committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.

Award criteria shall be based on the proposal's overall **"value for money"** (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criteria has been assigned a weighting prior to the release of this tender based on its importance to Mercy Corps in this process.

Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence in [section 3.5.2](#).

When performing the Scoring Evaluation, the Mercy Corps tender committee will assign points for each criteria based on the following scale:

Point	Rationale
0	Not acceptable; has not met any part of the specified criteria
1-4	Has met only some minimum requirements and may not be acceptable
5	Acceptable
6-9	Acceptable; has met all requirements and exceeds some
10	Acceptable; has exceeded all requirements

Evaluation Criteria	Weight (%)	Possible Points (1 to 10)	Weighted Score
	(A)	(B)	(A*B)
Quality of the maintenance plan proposed: <ul style="list-style-type: none"> Monthly monitoring reports on system's performance (remote) during warranty period, six-month visits to site to inspect equipment for the warranty period, level of detail in schedule for parts replacement 	5%	10	0.5
Service Level Agreement <ul style="list-style-type: none"> Definition of issues that will be troubleshooted with a tiered-SLA (e.g. 24h, 48h 72h, 1 week) 	5%	10	0.5
Warranties and guarantees proposed	10%	10	1
Product/Service/Work Technical Specifications per section 3.3.2 and 5.2 (SOW)	15%	10	1.5
Delivery Time/Project Schedule (maximum 2 months)	5%	10	0.5
Installers experience as evidenced by references from three clients from the past 3 years. <u>One must be a current client.</u> Include INGO's if any. <ul style="list-style-type: none"> Part A: Three similar projects for similar sized offices across East Africa, examples to include 1) Brief SOW 2) Overview of system installed 3) Contractual and actual duration of the project 4) Reference from customer on clients letterhead and duly signed. Part B: Previous demonstrable experience in providing remote monitoring systems that analyse data that organisations/INGOs can use. Evidenced by one project example that shows the dashboard alongside a list of the type of data stored and analysed Part A: 10%, Part B: 10% (Total 20%)	20%	10	2
Qualification and experience of the team that would be assigned to the project: solar design experience, experience in solar training package for INGO staff (assessment of energy needs at any given time, installation, basic maintenance, use of platform for remote monitoring), project experience, etc.	20%	10	2
Local Presence <ul style="list-style-type: none"> Implementation of relatable microgrid work in Kenya 	5%	10	0.5
Price/Cost for A) equipment (inclusive of installation), B) regular maintenance (for the duration of the warranty + option to extend), and C) service level agreement (for the duration of the warranty + option to extend). <p style="text-align: center;">5% each for points, A, B, and C (Total 15%)</p>	15%	10	1.5
TOTAL POSSIBLE SCORE:	100%	90	10

3.5.2 Additional Due Diligence

Upon completion of both the technical and financial evaluations Mercy Corps may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Review of eligibility based on donor's contractor eligibility list
- Analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Other appropriate documented method giving Mercy Corps increased confidence in the supplier's ability to perform
- Interviews with the proposed technical team to inform the decision to award.

4. Offer Form

Offerors must submit their own independent offer including at least (but not limited to):

- All documents requested in the “Eligibility Criteria” section of this Tender Package
- All documents requested in the “Tender Submittals” section of this Tender Package
- All information listed in the “Documents Comprising the Proposal” section below

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

Documents Comprising the Proposal

The following information must be included in the offer of any potential offeror:

- Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
 - A detailed specification of the offered goods, services and/or works (Proposal)
 - Warranty (if necessary and appropriate)
 - Delivery time
 - Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 180 working days)
- A Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided as an attachment in section 7 as well as a separate price offer sheet provided for the Service Level Agreement in section 7.
- Completed and signed Mercy Corps **Supplier Information Form** (template provided in section 7)
- A copy of company legal registration documents including but not limited registration certificate, tax registration certificate, tax clearance certificate; names of directors, trading license.
- All information detailed in 3.3.1 and 3.3.2.

The original proposal shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the proposal shall be initiated by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initiated by the person or persons signing the proposal.

5. Scope of Work/Technical Specifications

5.1 Background and technical specifications

Site location: Maralal, Kenya. 1°05'17.6"N 36°41'25.9"E

The Maralal office is currently served by unreliable grid electricity and it is common for outages to last for 48 hours. Mercy Corps Kenya would like to continue receiving power from the electricity grid, and supplement that electricity with a photovoltaic (PV) solar and battery system that will provide all of the power required when the grid is unable to provide power for both Mercy Corps staff and the community who use the office space. A solar PV and storage system installed to power the Maralal office will need to meet the loads/power the items listed in table A, whilst replacing the existing exterior lighting with 8 standalone solar powered flood lights. In addition, **the system will need to provide 8 hours of autonomy assuming no electrical input from the power grid:** the solar system will be the primary source of power, and the second would be the secondary, with the exterior lights being standalone.

Proposed system must:

- Be designed, constructed and tested by winning bidder
 - Test certificates must be provided
- Consist of a technical solution that is modular in design:
 - Easy to maintain, swappable components
 - Standardised components
 - Pre-configured (and tested) at the factory before shipping
 - Be supplied in a pre-cabled enclosure or an adapted shipping container (Power Control and storage)
- Accept power inputs from solar, grid and genset, and be programmable on priority of each power source
- Have zero power export capability when connected to grid
- Automatically start/stop a compatible genset based on configurable parameters
- Include remote monitoring, control and configuration of key solar components from a distance utilising GSM, 4G or satellite connectivity. Plus the capability to store energy data locally as well.
- Be able to manage unbalanced loads on a 3 phase system
- Have preferred configuration of both Solar (inverters, charge controllers, BMS) and protection equipment (circuit breakers, lightning protection etc) are from same manufacturer to ensure compatibility and avoid potential installation, maintenance and monitoring conflicts
- The roof mounting structure should be made of Aluminum or Stainless Steel. Distribution boards should be IP 65 rated or above and as approved by the procurement entity.
- PV modules shall be guaranteed for a minimum of 25 years from the date of commissioning and handing over to Mercy Corps

Storage batteries must:

- Be multiples of 48V DC direct, ie no need to connect in series lower voltages to achieve 48V DC battery bank
- Be easy to recycle at end of life and not contain lead
- Not be flammable, and not dangerous if pierced or punctured
- Not self-discharge (battery ageing) during storage and be inert when stored
- Last a minimum of 3000 cycles at 80% DoD
- Be able to operate at temperatures of between -40 to +60oC with no de-rating and no artificial cooling needed
- Have built in protection against:
 - Over discharge
 - Over/Under voltage
 - Charge/Discharge over current
- Manufactured in Europe or United States

- Compliant to the following norms:
 - 2004/108/CE Directive
 - 2006/95/CE Directive
- Conformity evaluated based on the following norms:
 -
 - EN 61000-6-4:2007EN 61000-6-2:2005
 - UL1973
 - UL9540A
- Manufacturer must be ISO 9001 certified
- Inverters, charge controllers, BMS must be compatible with supplied storage batteries
 - Test results to be provided
- Solar panels must be compatible with and been tested with solar equipment and storage batteries
 - Test results to be provided

All fittings and accessories not mentioned specifically in the specification/ tender but are required for the installation and commissioning of the system shall be deemed to be included in the specification and shall be supplied by the Contractor without any extra charge. Mercy Corps conducted a Site Survey to identify basic design requirements and parameters. This survey is included as Attachment 3. ALL PROPOSERS SHALL DEVELOP THEIR OWN DETAILED DESIGN AND EQUIPMENT SELECTION INDEPENDENTLY. Table A below is an excerpt from the survey that presents a load analysis for the office.

Table A – Maralal office appliances requiring power from the Solar PV System

Appliances	Quantity	Power	Hours of usage per day
Computers	40	65W each	3 charging hours
Printers	4	345W each	8
Network equipment	4	90W each	24
Refrigerators	2	220W each	24
Microwaves	2	1700W each	3.5 (40 people * 5 mins each/day)
Mobile phone devices	40	5W each	4
Interior lights	40	50W each	8
Water pumps	2	370W each	2

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Water Dispenser	2	1300W each	8
Ceiling Fan	10	70W each	6
Exterior standalone flood lights*	8	100W each	12

As not all equipment is used simultaneously, the usage is between 3kwh minimum and 10KWh maximum. Based on the usage in the other offices, the maximum usage per day should be less than 20KWh (i.e 12-16 300W solar panels, 12-16 200Ah batteries, 5KVA hybrid inverter).

5.2 Scope of Work

A design-build contractor will be required to provide a preliminary design report containing a proposed design including plans, detailed design system drawings, equipment sizing and features, operations/controls/monitoring, code compliance, design assumptions, schedule. After approval of the preliminary designs by Mercy Corps Kenya, the design builder will create a final design including final plans, specifications, details, and wiring diagrams. The design-build contractor will be responsible for a full design based on a site assessment, sourcing all materials, proper installation and transport of all equipment included in the design, and following all applicable code and permitting regulations. Upon approval of the final design by Mercy Corps Kenya, the installer will construct the solar PV energy system, perform necessary testing, provide proof of proper system operation, provide a handover report, including an operations and maintenance plan and provide training to Mercy Corps staff. In addition to this the designer/installer will install remote monitoring devices and will open-up the platform to Mercy Corps for the specific site(s), collecting, analyzing and sharing periodic reports on performance, economic and CO2 savings. The contractor will also be responsible to propose a service level agreement that will guarantee different tiers of troubleshooting responsiveness according to different types of tickets. The contractor must ensure presence (direct or through a recognized partner with whom the contractor will hold the relationship) in the country of operation. In any circumstance, the contractor will be the only entity with whom Mercy Corps will hold relationships.

Task 1: Project Management – this task includes all activities necessary for project communication, budget management, scheduling, staff management, and invoicing.

Deliverables: Memorandums, budget summaries, schedules, invoices as required

Task 2: Preliminary Design – create a preliminary design report based on a site visit describing the design approach, topics to include:

- Finalize electrical loads
- Determine system configuration e.g. grid electricity, batteries, net-metering
- Integration with any existing electrical system through a hybrid inverter so that the grid can function as backup
- Identify required battery storage
- Determine monitoring requirements and available telemetry options e.g. cellular, wifi, other?
- Determine if system switch-over is manual or automatic?
- Plans, details, and layouts
- Equipment sizing and features
- Operations/controls/monitoring
- Code compliance –EN, ISO, IEC, UL, CAN/CSA
- Design assumptions
- Schedule
- Detailed system design drawing

Deliverables: Draft and Final Preliminary Design Report (including detailed design system drawing for whole unit)

Task 3: Final Design – upon approval of the final preliminary design report by Mercy Corps create a final design package, which will include:

- Final plans, specifications, and details
- Wiring diagrams
- Control schematic

Deliverables: Specifications submitted for review, draft, and final documents.

Task 4: Construction – includes but not limited to:

- Site clearing and demolition, materials provision, structural supports, wiring and cabling, equipment installation, grounding and bonding, standalone solar lights, supply and install approved monitoring and data logging equipment for the installed system
-

Deliverables: As-built construction photos

Task 5: Project Closeout – includes but not limited to:

- Startup and testing – contractor initialization of the system
- Commissioning –proof of extended successful operation of the system, minimum of one week
- Training package for identified Mercy Corps staff (to include but not limited to) :
 - Assessment of energy needs at any given time
 - Installation
 - Basic maintenance
 - Use of platform for remote monitoring
- System handover –transfer of asset to Mercy Corps Kenya following submission of approved final payment, receipt of as-built drawings/photos, and Operations & Maintenance manuals

Deliverables: Test reports, train staff on the maintenance and operation of the Solar Power Project

and provide training documentation, as-builts,full documentation for all installed equipment, O&M manuals (3 hard copies required and one online version), reports from monitoring system for 2 year period

1. Submit all performance and product warranties and guarantees including maintenance support to meet the warranty and guarantee terms and conditions.
2. Submit comprehensive insurance, storage and in – transit transportation all the necessary insurance documents for the systems.
3. Supply and install components with inscriptions of manufacturers name and address, products codes and serial numbers and place of origin
4. Summit all operation manuals and guidelines
5. Provide a comprehensive system test performance report.
6. Provide a maintenance schedule for the service period

6. Sample Contract

This is the anticipated contract. However, if required, additional terms and conditions may be added by Mercy Corps in the final contract.

SERVICE CONTRACT

Contract No. _____

THIS SERVICE CONTRACT entered into as of _____ by and between MERCY CORPS, a State of Washington, U.S.A. nonprofit corporation having its principal office in Portland, Oregon, U.S.A. (“Mercy Corps”) and _____ (“Contractor”) is as follows:

- 1. Defined Terms.** Each of the following terms has the meaning given to such term on Schedule I attached hereto: Authorized Representative, Payment Terms, Services and SOW. “Contract” means this Service Contract as amended, modified or supplemented from time to time taken together with its Schedules. Additional terms may be defined throughout this Contract.
- 2. Delivery of Services.**
 - a. Contractor will perform the Services, and Mercy Corps will pay for the Services, in accordance with the terms and conditions and within the Performance Period set forth in this Contract and the Statement of Services.
 - b. Contractor will perform all Services through the services of Contractor’s employees. Contractor will not delegate or subcontract any Services to be provided to Mercy Corps without Mercy Corps’ prior written consent. Contractor agrees that including the specific individuals named (if any) as Key Personnel in Schedule I is a material part of the bargain. Contractor will not change the Key Personnel without prior notice and an amendment to this Contract specifying the change. Mercy Corps may withhold its consent to substitute personnel using its sole discretion.
- 3. Compliance with SOW and Changes to the SOW.** Services will be provided strictly in accordance with the SOW. No deviation, substitution or change is permitted without Mercy Corps’ prior written consent; provided that Mercy Corps may terminate, suspend, increase or decrease the scope of Contractor's performance under the SOW by written notice to Contractor specifying the changes. Unless mutually agreed, change to the SOW by Mercy Corps does not apply to change Services timely and fully delivered and performed before the date of the change. If any change causes an increase or decrease in the cost of, or the time required for, Contractor's performance, an equitable adjustment may be made in the SOW or Payment Terms or both, if such adjustment is set forth in an amendment signed by Mercy Corps’ and Contractor’s Authorized Representative.
- 4. Invoicing and Payment.**
 - a. Contractor will submit invoices to Mercy Corps in accordance with the invoicing schedule and invoicing delivery terms set forth in the Statement of Services (Schedule I). Final invoices must be submitted within 60 days of the end date of the Contract. Contractor recognizes that in many cases Mercy Corps’ donor will not reimburse Mercy Corps for invoices submitted beyond 60 days after the termination of a contract and therefore Mercy Corps will have no obligation to pay any portion of invoices received more than 60 days after the end date of the Contract. Each invoice will include (i) the Contract Number; (ii) Contractor’s name and address; (iii) a description of the Services performed, (iv) the dates such Services were performed, (v) a pricing calculation based on the payment terms, (vi) properly reimbursable expenses (if any) incurred along with receipts for such expenses (if applicable)

for all individual expenses exceeding \$25 USD, and (vii) such other information as Mercy Corps may reasonably request. Invoices will only be deemed received on the date they are delivered to the Authorized Representative pursuant to the Payment Terms (see Schedule I). If Mercy Corps determines that Services that are the subject of an invoice have not been performed in accordance with the Statement of Services, Mercy Corps may dispute the invoice by sending Contractor notice of such dispute after Mercy Corps' receipt of the invoice. Such notice shall clearly state the specific Services disputed, and Mercy Corps' reason for disputing the performance of the Services. If both parties accept the dispute of the invoice, they shall agree in writing as to the steps required of Contractor to ensure that the performance of the disputed Services is subsequently completed in accordance with the Additional Terms, and the time required of Contractor to complete the Services.

- b. Except as otherwise provided in the Statement of Services, Mercy Corps will pay each invoice (or adjusted invoice if the subject of dispute) in accordance with the Payment Terms within 30 days after the later of (i) receipt of the invoice or (ii) resolution of the items set forth in the notice of disputed charges.
- c. Mercy Corps may off-set any amount it owes Contractor against any amount Contractor owes Mercy Corps.

5. Taxes, Duties and Expenses.

- a. Except as otherwise provided in the Statement of Services, Contractor is responsible for all expenses incurred by it in performing under this Contract and all taxes, duties and other governmental charges with respect to the provision of Services. If the law requires Mercy Corps to withhold taxes from payments to Contractor, Mercy Corps may withhold those taxes and pay them to the appropriate taxing authority. Mercy Corps will deliver to Contractor an official notice for such taxes. Mercy Corps will use reasonable efforts to minimize any taxes withheld to the extent allowed by law.
- b. In the event Statement of Services does allow for reimbursement of Contractor expenses, such expenses must be reasonable and included in the scope of allowable expenses stated in Schedule I and fully documented with receipts and any other documentation reasonably necessary for Mercy Corps to determine the costs were reasonable and properly incurred.

6. Representations, Warranties and Additional Covenants. Contractor represents and warrants to Mercy Corps and covenants with Mercy Corps as follows.

- a. Contractor has full rights and authority to enter into and perform its obligations under this Contract. Contractor's performance will not violate any agreement or obligation between Contractor and any third party.
- b. Contractor has the requisite skills to perform the Services in accordance with the SOW.
- c. Contractor possesses all governmental and other certifications and licenses necessary to perform the Services. Performance by Contractor of its obligations under this Contract will not infringe on any patent, copyright, trademark, trade secret or other proprietary right of any third party.
- d. Contractor will comply with all applicable law, regulations and rules in the performance of its obligations under this Contract.
- e. Contractor has not, and will not, engage in transactions with, or provide resources or support to, individuals and organizations associated with terrorism, including those individuals or entities that appear on the Specially Designated Nationals and Blocked Persons List maintained by the U.S. Treasury (<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>) or the United Nations Security designation list (http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).

- f. Contractor will comply with and train its employees in all applicable laws against bribery, corruption, inaccurate books and records, inadequate internal controls and money-laundering, including the U.S. Foreign Corrupt Practices Act and the UK Bribery Act. Contractor has not and will not offer or give any employee, agent, or representative of Mercy Corps anything of value to secure any business from Mercy Corps or influence such person to alter the terms, conditions, or performance of any contract with or purchase order from Mercy Corps, including but not limited to this Contract.
- g. Contractor, including its owners or employees, does not own, directly or indirectly, any other company that was competing for award of this Contract. Contractor did not seek or obtain confidential information related to the award of this Contract from any Mercy Corps employee, agent or representative. Contractor did not collude or conspire with any other individual or entity to limit competition for the award of this Contract, to set prices being offered or in any other way to interfere with free and open competition.
- h. Contractor is not owned in whole or in part, directly or indirectly, by any immediate or extended family member of any Mercy Corps employee, agent or representative, or, if so owned, Contractor fully disclosed such relationship and any potential conflict of interest has been waived, in writing, by Mercy Corps.
- i. Contractor has not engaged in, and will not engage in, any of the following conduct: (A) trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime); (B) procuring a commercial sex act; or (C) using forced labor.
- j. Contractor is not the subject of any governmental or donor investigation and has not been debarred or suspended by any government, governmental agency or donor.

7. Independent Contractor. The parties intend to be independent Contractors. Contractor will be solely responsible for and have control over the means, methods, techniques, personnel and procedures for performing the Services. Neither party will be deemed an agent or partner of the other party.

8. Work Product and Intellectual Property Rights.

- a. “Work Product” means any and all (1) intellectual property, intellectual property rights, materials, tangible personal property and other work product that Contractor creates (or has created), alone or jointly with one or more other persons, (a) that relates to any SOW under this Contract, (b) that results from or arises out of any services performed by Contractor for Mercy Corps, (c) for which Contractor used equipment, supplies, facilities or trade secret information of Mercy Corps in creating such work product, or (d) that is derived or otherwise created from any intellectual property, intellectual property rights, materials, tangible personal property, or other assets of Mercy Corps; and (2) materials that contain, embody, disclose, reflect, or refer to any of the foregoing.
- b. Mercy Corps will be the sole owner of all Work Product. To the extent allowed by applicable law, all Work Product that consists of subject matter of U.S. or any other country’s copyright laws will constitute “works made for hire” under applicable copyright laws. Contractor will not provide Work Product to any person other than employees or agents of Mercy Corps. Contractor will hold all Work Product in trust for Mercy Corps. All Work Product will be deemed to be Confidential Information of Mercy Corps and subject to the provisions of Section 9.
- c. Contractor will promptly disclose in writing to Mercy Corps all Work Product that Contractor creates, alone or jointly with others, in the performance of its obligations under this Contract.
- d. Contractor hereby irrevocably assigns and transfers to Mercy Corps (i) all rights, title and interest in all Work Product, (ii) all related rights and remedies, and (iii) all claims (for damages or otherwise) and causes of action with respect to any Work Product.

e. Contractor hereby irrevocably waives and agrees never to assert any Moral Rights that may exist anywhere in the world in or with respect to any Work Product, including claims for damages and other remedies. “Moral Rights” means any and all right to claim authorship to or to object to any distortion, mutilation or other modification or other derogatory action in relation to a work, whether or not such action would be prejudicial to the author’s reputation, and any similar right, existing under common or statutory law of any country in the world or under any treaty, regardless of whether or not such right is denominated or generally referred to as a “moral right”.

9. Confidentiality. Contractor will maintain, and cause each of its employees and others it involves in performing its obligations under this Contract to maintain, the confidentiality of: (i) any information Mercy Corps provides to Contractor that Mercy Corps identifies as confidential; (ii) the terms and conditions of this Contract; and (iii) nonpublic information regarding Mercy Corps’ policies and practices. Upon Mercy Corps’ request, Contractor will return to Mercy Corps all confidential information provided by Mercy Corps to Contractor.

10. Indemnification. Contractor will indemnify Mercy Corps and each of its officers, directors, employees, representatives and agents (each, an “Indemnitee”), and hold them harmless from, any and all losses, claims, damages, liabilities, any government or donor investigations, fines or penalties and related expenses (including incidental and consequential damages and reasonable attorneys’ fees, whether incurred at the investigative, trial or appellate level or otherwise) incurred by any Indemnitee or asserted against any Indemnitee by any third party or by Contractor arising out of, in connection with, or as a result of this Contract, any failure by Contractor to fully perform its obligations under this Contract or any breach by Contractor of any of its representations and warranties under this Contract, provided that such indemnity will not, as to any Indemnitee, be available to the extent that such losses, claims, damages, liabilities or related expenses resulted from the gross negligence or willful misconduct of such Indemnitee.

11. Termination. This Contract may be terminated under the following circumstances:

- a. by both Parties on mutual written agreement of the Parties;
- b. by either Party for its convenience with written notice and after the Termination Notice Period specified in Schedule I has expired;
- c. by Mercy Corps immediately upon written notice in the event Mercy Corps’ donor(s) terminates or withdraws funding that Mercy Corps would use to pay Contractor under this Contract;
- d. by either Party due to the non-terminating Party’s breach of this Contract and failure to correct such breach within 15 days prior notice of such breach;
- e. be either Party upon written notice if a force majeure event, including any not reasonably foreseeable war, insurrection, change in law or government action or inaction, strike, natural disaster or similar event, prevents the terminating Party from being able to fulfill its obligations under this Contract; or
- f. by Mercy Corps immediately upon written notice if Mercy Corps using its sole discretion determines that Contractor has or will breach any of its warranties, covenants or representations in this Contract, in which case Mercy Corps may withhold any and all amounts owed to Contractor until such breach is remedied.

In the event of termination due to Contractor’s breach of this Contract or by Contractor for Contractor’s convenience, Mercy Corps will not be obligated to pay Contractor for any partially completed work. In the event termination is due to Mercy Corps’ breach of this Contract, by Mercy Corps for Mercy Corps’ convenience, due to force majeure event, or due to loss of funding, Mercy Corps will be obligated to pay Contractor for its reasonable, pro-rated costs of work completed and expenses properly incurred prior to termination. However, Mercy Corps will not be responsible for any expenses incurred in anticipation of termination or suspension.

[ALTERNATIVE CLAUSE IF USING LIQUIDATED DAMAGES -DELETE IF NOT APPLICABLE]: [If Mercy Corps determines that Contractor has or will breach any of its warranties, covenants or representations in this Contract, Mercy Corps may terminate this Contract. Contractor's breach of its obligations under this Contract will result in Mercy Corps incurring damages in an amount that will be difficult to establish and leave Mercy Corps without an adequate remedy. Accordingly, the parties agree that the following liquidated damages are reasonable in light of the anticipated harm caused by any such breach: *[insert dollar amount or other formula for determining the amount of damages]*.

12. Dispute Resolution. Any unresolved dispute or claims will be settled by arbitration administered by the International Centre for Dispute Resolution in accordance with its International Arbitration Rules. The number of arbitrators will be one. The place of arbitration will be Portland, Oregon. The language of the arbitration will be English.

13. Access to Books and Records. Mercy Corps, its donors (including, if applicable, USAID, and the Comptroller General of the United States) and any of their respective representatives will have access to any books, documents, papers and records of Contractor that are directly pertinent to this Contract for the purpose of making audits, examinations, excerpts and transcriptions for a period of seven years following the completion of the Contract.

14. Additional Donor Terms and Conditions. The Donor Terms (if any) are incorporated in this Contract by reference and are fully binding on Contractor and Mercy Corps. In the event of a conflict between the Donor Terms and any other provision of this Contract or any other document between Contractor and Mercy Corps, the Donor Terms will prevail.

15. Miscellaneous.

- a. This Contract and the rights and obligations of the parties hereto will be governed by and construed in accordance with the laws of the State of Oregon (exclusive of the United Nations Convention on Contracts for the International Sale of Goods), without regard to the conflict of laws provisions thereof.
- b. No right or obligation under this Contract (including the right to receive monies due) will be assigned without the prior written consent of Mercy Corps. Any assignment without such consent will be void. Mercy Corps may assign its rights under this Contract.
- c. All notices provided for herein will be in writing and will be delivered by hand or overnight courier service, email or fax in accordance with each party's contact information set forth on Schedule I. Notices will be deemed to have been given when received, provided that notices sent by email or fax will be deemed received when sent (except that, if not sent during normal business hours for the recipient, will be deemed received at the opening of business on the next business day for the recipient).
- d. Time is of the essence of each and every obligation of Contractor under this Contract.
- e. If any provision of this Contract is prohibited by or invalid under applicable law, such provision will be ineffective only to the extent of such prohibition or invalidity without invalidating the remainder of such provision or any remaining provisions of this Contract.
- f. Except as otherwise provided above, this Contract may be amended or modified only by a written document signed by both parties. This Contract constitutes the entire contract between the parties relating to the subject matter hereof and supersedes any and all previous Contracts and understandings, oral or written, relating to the subject matter hereof.
- g. No failure on the part of Mercy Corps to exercise, and no delay in exercising, any right, power, privilege or remedy under this Contract will operate as a waiver thereof; nor will any single or partial exercise of any such right, power,

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privilege or remedy preclude any other or further exercise thereof or the exercise of any other right, power, privilege or remedy. The rights and remedies under this Contract are cumulative and not exclusive of any rights, powers, privileges and remedies that may otherwise be available to Mercy Corps.

- h. The warranty, representations, dispute resolution, confidentiality and indemnification provisions of this Contract will survive the termination, cancellation or expiration of this Contract.

IN WITNESS WHEREOF, this Service Contract has been duly executed as of the date first written above.

MERCY CORPS _____

By: _____ By: _____

Name: _____ Name: _____

_____ Title: _____

SCHEDULE I: ADDITIONAL TERMS

Statement of Services – Fixed Price

1. Services and Statement of Work: In accordance with the terms of the Contract, Contractor agrees to perform the following services in the following manner.

- a. **Background:** The Maralal office is currently served by unreliable grid electricity and it is common for outages to last for 48 hours. Mercy Corps Kenya would like to continue receiving power from the electricity grid, and supplement that electricity with a photovoltaic (PV) solar and battery system that will provide all of the power required when the grid is unable to provide power for both Mercy Corps staff and the community who use the office space. A solar PV and storage system installed to power the Maralal office will need to meet the loads/power the items listed in table A, whilst replacing the existing exterior lighting with 8 standalone solar powered floodlights. In addition, the system will need to provide 8 hours of autonomy assuming no electrical input from the power grid.
- b. **Scope of Work:** *A design-build contractor will be required to provide a preliminary design report containing a proposed design including plans, equipment sizing and features, operations/controls/monitoring, code compliance, design assumptions, schedule. After approval of the preliminary designs by Mercy Corps Kenya, the design builder will create a final design including final plans, specifications, details, and wiring diagrams. The design-build contractor will be responsible for a full design based on a site assessment, sourcing all materials, proper installation of all equipment included in the design, and following all applicable code and permitting regulations. Upon approval of the final design by Mercy Corps Kenya, the installer will construct the solar PV energy system, perform necessary testing, provide proof of proper system operation, provide a handover report, including an operations and maintenance plan and provide training to Mercy Corps staff. In addition to this the designer/installer will install remote monitoring devices and will open-up the platform to Mercy Corps*

for the specific site(s), collecting, analyzing and sharing periodic reports on performance, economic and CO2 savings. The contractor will also be responsible to propose a service level agreement that will guarantee different tiers of troubleshooting responsiveness according to different types of tickets. The contractor must ensure presence (direct or through a recognized partner with whom the contractor will hold the relationship) in the country of operation. In any circumstance, the contractor will be the only entity with whom Mercy Corps will hold relationships.

c. Deliverables: The Contractor shall deliver the following deliverables in accordance with the schedule set in Section 2 below:

- Deliverable 1: Memorandums, budget summaries, schedules, invoices as required
- Deliverable 2: **Draft and Final Preliminary Design Report**
- Deliverable 3: Specifications submitted for review, draft, and final documents
- Deliverable 4: As-built construction photos
- Deliverable 5: Test reports, training documentation, as-builts, full documentation for all installed equipment, O&M manuals (3 hard copies required and one online version), reports from monitoring system for 2 year period

The term “Services” means all services, including delivery of all deliverables, described in this clause, which is the scope of work (the “SOW”).

2. Performance Period: The start date of this Contract is XXX and, unless earlier terminated in accordance with Section 11, has an end date of XXX. The individual due dates of each deliverable are as follows:

Deliverable #	Deliverable Description	Deliverable Due Date

3. Pricing: This is a firm and fixed price Contract that includes a ceiling amount of XXX for Services rendered under this Contract. Payments will be made according to the deliverables schedule below:

Deliverable #	Deliverable Description	Deliverable Price	Total Contract Price

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<p>Invoicing and Payment Terms: <i>[Upon written acceptance by Mercy Corps of each Services deliverable] [Upon completion of the Contract]</i> Contractor will submit an Invoice in accordance with pricing as specified in the Contract. Mercy Corps will make payment to Contractor for all sums not in dispute within 30 days of receipt of Contractor’s invoice(s) (the “Payment Terms”).</p>			
<p>Key Personnel: <i>Not applicable [if applicable, include a list of the Contractor’s personnel that are key to the bargain and the project and that the Contractor cannot change without prior written approval. If not applicable, note “Not Applicable” here.] (the “Key Personnel”).</i></p>			

Authorized Representatives and Contact Information:

<p>Mercy Corps: <i>Only the following Mercy Corps employees are authorized to agree to any amendment of this Contract:</i></p>	<p>Contractor: <i>Contractor’s authorized representative for all purposes is:</i></p>
<p><i>Only the following Mercy Corps employees are authorized to receive invoices, accept, or reject Services or sign SCRs.</i></p>	

Termination for Convenience Notice Period: *[include the number of days within which Mercy Corps can terminate for its convenience]* (the “Termination Notice Period”)

7. Attachments to the Tender Package

Attachment 1 -Supplier Information Form template

The information provided will be used to evaluate the Company before contracting with the Mercy Corps.

Please complete all fields.

Supplier 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 Stock on Hand (USD)	
Government - owned (yes/no)	

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Name(s) of Board of Directors	
Name(s) of Company Owner(s)	
Parent companies, if any	
Subsidiary or affiliate companies, if any	

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 (Net15, 30, etc.)	

Product/Service Information

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

References

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

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

Supplier Self-Certification of Eligibility

Company certifies that:

1. 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.
2. 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.
3. 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.
4. 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.
5. It has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.
6. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.
7. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.
8. It pays social security obligations as required in the countries where it operates.
9. 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.
10. 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.
11. 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.
12. 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 be used for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company's Authorized Supplier status and disqualification of Company from participation in future Mercy Corps procurement.
13. 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..
14. 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

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similar activity, will result in termination of any agreement. Company certifies that it does not engage in such conduct.

15. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.

16. 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 Supplier 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: _____

Attachment 3 - Basic site survey

The basic site survey is attached