

Tender Package — Request for Bid (RFB)



1. Invitation to Tender

Tender Name: Supply, Deliver and Install Curtains and Bedding	Tender No: MC-34-2020
Location: Jordan	Correspondence Language(s): English, Arabic
Brief Summary Description of Project: <p>Since 2006 Mercy Corps has been working in Jordan to address causes of tension with infrastructure support (e.g. rehabilitation of water, schools, and health clinics) and promote social cohesion by developing stronger communities by equipping community leaders, civil society actors including youth and community-based organizations (CBOs), and local government representatives with the skills necessary to identify and respond to sources of tension, whilst facilitating positive interactions and collaboration.</p> <p>The influx of more than 635,324 registered Syrian refugees is one of the greatest challenges facing Jordan today. Given the protracted nature of the Syrian war, the Syrian refugee crisis is likely to remain an ongoing and potentially permanent challenge for the Jordanian economy and social landscape. More than 80% of Syrians refugees live among host communities, rather than in official refugee camps. This has placed an enormous strain on the country, and its youth in particular, as they struggle to find jobs and economic opportunities in a context of rising prices. This is compounded by poor or expensive access to housing, water, energy, healthcare, education, and growing dissatisfaction with local government public services.</p> <p>The quality of life in host communities most affected by the Syrian refugee crisis is declining, particularly in so-called poverty pockets that were impoverished even before the crisis began (both rural and urban). As a consequence, public infrastructure including schools, health centers, roads, and water and wastewater networks are overwhelmed.</p>	
Tender package available from: Monday, November 30, 2020	Tender package available: https://jordan.mercycorps.org/tenders Also the package can be found on Mercy Corps website at: www.mercycorps.org/tenders
Deadline for offer submission: Thursday, December 10, 2020 till 10:00 am (Amman Time)	Soft copy submission must be sent <u>only</u> to the following Email address: tenders@mercycorps.org <u>Any offer sent to another email address will be disregarded.</u>

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

Questions and Answers (Q&A)

If any, Submit Questions in writing to jo-tenders@mercycorps.org **or** tenders@mercycorps.org

Attention: Procurement Tenders

Last Day for Questions:

Thursday, December 3, 2020 (COB)
(COB i.e. 4:30 PM)

Questions will be answered by:

Sunday, December 6, 2020 (COB)
(COB i.e. 4:30 PM)

- Questions will be answered in writing through email on given time and date. MC has the right not to consider any more questions after Thursday, December 3, 2020 (COB).**

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- All received questions along with answers will be shared with all prospective bidders who download the tender package. They will also be posted on both MC Jordan website and MC global website. (Same websites which the bidders use to download the tender package as described above).

Documentation Checklist

These documents are contained within this tender package:

- ✓ Invitation to Tender
- ✓ General Conditions for Tender
- ✓ Criteria and Submittals
- ✓ Offer Form
- ✓ Bonding Requirements
- ✓ Attachment 1 Supplier Information Form
- ✓ Attachment 2 Purchase Contract Template
- ✓ Attachment 3 Price Offer Sheet
- ✓ Attachment 4 Technical Response Sheet
- ✓ Attachment 5 Quality Control Plan
- ✓ Attachment 6 List of Distribution Locations

2. General Conditions for Tender

Mercy Corps invites offers for the goods, services and/or 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 bids 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.

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 [90 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 bids. Furthermore, Mercy Corps reserves the right to reject any and all offers, if such action is considered to be in the best interest of Mercy Corps.
- Mercy Corps has the right not to disclose the name of the winning offeror to the losing bidders or the terms and conditions offered by the winning bidder.

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

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- 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 must submit an offer in their own format and ensure it contains all the required documents and information specified in this tender. Where an itemized Price Offer Sheet is included in the tender package, the offeror must complete and submit it with the rest of their offer.

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 or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in attachment 2- Purchase Contract Template.
- Supplier should submit samples for each item after awarding & upon request from MC staff.
- All submitted samples will be checked and approved by MC and relevant ministry before delivery.
- All curtains' dimensions in the Attachment 3 – Price Offer Sheet are estimation only; supplier will take actual measurements on site after awarding and share it with MC and relevant ministry before proceeding in installation.
- This contract will be **re-measured contract**, supplier to be paid for actual quantities only.
- Warranties should be issued in the name of the **Ministry of Health** for each project as follows:
 - Warranty of a minimum of one year for the **Zebra Blinds and Cubical Curtains** should be provided.
 - Warranty of minimum of five years for **Cubicle Curtains Tracks** should be provided.
 - Warranty of minimum of two years for all **Bedding Items** should be provided.
 - Warranty of a minimum of one year for **IV Poles** should be provided.

- Warranties should be issued in the name of the **Ministry of Education** for each project as follows:
 - Warranty of a minimum of one year for the **Zebra Blinds** should be provided.
- Warranties should be issued in the name of the **Ministry of Youth** for each project as follows:
 - Warranty of a minimum of one year for the **Zebra Blinds** should be provided.
- This tender consists of two categories of items; first one is curtain and second one is bedding, the evaluation process will be based on two lots of items in which the bidder has the option to quote for one or two lots based on their specialty.
- Prospective bidders will have the option to quote for partial or all quantities/items (partial bidding is allowed).
- Mercy Corps reserves the right to award each LOT to a different bidder individually.
- Mercy Corps reserves the right to award **all or part of the quantities** listed in the BOQ for each LOT.

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:

- Proof of local Tax registration.
- Proof of local Business registration.
- Submission of MC Supplier information form- Attachment 1 (Filled, signed and stamped).
- Tender bond equals to 5,000 JOD

3.3 Tender Submittals

Submission: Only Electronic submission is allowed for the offers, offers should be submitted via email to the Email address (tenders@mercycorps.org), the bidder must follow the following arrangement/method when submitting their offers (electronically):

✓ **Folder 1, containing documents supporting the Eligibility Criteria:**

- Business registration certificate (e.g. to whom it may concern certificate or equivalent)
- A copy of valid tax registration certificate or a copy of the latest tax clearance.
- MC Supplier information form- Attachment 1 (Filled, signed and stamped).
- Submission of 5,000 JOD tender bond.

(The tender bond should be submitted as scanned copy and MC reserves the right to ask for the original tender bond upon a unique request to any bidder.)

✓ **Folder 2, containing all documents for Technical Evaluation:**

- Attachment 4 – Technical Response Sheet which includes:
 - The timeline to complete the manufacturing, distribution and installation process.
 - Compliance with MC requested specifications.

✓ **Folder 3, containing all documents for Financial Offer:**

- Financial offer: Attachment 3- Price Offer Sheets

Notes:

- All curtains dimensions in the Attachment 3 – Price Offer Sheet are estimation only; supplier will take actual measurements on site after awarding and share it with MC and relevant ministry before proceeding in installation.

- This contract will be **re-measured contract**, supplier to be paid for actual quantities only.
- This tender consists of two categories of items; first one is curtain and second one is bedding, the evaluation process will be based on two lots of items in which the bidder has the option to quote for one or two lots based on their specialty.
- Prospective bidders will have the option to quote for partial or all quantities/items (Partial bidding is allowed)
- Mercy Corps reserves the right to award each LOT to a different bidder individually.
- Mercy Corps reserves the right to award **all or part of the quantities** listed in the BOQ for each LOT.

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.

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, either in the form of a total fixed price or a per-unit/deliverable fixed price. 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 Price Offer Sheets in attachments 3. All items must be clearly labeled and included in the total offered price. Not using the tender price offer sheets may have the potential to severely and negatively impact the financial evaluation of an offer.

3.4 Currency

Offers should be submitted in: Jordanian Dinars
Payments will be made in: Jordanian Dinars

3.5 Tender Evaluation (Low Price Technically Acceptable [LPTA] 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 bids, 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 Technical Evaluation

Lowest Price, Technically Acceptable (LPTA)

Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a pass/fail basis. Supplier's bids must **meet the minimum technical standard** established here in order to receive a passing mark. Any offerors who receive a failing mark on any criteria will be automatically disqualified from the tender process.

Only offerors who pass all criteria will move on to the next round of evaluation.

Pass/fail technical criteria are as follows:

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Technical Criteria	Pass Or Fail
Delivery and installation time: MC minimum requirement: 70 calendar days. <u>Disqualifying response:</u> any company proposes delivery and installation time more than 70 calendar days from contract awarding date will be technically disqualified from the tender.	
Technical specifications & requirements for the proposed items: MC Minimum requirements: as per attachment 4 – Technical Response Sheet <u>Disqualifying response:</u> <ul style="list-style-type: none">Any company proposes items with lower specifications than MC minimum technical requirements as per Attachment 4- Technical Response Sheet will be technically disqualified from the tender.Any technical offer not conforming to the requested specifications by MC as per Attachment 4- Technical Response Sheet will be technically disqualified from the tender.	

3.5.2 Financial Evaluation and Price/Cost Analysis

All suppliers who passed all technical criteria will move on to the financial evaluation where the lowest price offer(s) 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 3.5.3.

3.5.3 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 offeror or offeror(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 with previous clients.
- Supplier's facility visits.
- Auditing Financial Statement.
- Samples
- Any other measures decided by MC selection committee.

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 Bid" 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 Bid

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

- Completed and signed Mercy Corps Supplier Information Form –Attachment 1
- Other important documents offeror feels need to be attached to support their bid

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The original bid 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 bid shall be initialed by the person or persons signing the bid and stamped with the company seal. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the bid.

5. Bonding Requirements:

Advance Payment Bond: this bond must be submitted along with the advance payment invoice, having a value equal to the advance payment amount. This bond must be valid for *[the whole contract period]*, in the name of Mercy Corps. This bond shall be returned after completion of all works described in this contract. The maximum amount of the advance payment is 25% of the contract total value.

Performance Bond: shall be submitted upon signing the contract with a value equal to **10%** of the total contract value. This bond must be valid up to (at least) 3 months after the contract end date, and addressed to Mercy Corps. The release of performance bond is subject to receiving final completion report.

Maintenance (or Warranty) Bond: shall be submitted along with the invoice for the final payment, with a value equal to **10%** of the total contract value. This bond must be valid for (please refer to 3.1 Contract Terms in this document to know the period of validity of the warranty bond based on the item and the relevant ministry) after the date of the final delivery and acceptance by Mercy Corps. This bond must be addressed to the name of final owner.

6. Tender Attachments

- ✓ Attachment 1 Supplier Information Form
- ✓ Attachment 2 Purchase Contract Template
- ✓ Attachment 3 Price Offer Sheet
- ✓ Attachment 4 Technical Response Sheet
- ✓ Attachment 5 Quality Control Plan
- ✓ Attachment 6 List of Distribution Locations