

Tender Package — Request for Bid (RFB)



1. Invitation to Tender

Tender Name: Provision of IT Equipment in (Accelerated Learning Program) ALP and Government Schools	Tender No: PAK-QTA-06
Location: Quetta, Pakistan	Correspondence Language(s): English
Brief Summary Description of Project: Afghan refugee and host community children and adolescents have safe and equitable access to formal school and have the support, knowledge, and skills to cope with safety and psychosocial issues affecting their lives. The program is premised on the Theory of Change that if Afghan refugee and host community children and adolescents (ages 8-18 years) have access to equitable, ongoing education within a safe and inclusive environment, then they will be more likely to enjoy improved psychosocial and well-being outcomes, opportunities for advanced education, increased employment opportunities, and successful, sustainable repatriation.	

Tender Package Available from: 11 January , 2021	Tender Package Pickup Location: By sending an email on , pk-qta-procurement@mercycorps.org Vendor can also download tender package from http://www.mercycorps.org/tender
Deadline for Offer Submission: 20 January, 2021	Submit Offers to/ Via Email: tenders@mercycorps.org

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

Questions and Answers (Q&A)	
If any, Submit Questions in writing to: pk-qta-procurement@mercycorps.org	
Last Day for Questions: 15 January , 2021	Questions will be answered by: 18 January , 2021
Questions will be answered all prospective bidders will access consolidated questions and answers on the web site http://www.mercycorps.org/tender alongside the tender package by 18 January 2021.	

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
	✓	Specifications
	✓	Sample Contract

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

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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 offerer may make one response only.
- Each offer shall be valid for the period of [60 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 offerer. 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.

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

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- 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. 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: (MUST SUBMIT)

- **Valid Copy of CNIC attested by the Gazetted officer or notary public officer**

- Provide the certificate copy of NTN/STRN and vendor should be in active tax payer list.
- Certificate of legal registration/incorporation
- 02% of the total bid value (inclusive of all taxes) as earnest money in the shape of pay order/demand draft/bank guarantee (refundable), cheques will not be accepted
- Authorized partnership certificate for the offered brand

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.

Documents supporting the Eligibility Criteria:

1. Valid Copy of CNIC attested by the Gazetted officer or notary public officer
2. Provide the certificate copy of NTN/STRN and vendor should be in active tax payer list.
3. Certificate of legal registration/incorporation
4. 02% of the total bid value (inclusive of all taxes) as earnest money in the shape of pay order/demand draft/bank guarantee (refundable), cheques will not be accepted
5. Authorized partnership certificate for the offered brand

Documents to conduct the Technical Evaluation and additional Due Diligence:

1. Company Organizational Profile having minimum experience of 5 years.
2. List of clients with copies of PO's with similar supplies at least 5 purchase orders/contracts.
3. ISO certifications (Manufacturer).
4. The bidder/supplier must have adequate after sale service facilities.
5. Affidavit on legal stamp paper that vendor/company is not blacklisted by any organizations.
6. Good track-record (references from three previous clients (minimum), preferably (INGO).
7. Recognized bank account (Mercy Corps will make all payments through cross cheque or bank transfer).
8. Delivery times: definition of acceptability: ability to deliver within 02-04 weeks after placement of order.
9. References from previous work projects (including contact information).
10. Updated 06 months' bank statement (July 2020 to December 2020).
11. Detailed Product of Specifications i.e. quality, Pictures, model etc.

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. As a Cost Reimbursement Plus Fixed Fee contract, the price of contract to be awarded will be on the basis of estimated costs at cost and specified fee paid; the contract to be awarded will have a ceiling amount not to be exceed without prior written approval. 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. Offerors must include all applicable taxes in their offer.

3.4 Currency : Offers should be submitted in: **PKR**

Payments will be made in: **PKR**

3.5 Tender Evaluation (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:

Technical Criteria	Pass or Fail?
1. Company Organizational Profile having minimum experience of 5 years.	
2. List of clients with copies of PO’s with similar supplies at least 5 purchase orders/contracts.	
3. ISO certifications (Manufacturer).	
4. The bidder/supplier must have adequate after sale service facilities.	
5. Good track-record (references from three previous clients (minimum), preferably (INGO).	
6. Recognized bank account (Mercy Corps will make all payments through cross cheque or bank transfer).	
7. Delivery times: definition of acceptability: ability to deliver within 02-04 weeks after	

placement of order.	
8. References from previous work projects (including contact information).	
9. Updated 06 months' bank statement (July 2020 to December 2020).	
10. Detailed Product of Specifications i.e. quality, Pictures, model etc.	

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 \(mandatory\)](#)
- [Supplier's facility visits \(Optional\)](#)

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:

- Cover Letter** explaining interest to be a contracted vendor or supplier. The content of the cover letter shall include the following information:
 - A detailed specification of the offered goods
 - Warranty (if necessary and appropriate)

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- Delivery time
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 working days)

- A Price Offer detailing the unit price only using the **Price Offer Sheet** template provided in section 7
- Completed and signed Mercy Corps **Supplier Information Form** (template provided in section 7)
- Other important documents offeror feels need to be attached to support their bid

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.

5.1 Background

Mercy Corps proposes a 36-month Program for Retention, Enrollment, and Protection in Schools (PREP-II).

The program's Theory of Change is that if Afghan refugee and host community children and adolescents (ages 8-18) have access to equitable, ongoing education within a safe and inclusive environment, then they will be more likely to have improved psychosocial and well-being outcomes, opportunities for advanced education, increased employment opportunities, and a higher chance of successful, sustainable repatriation. This initiative will include:

- i) Appointing a senior member of the staff as a child safeguarding lead.
- ii) Training teachers on safe working practices and staff behavior, including positive discipline skills.
- iii) Conducting quarterly meetings of CECs, parents, and teachers on child protection issues, punctuality, and safe behaviors.
- iv) Making special arrangements (such as wheelchair access) for children with disabilities, minorities, and other vulnerable students and
- v) Establishing safe spaces for girls, where they are able to discuss and learn about reproductive health and rights, advanced learning, etc. These spaces will provide a healthy, positive environment for forming friendships, offering peer support, and enjoying freedom of discussion.

5.2 Scope of Work/Technical Specifications

<i>Description</i>	<i>Specification</i>
<p>Samsung 8-inch Tablet SM-T295 or Equivalent</p>	<ul style="list-style-type: none"> • Processor CPU Speed: 2GHz • CPU Type: Quad-Core • Display Size 8.0" • Resolution (Main Display): 1280 x 800 (WXGA) • Technology: TFT • Color Depth: 16M • Main Camera Resolution: 8.0 MP • Main Camera Auto Focus • Front Camera Resolution: 2.0 MP • Video Recording Resolution: FHD (1920 x 1080)@30fps • Memory: 2GB RAM • ROM Size: 32GB Storage • Single-SIM • External Memory Support: MicroSD • USB Version: USB 2.0 • Location Technology: GPS, Glonass, Beidou • Ear jack: 3.5mm Stereo • Wi-Fi: 802.11 a/b/g/n 2.4+5GHz • Wi-Fi Direct • Bluetooth Version: Bluetooth v4.2 • Smart Switch • Android 9 /10 • Sensors: Accelerometer, Light Sensor • 5100mAh Battery • Video Playing Resolution: FHD (1920 x 1080) @30fps • Custom ROM for (Mercy Corps) Branding • Eye-Level Adjustable, Foldable Tablet Stand • Protective back cover • Screen protective glass cover
<p>Ultra compact PC Core i3 7th Gen Minimum Specification (Intel NUC / ASUS Ultra Compact PC) or equivalent</p>	<ul style="list-style-type: none"> • Dimension 4.6" x 4.4" x 1.55" • Corei3 7th gen • 4GB RAM • 256GB SSD • Gigabit LAN • 802.11 a/b/g/n/ac Wi-Fi • Bluetooth • HDMI • Wireless Keyboard & Mouse

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	<ul style="list-style-type: none">• <i>Windows 10 Home 64bit</i>• <i>One Year standard warranty</i>
<i>Logitech C930E BUSINESS WEBCAM or Equivalent (Minimum Requirement)</i>	<ul style="list-style-type: none">• <i>Full HD 1080p video calling (up to 1920 x 1080 pixels;</i>• <i>720p HD video calling (up to 1280 x 720 pixels) with supported clients</i>• <i>H.264 video compression</i>• <i>90° field of view</i>• <i>Zoom to 4X in 1080p</i>• <i>Right light 2 Technology for clarity in various lighting environments, even low light</i>• <i>Autofocus</i>• <i>External privacy shutter</i>• <i>2 omni-directional mics</i>• <i>Hi-speed USB 2.0 certified (USB 3.0 ready)</i>• <i>Tripod-ready universal clip fits laptops, LCD, or CRT monitors</i>

6. Sample of Purchase Order

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

[Insert Sample Contract]

7. Attachments to the Tender Package

Attachment 1 -Supplier Information Form template

Attachment 2 -Price Offer Sheet template

Attachment 3- USAID Required Contract Provisions