



**Mercy Corps – Jordan Office**

**Pre-qualification of Infrastructure  
Suppliers and Contractors**

**Tender Number: MC-10-2021**

**Closing Date: Monday, May 10, 2021 at 3:00 pm (Amman Time)**

## 1      **Introduction**

This is a Request for Qualifications (RFQ) for construction companies interested in being evaluated to receive future construction tenders.

### 1.1    **Procurement Description**

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

*New applicants and applicants that were not prequalified in prior selections will have an opportunity to re-apply every 1 year following an open advertisement.*

Applicants that are awarded subsequent tenders will be required to provide bid bonds, performance bonds and warranty bond as per Mercy Corps Bonding Policy which is described in Attachment 2 of this package.

By submitting the statement of qualifications, the company acknowledges its acceptance to MC bonding policy.

### 1.2    **General Description of the Proposed Contract Activities**

MC future construction activities are categorized as follows:

#### **I.    Category #1 : Buildings, Parks and earth works**

- a. Construction of buildings (construction of schools, health centers, multi-purpose halls, Gyms, knowledge centers, disabled centers)
- b. Steel structure buildings (hangers)
- c. Pre-fabricated construction
- d. Rehabilitation and maintenance of buildings
- e. Interior and decoration works
- f. Parks

#### **II.    Category #2 : Water sanitation and hygiene**

**(Including all works related to water, wastewater, gray water, hygiene and sanitation)**

- a. Pumping stations
- b. Water tanks
- c. Rehabilitation of pumping stations
- d. Rehabilitation of existing ponds and dams
- e. Rain Water harvesting
- f. Water treatment - Grey water reuse system, wastewater treatment.
- g. Bore wells
- h. Water and Sewerage pipelines
- i. Installation of pumps
- j. Electro-mechanical works

### **III. Category #3 : Sport Fields**

- a. Multi-Sport Fields, Football field and basketball fields.

The prequalified contractors will be categorized in three separate categories of construction activities which are Building, Water/ Dams and Recreational Facilities which are the major activities for MC in Hashemite Kingdom of Jordan.

Each Category will contain 2 classes of contractors (Class A & Class B) as detailed in this document section 5.4.

#### **1.3 Estimated Contract Amounts:**

MC will not share the estimate budgeted amount of the future projects, however, the prequalified contractors who will receive a direct invitation to participate in the future construction tenders are encouraged to optimize the resources and provide a competitive bids.

## **2 Tender instructions**

### **2.1 Schedule**

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

<b>Milestone</b>	<b>Date</b>
Issue RFQ	Monday, April 26, 2021
Deadline for Questions	Monday, May 3, 2021 at 4:00 pm (Amman Time)

Mercy Corps to Provide Responses to all Questions	Wednesday, May 5, 2021 at 4:00 pm (Amman time)
Statement of Qualifications Due <b>(Deadline of SOQ Submission)</b>	Monday, May 10, 2021 at 3:00 pm (Amman Time)
Announcement of Intent to Shortlist	Sunday, July 4, 2021

## 2.2 Obtaining the tender package:

Request of qualifications documents can be obtained from one of the following websites:

- <https://jordan.mercycorps.org/tenders>
- [www.mercycorps.org/tenders](http://www.mercycorps.org/tenders)

## 2.3 Submittal Requirements and Format

Mercy Corps will accept SOQ's either as soft copy or hard copy as follows:

### 1- Hard Copy submission of SOQ:

The hardcopy of the statement of qualifications (SOQ) shall be submitted at MC Jordan office at Building No. 8, Tabasheer 3 Street, 7<sup>th</sup> Circle, Amman Jordan before the submission deadline as detailed in section 2.1 of this document.

### 2- Soft Copy submission by Email:

The soft copy of SOQ shall be sent to the Email address [tenders@mercycorps.org](mailto:tenders@mercycorps.org) before the submission deadline as detailed in section 2.1 of this document.

The size of one Email should not exceed 15 MB.

MC will not consider any SOQ sent to another Email address.

SOQ's shall follow the requirements and format described in this RFQ. Applicants must use the document format outlined in section 3.5. Any SOQ that fails to meet the deadline, format, or delivery requirement may be rejected without having been opened, considered, or evaluated.

## **2.4 Questions and Answers**

Any question or request for clarifications regarding this pre-qualification process should be sent to:

[jo-tenders@mercycorps.org](mailto:jo-tenders@mercycorps.org) or [tenders@mercycorps.org](mailto:tenders@mercycorps.org)

The questions should be sent before the question deadline as listed in section 2.1; MC has the right not to consider any questions after the deadline.

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) before the deadline of the answers as listed in section 2.1.

## **2.5 Acceptance of Successful Response**

Documentation submitted by applicants will be verified by Mercy Corps and evaluated as per established criteria. The successful applicants will be added to the “pre-qualified” status for a period of two years. Mercy Corps will invite pre-qualified applicants to submit Proposals in response to a given Scope of Work. Pre-qualified applicants will be notified of pre-qualified status by email, using the contact address provided in the SOQ, before 5:00 pm on the date listed in section 2.1.

## **2.6 Past Performance**

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

# **3. General Conditions:**

## **3.1 Applicant Eligibility**

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

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

European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria are stated in section 4.1 of this pre-qualification package.

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

**Mercy Corps strictly prohibits:**

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

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

- *Conflicts of interests in the awarding or management of contracts*

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

- *The sharing or obtaining of confidential information*

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

- *Collusion between/among applicants*

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

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

**integrityhotline@mercycorps.org**

Mercy Corps will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated,

and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

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

### **3.3 Certification Regarding Terrorism**

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

### **3.4 Content**

The SOQ shall contain only the sections listed below, separated by dividers, and shall respond fully to all requirements of the RFQ. See below for required sections and page limits.

The prequalification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and be indelible.

## **4. Eligibility Criteria and Submittal Requirements**

### **4.1 Eligibility Requirements:**

In order to consider the company for the technical evaluation, the below listed eligibility requirements must be met and the corresponding supporting documents listed in section 4.2.1 Eligibility Submittals must be submitted with SOQs. Prospective contractor who do not submit these documents will be disqualified from any further technical evaluation.

- Proof of local/legal Business registration.
- Proof of local Tax registration.
- Supplier Self-Certification of Eligibility – Submission of Attachment 1 - Supplier Information Form.

### **4.2 Submittals Requirements:**

#### **4.2.1 Eligibility Submittals:**

- Business registration certificate (e.g. to whom it may concern certificate or equivalent).
- Jordanian Construction Contractors Association classification of the company - Grade 4 and above is required
- A copy of valid tax registration certificate or a copy of the latest tax clearance.
- Submission of filled, signed and stamped Attachment 1 – Supplier Information Form.

#### **4.2.2 Technical Submittals:**

- Portfolio showing relevant construction projects (fast track small to medium scale projects) completed in the last 10 years. A supporting certified list from JEA/JCCA must be provided (Do not exceed 30 pages).
- Organizational structure showing names and positions of current employees including registration in Social Security for key staff (One Page only)
- Resumes - key Engineers and field supervisors (Do not exceed 10 pages)
- Provide a list of company's construction equipment (loaders, tankers, trucks, cranes, etc.). This list will be verified on a later stage through visits or through asking for official registration documents.
- Provision of company's written policy for Health, Safety and Environments. (Do not Exceed 20 pages)
- Provision of company Quality management system. Please provide any QA/QC certificates and ISO is available. (Not Exceeding 20 Pages).
- Provision the financial statement for the previous 3 fiscal years as a soft copy either on CD or Flash Memory.

#### **4.2.3 Submission Mechanism:**

In case of hardcopy submission for the statement of qualifications, the bidder should submit 2 sealed envelopes as follows:

- First envelope should contains all eligibility submittals as detailed in section 4.2.1
- Second envelope should contain all technical submittals as detailed in section 4.2.2

In case the bidder chooses to submit the statement of qualifications (SOQ) as a softcopy via Email as described in section 2.3, the same submission mechanism should be followed

### **5. Evaluation Criteria**

#### **5.1 Confidentiality**

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

#### **5.2 Technical Evaluation of applications**

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

The Statement of Qualification (SOQ) shall comply with the criteria established in this RFQ. Each component of the SOQ, as described in Section 3.0, will be evaluated to determine if it meets the minimum criteria. SOQ components which do not comply with the requirements of the RFQ, such as but

not limited to, eligibility requirements, minimum qualifications, page limits, and content may be disqualified. An Applicant must receive a passing rating on all criteria.

All eligible applicants will be categorized based on their category of specialty (Buildings, water and/or recreational facilities) and will be technically evaluated based on the following criteria:

Technical Criteria	Requirements	Maximum Score
<b>Experience in performing relevant projects</b> Portfolio showing relevant construction projects (fast track small to medium scale projects) completed in the last 10 years. A supporting certified list from JEA/JCCA must be provided	For each project in the portfolio, the following is required: Project Location, Client, JOD Value, Duration, scope of work and any special Challenges. <b>Projects completed with Mercy Corps/NGOs to be listed first.</b> (Do not exceed 30 pages)	40
Organizational Capacity and Key staff Resumes	Organizational structure showing names and positions of current employees (One Page only) including registration in Social Security for key staff	5
	Resumes - key Engineers and field supervisors (Do not exceed 10 pages)	10
List of Company Equipment and Vehicles	Provide a list of company's construction equipment (loaders, tankers, trucks, cranes, etc..). This list will be verified on a later stage through visits or through asking for official registration documents	20
Health, Safety and Environment	Provision of company's written policy for Health, Safety and Environments. (Not exceeding 20 pages)	10
Quality Assurance /Quality Control	Proof of having Quality management system in place. (Not Exceeding 20 Pages). Please provide any QA/QC certificates If ISO is available.	10 5
	<b>Total Possible Points</b>	<b>100</b>
	<b>Minimum Passing Score = 50 Points Minimum</b>	

### 5.3 Due Diligence Stage:

The Contractors who **pass** the technical evaluation will go through the following due diligence steps:

Due Diligence Stage	Basis of Evaluation
Interviews & office/yard visit	
Client references check both internally and externally	
Ineligibility and Compliance Check RPS verification	
Financial stability of the contractor The company should submit the financial statement for the previous 3 fiscal years as a soft copy either on CD or Flash Memory	Passing Required

### 5.4 Contractors Classifications:

- Three categories are required for the prequalification process including building, Water and recreational facilities.
- Contractors' **grades and classifications** given by JCCA (Jordanian Construction Contractors Association) shall serve as a basis of the classification.
- The contractor shall submit one dossier only. This dossier must cover their experiences and qualifications in all our required categories (Building, water and recreational facilities)
- Eligible contractors who pass the technical evaluation will be classified as follows:

Class A Contractors	Contractors with grades 1&2
Class B Contractors	Contractors with grades 3&4

\*\* For example, if the passing contractor's JCCA grade is "2 – Buildings", the contractor will be classified as "Class A – Buildings"

- **Invitation to tenders will be issued based on project overall complexity**, project complexity will be determined by MC selection committee through a "**Complexity Index**". The complexity index will take project value, time frame and other risks into consideration. Complexity Index will be a number ranging from 75 to 300 points.

The following method is proposed to calculate the complexity Index:

Project Value (in JOD)		
Small-Scale	Medium-Scale	Large-Scale
Less than 100,000 JOD	100,000 – 200,000 JOD	More than 200,000 JOD
25 Points	50 Points	100 Points

Project Time Line		
Flexible	Tight	Inflexible
Reasonable Time extension can be issued.	Limited time extension can be issued.	No or very limited time extension can be issued. We have a fixed deadline that must be met (program ending, start of winter season... etc.)
25 Points	50 Points	100 Points

Other Risks (Remote location, tension with local community, untraditional project....etc.)		
Low Risks	Medium Risks	High Risks
Committee identifies and analyses the risks and the (magnitude-probability) combination is low	Committee identifies and analyses the risks and the (magnitude-probability) combination is medium	Committee identifies and analyses the risks and the (magnitude-probability) combination is high
25 Points	50 Points	100 Points

- In general, class A contractors will be eligible to tender for all projects under their relevant categories, while Class B contractors can only tender for simple projects under their relevant categories. **Simple projects will be defined as projects with Complexity Index less than 150 points.**

**6. Attachments of the Tender Package:**

- Attachment 1 – Supplier Information Form
- Attachment 2 – MC Bonding Policy.