

Tender Package — Request for Proposal (RFP)



1. Invitation to Tender

Tender Name: Provision of 9 KVA Generators with installation-Quantity-31	Tender No: PAK/ISD/2259
Location: Islamabad, Pakistan	Correspondence Language(s): English
Brief Summary Description of Project: Mercy Corps has been implementing TB control interventions in Pakistan since 2002. In 2007, Mercy Corps became the first private sector principal recipient of The Global Fund TB grant to Pakistan. Since then, Mercy Corps has been implementing country-wide TB control interventions directly and through implementing partners. Under the TB program, Mercy Corps is implementing public-private mix interventions (PPM) in over 100 districts of the country, as well as community engagement, specimen transportation, and active case finding. Mercy Corps has recently been funded by the Bill and Malinda Gates Foundation which will complement the TB Program by supporting the development and deployment of a case-based digital TB notification system, together with a range of functionality in support of private provider engagement.	

Tender Package Available from: September 26, 2022	Tender Package Pickup Location: Mercy Corps Plot#189/190, Street# 06, Sector I -9/2, Islamabad or can be obtained through email request at the following address: Email: pk-tender@mercycorps.org or downloaded from the website: https://www.mercycorps.org/tenders
Deadline for Offer Submission: By October 14, 2022	Submit Hard Offers to: Procurement Department (Please clearly mark your bids with tender# and description) Mercy Corps Plot#189/190, Street#06, Sector I-9/2, Islamabad. OR In-case supplier/vendors want to send the bid documents in soft then please send electronic bids to: tenders@mercycorps.org and must indicate tender number and description of tender in the subject line

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-tender@mercycorps.org	
Last Day for Questions: September 30, 2022	Questions will be answered by: October 05, 2022
Questions will be answered through: <i>All prospective bidders will access consolidated questions and answers on the website alongside the tender package by October 05, 2022</i>	

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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/Technical Specifications/BoQ
	✓	Sample Contract

2. General Conditions for Tender

Mercy Corps invites proposals 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 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

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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

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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 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:

- Provide a Certificate of Legal Registration or Certificate of Incorporation with relevant authorities (applicable on suppliers having NTN registration as a company).
- Provide a Certificate of NTN or STRN Registration (applicable on both having individual or company registration).
- Earnest Money **PKR 600,000/-** (Pak Rupees Six Hundred Thousand Only) in the shape of pay order/demand draft/bank guarantee (refundable). A cheque is not acceptable in any case.
- Affidavit on legal stamp paper that vendor/company is not blacklisted by any department/organization.
- Warranty/Maintenance Bond: The supplier should submit a declaration on company letterhead stating that "in case of winning the contract they will submit 08% of the total value (inclusive of taxes) as a warranty/maintenance bond" in the shape of bank draft/pay order. The bond will release after two months of the delivery of goods.

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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.

Documents supporting the Eligibility Criteria:

- Provide a Certificate of Legal Registration or Certificate of Incorporation with relevant authorities (applicable on suppliers having NTN registration as a company).
- Provide a Certificate of NTN or STRN Registration (applicable on both having individual or company registration).
- Earnest Money **PKR 600,000/-** (Pak Rupees Six Hundred Thousand Only) in the shape of pay order/demand draft/bank guarantee (refundable). A cheque is not acceptable in any case.
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Documents to conduct the Technical Evaluation and additional Due Diligence:

1. Company / organizational profile/portfolio having a list of clients, works done etc.
2. Experience of Supplier/vendor: minimum of five (05) years of experience (the experience will be counted from the date of NTN registration or from the certificate of legal registration, whichever is oldest).
3. Evidence of past experience in the shape of POs/Contracts/Completion Certificates of similar Goods/Services (at least 3 POs /Contracts/Completion Certificates).
4. Capacity of the Supplier/Vendor. The maximum amount of PO's/Contracts/Completion Certificates.
5. The supplier must have an adequate after-sales service facility of its own OR through a third party (for repairing during the warranty period).
6. Warranty Period: the generator should have a 1-year or 1000 hours minimum warranty.
7. Delivery times: ability to deliver in 40 working days after placement of order (Partial Deliveries will also be accepted)
8. ISO Certification of Manufacturer
9. Detailed specifications of the product including model, pictures 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. 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 taxes and customs duties in their offer. Please also note that GST registered Supplier/vendor shall include the GST separately on the quote, Mercy Corps will release the rest of the payment (excluding the GST amount) upon delivery and acceptance of the invoice in order to apply for GST Exemption. In case, Mercy Corps could not get an exemption after 45 days starting from the submission date of exemption, the GST amount will be released in favor of the supplier/vendor after the deduction of applicable taxes.

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The bid shall be submitted in one sealed envelope that should have Technical and Financial Bids in two (02) separate and sealed envelopes as show in the pictorial drawing below;



Both the envelop A and envelop B should be sealed and shall be kept in envelope C with clearly mentioning the Tender Name or Number.

3.4 Currency

Offers should be submitted in: [PKR](#)

Payments will be made in: [PKR](#)

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 who **secured 70% (equal or above) of the percentage/score in the technical criteria** will be eligible for financial evaluation. The final tender award will be made based on the firm scoring the highest combined score. 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

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on the following scale:

Evaluation Criteria	Weight (%)	Possible Points (1 to 10)
	(A)	(B)
Company / organizational profile/portfolio having a list of clients, works done etc. (No profile provided = 0 points, Satisfactory profile = 2 points, Good profile = 4 points, Excellent profile = 5 points)	5%	5
Experience of Supplier/vendor: minimum of five (05) years of experience (the experience will be counted from the date of NTN registration or from the certificate of legal registration, whichever is oldest) (One year or less than 1 year = 1 points, 2 years = 2 points, 3 years = 3 points, 4 years = 4 points, 5 years or above = 5 points)	5%	5
Evidence of past experience in the shape of POs/Contracts/Completion Certificates of similar nature Goods/Services (at least 3 POs /Contracts/Completion Certificates). (One PO/Contract/CS = 3 Points, Two PO/Contract/CS = 6 Points, Three PO/Contract/CS = 10 Points)	10%	10
Capacity of the Supplier/Vendor: The maximum amount of PO's/Contracts/Completion Certificates. (Cumulative amount of 3 PO's/Contract's/CS's is equal or less than PKR 7,000,000 = 3 Points, 3 PO's/Contract's/CS's amount equal or less than PKR 12,000,000 = 6 Points, 3 PO's/Contract's/CS's amount equal or less than PKR 18,000,000 = 10 Points)	10%	10
The supplier must have an adequate after-sales service facility of its own OR through a third party (for repairing during the warranty period). (No facility provided or documented = 0 points, Third party facility = 8 points, Supplier-owned facility = 10 points)	10%	10
Warranty Period: The Generator should have a warranty. (No warranty = 0 points, six months or 500 hours warranty= 4 points, One year or 1000 hours warranty= 8 points, above One year or above 1000 hours warranty = 10 points)	10%	10
Delivery times: preferably to deliver in 40 working days after placement of order (Partial Deliveries will also be accepted) (30 days or less = 10 points, 31 – 40 days = 08 points, 41 – 45 days = 06 points, 45 to 50 days = 04 points, 51 days or above = 02 points, No delivery time = 0 points)	10%	10
ISO Certification of Manufacturer (No certificate provided = 0 points, Certificate provided = 10 points)	10%	10
Detailed specifications of the product including model, pictures etc. (Only offer/provided the specs, mentioned in tender package = 2 points, Offer/provided Brochures and detail specs = 4 points, provided Brochures, detail specs and pictures = 5 points)	5%	5
Financial Offer (lowest gets the highest score)	25%	25

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TOTAL POSSIBLE SCORE:		100%	
3.5.2 Additional Due Diligence <p>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):</p> <ul style="list-style-type: none">• Reference Checks (Mandatory)• Ineligibility Compliance Checks (Mandatory)			

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 specifications of the Generator
 - ☐ Warranty period
 - ☐ Delivery time
 - ☐ Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 180 working days)
- ☐ **Price Offer Sheet** detailing the unit price and total price (inclusive of applicable taxes), using the Price Offer Sheet (template provided in [section 7](#))
- ☐ **Supplier Information Form** shall be completed and signed (template provided in [section 7](#))
- ☐ **Purchase Order Template** need signature to confirm offeror agreement with the terms and conditions (template provided in [section 7](#))
- ☐ **Other important documents** offeror feels need to be attached to support their proposal (Optional)

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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 initialed 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 initialed by the person or persons signing the proposal.

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5. Scope of Work/Technical Specifications

5.1 Background

Mercy Corps is a non-profit international non-governmental organization, which has been operational in Pakistan since 1986 when it began providing humanitarian assistance to Afghan refugees in the Baluchistan province. Since then, Mercy Corps' activities have expanded throughout the country.

Mercy Corps currently have 40 Mobile X-Ray Vans deployed throughout the country. In 9 Vans, the generator sets are installed which are providing electricity to the multiple equipment (X-Ray machine, A/C, GeneXpert Machine, GX alert routers, computer system, printer etc.). Mercy Corp wants to procure and install generator sets in the remaining 31 Mobile X-Ray Vans.

The dimensions of the Gen set mentioned in the technical specification are important to be consider by the suppliers. The reason being is that the requested Gen sets will be installed in the available space on each Mobile Van and the deviation from the requested dimension may create issues during quality control check and installation. The failure of the goods in the quality control check due to dimension issues, may result cancellation of the order.

5.2 Technical Specifications

9KVA Generator Set - Qty 31

9 KVA Generator with minimum or equivalent to following specifications:

Power output rated 8 KVA (20 HP) Single phase

Fuel unleaded gasoline

Startup: Self Start

European, USA, Japanese Technology

Noise level 72 DB or low

output Voltage: 220 V AC

Continues operating hour 6.5 -8 hours

Displacement (cm3) 640-690

RPM 3000-3600

Semi Canopy

Outlets: 2 x 220V 30A AC socket & 1 x 12V 8.3A DC socket

Dimension (Length 20.5" X height 23.5" X width 27")

Dry weight (KG) 155-162

Engine (GX 630H) type OHV air cooled 4 stroke single cylinder

Warranty One year - service and parts

Note: This includes new battery, engine oil etc. (complete in all respect), Commissioning and delivery charges to site(s)

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6. Sample Contract

Attached as attachment – 3.

7. Attachments to the Tender Package

Attachment 1 – Supplier Information Form Template (Please fill in the required information in this form)

Attachment 2 – Price Offer Sheet Template (Please provide a quote on this template and or on letterhead having all information mentioned in this template)

Attachment 3 – Purchase Order Template (Please read this document and provide a signed copy for confirming your agreement with the terms and conditions)