

# Request for Proposal (RFP)

## 1. Invitation to Tender

Tender Name: <b>Externalities and Impact Research</b>	Tender No: <b>TL023/SC/CE/22</b>
Correspondence and Offer Language: <b>English</b>	Location: <b>Remote/Anywhere</b>
<p><b>Background</b></p> <p>Like many countries around the world, Timor-Leste faces the urgent challenge of finding waste management solutions for plastic. Currently, plastic is burned in trash piles, clogs critical drainage infrastructure or washes up on the country’s once pristine beaches, which causes risks to human health and jeopardizes the potential of the nascent, but promising, tourism industry.</p> <p>Since 2019, the Plastic Upcycling Alliance (PUA) is a 3.5-year program implemented by Mercy Corps with support from the United States Agency for International Development (USAID), which seeks to protect the natural beauty of Timor-Leste as well as the health and safety of its people. The program’s goal is to support Timor-Leste on its path to ‘plastic neutral’ status whereby unnecessary plastic use is curtailed and replaced, and plastic waste is collected and recycled into locally sought-after products.</p> <p>Utilizing market-based solutions, the program seeks to establish a value chain for used plastic that will add to Timor-Leste’s small manufacturing base, bring a measure of diversification to an oil-dependent economy, and expand valuable employment and entrepreneurship opportunities.</p> <p>At its core, the program takes a market systems development approach which empowers private sector actors to invest resources into the research and development of new product lines and applications, marketing, and income generating opportunities around plastic waste collection, recovery, and processing, while simultaneously stimulating market demand for products made from recycled plastic.</p> <p>To achieve that, PUA co-finances key risk-mitigation activities dedicated to:</p> <ul style="list-style-type: none"> <li>(a) Investment in value chain solutions (e.g., purchase and importation of processing technologies to establish Timor-Leste’s first commercial scale recycling facility in collaboration with private sector partner Caltech); and</li> <li>(b) Ecosystem support (e.g., market analysis, R&amp;D, prototyping and testing, demonstration installations, marketing, networking, etc. for upcycling MSMEs and recycling partner Caltech).</li> </ul> <p><b>Purpose</b></p> <p>As part of PUA’s documentation, communication, and dissemination efforts, Mercy Corps is looking for a qualified research and consulting firm (the “Consultants”) to study the economic, environmental, and social impacts of PUA’s intervention in Timor-Leste.</p>	

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Issuance Date: <b>Oct 10, 2022</b>	Tender documents available via email: <a href="mailto:timorleste-procurement@mercycorps.org">timorleste-procurement@mercycorps.org</a>
Deadline for Offers: <b>Oct 24, 2022 at 23:59 Timor-Leste Local Time (GMT+9)</b>	Offers must be submitted via email: <a href="mailto:timorleste-procurement@mercycorps.org">timorleste-procurement@mercycorps.org</a> With the subject line: <b>“RFP Mercy Corps – TL023/SC/CE/22”</b>

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

<b>Questions and Answers (Q&amp;A)</b>	
If any, questions shall be submitted in writing via email: <a href="mailto:timorleste-procurement@mercycorps.org">timorleste-procurement@mercycorps.org</a>	
Deadline for Questions: <b>Oct 20, 2022</b>	Questions will be answered via email no later than: <b>Oct 21, 2022</b>

<b>Document List</b>
The following sections and documents are provided as part of this tender: <ul style="list-style-type: none"> <li>✓ Invitation to Tender</li> <li>✓ General Conditions for Tender</li> <li>✓ Criteria and Submittals</li> <li>✓ Scope of Work</li> <li>✓ Sample Contract</li> <li>✓ Supplier Information Form</li> <li>✓ Price Offer Sheet</li> </ul>

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## 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 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.

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- 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 **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 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 (or supplier's principals):

- 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
- 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, 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.

## 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.

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## 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.

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## 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 5](#) herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in the sample contract.

### 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.

Minimum eligibility Criteria:

- The offeror must be legally registered.
- The offeror must be in good standing with its governing tax authority.

Having a satisfactory record of performance and business ethics based on information available to Mercy Corps.

### 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:**

- Legal business registration certificate.
- Latest tax certificate.

**Additional documents to conduct the Technical Evaluation and Due Diligence:**

- Company presentation, business profile or portfolio description.
- A brief concept note (maximum 5 pages) describing the approach, methodology, and indicative work plan for performing the activities presented in this scope of work, including any anticipated field work or travel.
- Team composition and CVs of key personnel.
- Quote for the full scope of work, providing an estimated number of working days required to complete each deliverable or activity and specifying the total consulting fee covering all deliverables, using the [Price Offer Sheet](#) template provided in [Section 5](#).
- Completed and signed Mercy Corps Supplier Information Form, as provided in [Section 5](#).

**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,

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either in the form of a total fixed price or a per-unit/deliverable fixed price. the contract to be awarded will have a ceiling amount not to be exceeded 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 [VAT](#) and [applicable tax and duties](#) in their offer.

### 3.4 Currency

Offers should be submitted in [US Dollar](#). Payments will be made in [US Dollar](#).

### 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. Mercy Corps 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 criterion is given a percentage, all together equaling 100%). Offeror's proposal should consist of all required submittals so the committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a 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 criterion 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 criterion based on the following scale:

Points	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 (%) = A	Points (0-10) = B	Weighted Score = A*B
English writing and communication skills	10		
Demonstrable expertise in the circular economy, plastics recycling/upcycling products and markets	30		
Experience in the Asia-Pacific region (knowledge of Timor-Leste and	30		

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island/remote situations preferred)			
Price	30		
<b>TOTAL</b>	<b>100%</b>		

### 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
- ICC (Ineligibility and Compliance Check)

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## 4. Offer Form

Offerors must submit their own independent offer including:

- **All the documents requested in the “Tender Submittals” section of this Tender**

All offers must be duly signed on behalf of the offeror by a representative duly authorized to bind the offeror to the contract and stamped, with the date of submission.

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

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## 5. Annexes

Annex 1 – Scope of Work

Annex 2 – Sample Contract

Annex 3 – Supplier Information Form

Annex 4 – Price Offer Sheet