

Tender Package — Request for Bid (RFB)



1. Invitation to Tender

Tender Name: Purchase of Android Tablets - Quantity-639	Tender No: PAK/ISD/2261
Location: Islamabad, Pakistan	Correspondence Language(s): English
<p>Brief Summary Description of Project: 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 Baluchistan province. Since then, Mercy Corps' activities have expanded throughout the country.</p> <p>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.</p>	

Tender Package Available from: 10-May- 2023	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: pk-tender@mercycorps.org OR download from the website https://www.mercycorps.org/tenders
Deadline for Offer Submission: 22-May-2023	Submit 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 suppliers/vendors want to send the bid documents in soft then please send electronics bids to: tenders@mercycorps.org Please include the tender number and its brief description in the subject line.

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

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Questions and Answers (Q&A)	
If any, Submit Questions in writing to: pk-tender@mercycorps.org	
Last Day for Questions: 15-May-2023	Questions will be answered by: 17-May-2023
Questions will be answered through: pk-tender@mercycorps.org	

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 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

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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.
- *Any form of exploitation, abuse, human trafficking or internal sexual misconduct*
Mercy Corps requires its partners to adhere to its Safeguarding policies including the its policies on Child Safeguarding, Prevention of Sexual Exploitation and Abuse of Beneficiaries and Community Members, Anti-Trafficking and Sexual Misconduct (available at <https://www.mercycorps.org/who-we-are/ethics-policies>). Companies will be expected to ensure that they have the capacity to abide by these policies, that their employees and subcontractors understand these policies, and that they communicate to its employees and subcontractors the duty to report any violation or suspected violation. Mercy Corps will not engage with a company that is found to be in violation of these policies.

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.
- 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.

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- 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.

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 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.

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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 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 to suppliers having NTN registration as a company).
- Provide a Certificate of NTN or STRN Registration (applicable on both having individual or company registration).
- Affidavit on legal stamp paper that vendor/company is not blacklisted by any department/organization.

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 to suppliers having NTN registration as a company).
- Provide a Certificate of NTN or STRN Registration (applicable on both having individual or company registration).
- Affidavit on legal stamp paper that vendor/company is not blacklisted by any department/organization.

Documents to conduct the Technical Evaluation and additional Due Diligence:

- Company / organizational profile/portfolio having a list of clients. (Minimum two pages).
- Experience of Supplier/vendor: minimum of two (02) years of experience (the experience will be counted from the date of NTN registration or from the certificate of legal registration, whichever is oldest).
- The supplier must have an adequate after-sales service facility of its own OR through a third party (Supplier shall clearly mention it on their letterhead).

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- Warranty Period: the android tablets should have a standard warranty. (Supplier shall clearly mention the warranty period on their letterhead).
- Ready Stock (No. of Android Tablets available in stock). (Supplier shall clearly mention it on their letterhead or in the price offer sheet).
- Provision of undertaking on business letterhead that the supplier will provide the “PTA Approved” Android Tablets and the “PTA Approved” sticker should be pasted on each Android Tablets Box. (Supplier shall clearly mention it on their letterhead).
- Financial Offer (inclusive of all applicable taxes with the breakup) (In a separate envelope).

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 all applicable 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.

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



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

3.4 Currency

Offers should be submitted in: PKR

Payments will be made in: PKR

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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?
Company / organizational profile/portfolio having a list of clients. (Minimum two pages).	
Experience of Supplier/vendor: minimum of two (02) years of experience (the experience will be counted from the date of NTN registration or from the certificate of legal registration, whichever is oldest).	
The supplier must have an adequate after-sales service facility of its own OR through a third party (Supplier shall clearly mention it on their letterhead).	
Warranty Period: the android tablets should have a standard warranty. (Supplier shall clearly mention the warranty period on their letterhead).	
Ready Stock (No. of Android Tablets available in stock). (Supplier shall clearly mention it on their letterhead or in the price offer sheet).	
Provision of undertaking on business letterhead that the supplier will provide the "PTA Approved" Android Tablets and the "PTA Approved" sticker should be pasted on each Android Tablets Box. (Supplier shall clearly mention it on their letterhead).	

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](#).

- **Tender awards will be made to the lowest bidders as per the confirmed available quantities.**

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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)
- Ineligibility Compliance Check (ICC) (Mandatory)
- Supplier's facility visits (Optional upon Mercy Corps request)

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

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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 Baluchistan province. Since then, Mercy Corps' activities have expanded throughout the country.

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.

5.2 Scope of Work / Technical Specifications / List of Items

Attached as an attachment – 2.

6. Sample Contract / Purchase Order

Attached as an 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 Contract (Please read this document and provide a signed copy for confirming your agreement with the terms and conditions)

Attachment 4 – Quality Control Plan (QCP)

Attachment 5 – Donor Terms