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| **Request for Qualification**  **PRE-QUALIFICATION FOR DIGNITY KIT FOR THREE REGIONS, SOMALI-GODE ZONE, OROMIA-EAST BORENA, AND AFAR-ZONE 2**  LOT 1: Afar region, Zone 2, Megale woreda (Adu, Tonsa, and Faro Kebles), Erebti woreda (Ayroli, Arodale and Albo Kebles)  LOT 2: Somali region, Sheble Zone, Abakorow woreda (Abakorow 01, Qarud, and Magala-Ad kebeles), Berano woreda (Berano 01, Sanka bar, and Barda Qarah kebles) and Adadle woredas (Adadle-Farburo, Biyolay and Liban kebles)  LOT 3: Oromia region, East Borena Zone, Liben woreda (Gobicha, Siminto Melka Sadeti, and Kersa Male kebeles) and Gumi Eldelo woreda (Bulbul, Ardamandhera, Hayanani and Boba Kebeles).  **Tender Number: ET01/PREQ/007/2025** |

**Closing Date: Feb 24, 2025**

1. **Introduction**

This is a Request for Qualification for supplying dignity kit materials through voucher modality. The dignity kit materials consists of 17 different items and the materials will be provided directly to the target participants in areas mentioned at the 3 LOTS(Afar region, Zone 2, Megale woreda(Adu, Tonsa, and Faro Kebles), Erebti woreda(Ayroli, Arodale and Albo Kebles), Somali region, Sheble zone, Abakorow woreda(Abakorow 01, Qarud, and Magala-Ad kebeles), Berano woreda(Berano 01, Sanka bar, and Barda Qarah kebles) Adadle woredas (Adadle-Farburo, Biyolay and Liban kebles) and Oromia region, East Borena Zone, Liben woreda(Gobicha, Siminto Melka Sadeti, and Kersa Male kebeles) and Gumi Eldelo woreda( Bulbul, Ardamandhera, Hayanani, and Boba Kebeles).

An applicant should apply only for one Lot either Lot 1, Lot 2, or Lot 3, based on their prior experience. Attending a short briefing session prepared by Mercy Corps is mandatory before any first contact with the target participants.

* 1. **Procurement Description**

Statements of Qualification should be developed in strict accordance with this request and are to be evaluated in a transparent manner by a committee of reviewers, *according to* the provided evaluation criteria.

The purpose of this pre-qualification tender is to shortlist/pre-qualify suppliers for a variety of future procurement of Mercy Corps. Only shortlisted contractors will receive future Requests for Bids whereby the contract award will be issued to the lowest, responsible bid.

This Request for Qualification will be re-issued on an annual basis to provide an opportunity for additional suppliers to be included *in* the shortlist.

New suppliers and suppliers that were not pre-qualified in prior selections will have an opportunity to re-apply for future pre-qualification.

Suppliers that are awarded subsequent tenders will be required to provide bid bonds and performance bonds as required in future tender documents.

* 1. **General Description of the Proposed Contract Activities.**

The dignity kit material supplies through voucher may include, but not limited to:

* Supplying the full 17 list of items in a kit form maintaining the time request, quality, mentioned quantity, safe delivery mechanism, and all other specifications.
* Delivering all the materials directly to the target participants in the mentioned kebeles through voucher modality.
* Making sure that the dignity kit packing bag has visibility of Mercy Corps and our donor, BHA.

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| **List of dignity kit items** | | |
| No | Items | Unit |
| 1 | Body Soap 100g | pieces |
| 2 | Laundry Soap 250g | pieces |
| 3 | Slipper | pieces |
| 4 | Reusable Sanitary Pad | pieces |
| 5 | Underwear | pieces |
| 6 | Head Scarf | pieces |
| 7 | 3.5-meter Women's cloth (local name-Shetty) | pieces |
| 9 | Hair Oil 250 ml | pieces |
| 10 | solar light | pieces |
| 12 | disposable sanitary Pad | pack |
| 14 | undergarment/local name -gogora | pieces |
| 15 | DKT Bag (keep dignity kits in one) with Mercy Corps and donor logo | pieces |
| 16 | Plastic washing basin with Jog | pieces |
| 17 | Powder soap 1kg | pieces |
| 18 | Comb | pieces |

**LOT 1:** Afar region, Zone 2, Megale woreda (Adu, Tonsa, and Faro Kebles), and Erebti woreda (Ayroli, Arodale and Albo Kebles)

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| **#** | **Woreda** | **Kebele** | **Target Participants** |
| 1 | Magale | Adu | 80 |
| Tonsa | 70 |
| Faro | 55 |
| 2 | Erebti | Ayroli | 90 |
| Arodale | 90 |
| Albo | 25 |
| Total | 2 | 6 | 410 |

**LOT 2:** Somali region, Sheble Zone, Abakorow woreda(Abakorow 01, Qarud, and Magala-Ad kebeles), Berano woreda(Berano 01, Sanka bar, and Barda Qarah kebles) and Adadle woredas (Adadle-Farburo, Biyolay and Liban kebles).

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| **Somali Region, Shable zone** | | | |
| Number | Woreda | Kebele | **Target Participants** |
| 1 | Abakorow | Abakorow 01 | 200 |
| Qarud | 135 |
| Magala -Ad | 135 |
| 2 |  | Berano 01 | 270 |
| Berano | Sanka bar | 100 |
|  | Barda Qarah | 100 |
| 3 |  | Adadle -Farburo | 200 |
| Adadle | Biyolay | 135 |
|  | Liban | 135 |
| Total | 3 | 9 | 1410 |

**LOT 3:** Oromia region, East Borena Zone, Liben woreda (Gobicha, Siminto Melka Sadeti, and Kersa Male kebeles) and Gumi Eldelo woreda (Bulbul, Ardamandhera, Hayanani and Boba Kebeles).

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| **Oromia Region, East Borena Zone** | | | |
| # | Woreda | Kebeles | **Target Participants** |
| 1 | Liben | Gobicha | 120 |
| Siminto | 120 |
| Melka Sadeti | 110 |
| Kersa Male | 120 |
| 2 | Gumi Eldelo | Bulbul | 150 |
| Ardamandhera | 120 |
| Hayanani | 90 |
| Boba | 110 |
| Total | 2 | 8 | 940 |

**2. Tender Instructions**

**2.1 Schedule**

The following is a schedule of the pre-qualification tender process; all dates are subject to change.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue Request for Qualification | Feb 17, 2025 |
| Deadline for Questions | Feb 20, 2025 |
| Mercy Corps to Provide Responses to all Questions | Feb 21, 2025 |
| Statement of Qualification Due | Feb 24, 2025 |
| Announcement of Pre-Qualified Suppliers | Feb 28, 2025 |

**2.2 *S*ubmittal Requirements and Format**

Mercy Corps will accept the Statement of Qualification as follows

Due Date (Feb 19, 2025)

Time (5:00 PM)

Email Submissions (et-tender-questions@mercycorps.org)

Tender Box Submissions: Addis Ababa office: Yeka Sub-City, Kebele 08, House No. 377; Haya Hulet, Tel. +251-11-1-110777, P. O. Box 14319. Gode office: Kebele 03, House No. New, Tel.No.+251-25-7-760677, P.O. Box:334. Negelle office: Kebele 03, Tel. No. +251-46-445-0188/46-445-0889, P.O. Box:116), and Abala Field Office

The statement of Qualification should follow the requirements and format described in this Request for Qualification. All electronic copies must be submitted in Adobe Acrobat (.pdf) format. All text should be in English. Any other information shall be presented with a readable format. All signatures must be accompanied by a printed name, title, and date.

Any Statement of Qualification that fails to meet the deadline may be rejected.

**2.3 Clarifications**

Request for clarifications regarding this pre-qualification process should be sent to et-tender-questions@mercycorps.org) by Jan 30, 2025, 5:00 PM. All responses to questions received will be consolidated and responded through et-tender-questions@mercycorps.org by Feb 03, 2025

**2.4 Acceptance of Successful Response**

Documentation submitted by suppliers will be verified by Mercy Corps and evaluated as per established criteria. The successful suppliers will be added to the “pre-qualified” status for a period of one year.

Mercy Corps will invite pre-qualified suppliers to submit bids in response to a given future Scope of Work. Pre-qualified suppliers will be notified of pre-qualified status by email, using the contact address provided in the Statement of Qualification.

**2.5 Past Performance**

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

**3. Eligibility Criteria and Submittal Requirements**

**3.1 Supplier Eligibility**

Supplier 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
* 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 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 interest 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 suppliers from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps’ price estimates, competing suppliers or competing offers, etc. Any information provided to one offeror must be provided to all other suppliers.

● Collusion between/among suppliers

Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting Statements of Qualification 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](mailto: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, abuse, human

## **3.4 Content**

The Statement of Qualification shall contain only the sections listed below, separated by dividers, and shall respond fully to all requirements of the Request for Qualification. 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.

## **3.5 Additional Requirements**

### 3.5.1 Executive Summary – Cover Letter (1 page limit):

Submit an Executive Summary Narrative which generally familiarizes reviewers with the company’s understanding of and ability to achieve the stated specific to delivering dignity kit materials specifically related to the mentioned 17 items with the complexity and if possible, with voucher modality. Please also include the experience of your organization in the mentioned areas. The intent of the Executive Summary is to give a brief introduction to the company’s general capabilities, experience, and interest in performing the work.

### 3.5.2 Project Team Qualification and Experience

Submit the information as required below. Where forms are provided, they should be used. The absence of any required submittal information may disqualify.

1. **Company’s Background and Performance (5-page limit)**.
   1. Identify and explain any legal claims asserted by or against the company within the past five years. Describe any labor disputes within the past five years.
   2. Provide a brief description of previous related supplies performed within the past five years which are relevantly similar in location, scale, type, and complexity to this Program; include a client reference for each listed project on Form 2.
   3. With a focus on the knowledge, resources, and capabilities, describe any unique expertise or advantages of the company which would benefit the overall delivery of dignity kit through voucher modalities.
   4. Describe the company’s current commitments to other projects in related areas; how will the company manage resources including finance to ensure timely and safe delivery and performance of activities.
2. **Organizational Chart (1 page limit):** Submit an organizational description information demonstrating the number of branches available in locations mentioned in each LOTs).

### 3.5.3 Management:

1. **Schedule (2-page limit):** briefly describe the management approach for coordinating and prioritizing assessment, design, procurement, distribution of items, voucher collection, safe delivery, and quality management.
2. **Equipment List (1–2-page limit):** provide a list of locations where your company typically distributed dignity kit items that are quite the same as the mentioned 17 items or related.
3. **Quality and safety Management Narrative (1 page limit):** describe the supplier’s commitment and specific plan for ensuring quality and safety control. As the modality is through Voucher, please mention the plan for quality and safety mechanisms at the time of voucher collection and materials distribution for target participants.

### 3.5.4 Forms

Complete and submit the documents/proof, as required in section 5.

## **4. Evaluation Criteria**

## **4.1 Confidentiality**

Information relating to the suppliers, their evaluation and result shall not be disclosed to suppliers 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 suppliers.

## **4.2 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 a supplier.

The Statement of Qualification shall comply with the criteria established in this Request for Qualification. Each component of the Statement of Qualification as described in Section 3, will be evaluated to determine if it meets the minimum criteria. Statement of Qualification components which do not comply with the requirements of the Request for Qualification, such as but not limited to, minimum qualification, page limits, and content may be disqualified. The supplier should receive a passing rating on all criteria.

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| --- | --- | --- | --- |
| **No** | **Requirement** | **Minimum Criteria** | **Rating** |
| **1** | Experience performing relevant/similar projects in similar regions and /or zones: attach previous contracts or work experiences in supping dignity kit materials completed in the last 5 years. | Work experience, POs or contracts with related type of materials. | Pass/Fail |
| **2** | Experience in Executing supplies through voucher modality | Attach prior contracts showing that the company has performed through voucher modality | Pass/Fail |
| **3** | Delivery Schedule within 10 days after the offer is placed | Mention the time it might take the company to respond and deliver the requested items. | Pass/Fail |
| **4** | Financial capability | Attach bank statement of the last three months that shows good transitions in the last three months | Pass/Fail |

**(PREQUALIFICATION REQUIREMENTS)**

All suppliers **must** submit the following:

1. Executive Summary - 1 page max, described on pg. 8
2. Company Background and Performance – 5-page max., described on pg. 8
3. Organizational Chart - 1 page max, described on pg. 9
4. Schedule - 2-page max, described on pg. 9
5. Equipment List -2-page max, described on pg. 9
6. Quality Management Narrative - 1page max, described on pg. 9
7. Form 1 - Supplier information form (pgs. 11-15)
8. Form 2 - Project Experience (pgs. 16-17)

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## **5. Forms**

**Form 1 - Supplier Information Form**

The information provided will be used to evaluate the Company for Eligibility to contract with Mercy Corps.

***Please complete all fields.***

**Supplier Information**

|  |  |
| --- | --- |
| Company Name |  |
| Any other names company is operating under (Acronyms, Abbreviations, Aliases) |  |
| Previous names of the company |  |
| Address |  |
| Website |  |
| Phone/Fax Numbers | Phone: Fax: |
| Primary Contact | Name:  Phone Number:  Email Address: |
| # of Staff |  |
| # of Locations |  |
| Avg. Value of Equipment and Materials on Hand (USD) |  |
| Government - owned (yes/no) |  |
| Name(s) of Board of Directors if any |  |
| Name(s) of Company Owner(s) |  |
| Parent companies, if any |  |
| Subsidiary or affiliate companies, if any |  |

**References**

|  |  |
| --- | --- |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |
| Client Name: | Contact Name, Phone, Email Address: |

**Supplier Self-Certification of Eligibility**

Company certifies that:

It, its affiliates and subsidiaries, owners, officers, directors and key employees (to the best of its knowledge) are not the subject of any government’s sanctions, designations, donor rules or prohibitions, or laws prohibiting transactions with it/them. It is not the subject of any donor government investigation into its misconduct with any other recipient of that donors funding.

1. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in any form of terrorism or attacks on civilians and do not provide any form of material support or financial resources for individuals or organizations that do engage in any form of terrorism or deliberate attacks on civilians.
2. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not and do not engage in weapons or drugs manufacture, transport, sale or distribution.
3. It is not in default on any material credit agreement, bankrupt or being wound up, are having its affairs administered by the courts, have entered into arrangements with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
4. It is has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.
5. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.
6. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.
7. It pays social security obligations as required in the countries where it operates.
8. It, its owners, officers and directors have not been convicted of an offense concerning its professional conduct and has not engaged in grave professional misconduct.
9. It, its affiliates and subsidiaries, owners, officers, directors and key employees have not been the subject of criminal investigation or judgement for fraud, corruption, human trafficking, spying, weapons transport or smuggling, sexual exploitation or abuse, involvement in a criminal organization or any other criminal activity.
10. It treats its employees with dignity and respect and maintains social operating standards, including:: working conditions and social rights: avoidance of child labor, bondage, forced labor, human trafficking or exploitation; assurance of safe and reasonable working conditions; freedom of association; freedom from exploitation, abuse, and discrimination; protection of basic social rights of its employees and Mercy Corps beneficiaries.
11. To the best of its knowledge, no Mercy Corps employee, officer, consultant or other party related to Mercy Corps has a financial interest in the Company’s business activities, nor is any Mercy Corps employee related to any owner, officer, director or employee of the company, and, if so, it will ensure that the relationship is disclosed to Mercy Corps and will not use for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company’s Prequalified status and disqualification of Company from participation in future Mercy Corps procurement.
12. It understands that attempting to or agreeing to provide anything of value to any Mercy Corps employee, agent or representative for the purpose of encouraging that person to award Company a contract or take or not take any action related to any contract will result in immediate termination of any agreement. Company certifies that it does not engage in such conduct..
13. It understands that Mercy Corps seeks fair and open competition and the fairest price available and that any attempt by company to subvert fair and open competition, including working with other bidders to fix prices, working to exclude competition, seeking confidential information from Mercy Corps or other bidders, using multiple related or controlled companies to give the appearance of competition, or any similar activity, will result in termination of any agreement. Company certifies that it does not engage in such conduct.
14. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.
15. It is not conducting business under other names or aliases that have not been declared to Mercy Corps.

If the Company cannot certify to any of the above it should explain why not. Mercy Corps may take the individual circumstances into account for some situations. However, any false certification could be grounds for immediate disqualification and termination of any future agreement.

By signing the Supplier Information Form you certify that your Company is eligible to supply goods and services to major donor-funded organizations and that all of the above statements are accurate and factual.

Company Name:

Name of Representative:

Title:

Signature:

Date:

**Form 2 – Experience of Company**

|  |  |
| --- | --- |
| **Period** | **Contract Identification- Project**  Provide Project data and contacts for 4 or more projects |
| *[month/year - month/year]* | Contract name: *[insert full name]*  Brief Description of the works performed by the supplier:  Amount of contract:  Name of Organization:  *Beginning and ending date of the project:*  Address: |
| *[month/year - month/year]* | Contract name:  Brief Description of the Works performed by the supplier:  Amount of contract:  Name of Organization:  *Beginning and ending date of the project:*  Address: |
| *[month/year - month/year]* | Contract name:  Brief Description of the Works performed by the supplier:  Amount of contract:  Name of Organization:  *Beginning and ending date of the project:*  Address: |
| *[month/year - month/year]* | Contract name:  Brief Description of the Works performed by the supplier:  Amount of contract:  Name of Organization:  *Beginning and ending date of the project:*  Address: |
| *[month/year - month/year]* | Contract name:  Brief Description of the Works performed by the Supplier:  Amount of contract:  Name of Organization:  *Beginning and ending date of the project*  Address: |