



REQUEST FOR QUALIFICATION:

**PRE-QUALIFICATION FOR DESIGN, SUPPLY AND
CONSTRUCTION OF SOLAR POWER WATER SUPPLY
SCHEMES IN AFAR, OROMIA, AND SOMALI REGIONS.**

TENDER NUMBER:

MCETH/PRE QUALIFICATION/ET01/006/2025

**CLOSING DATE: Aug 19, 2025 (5:00 PM East African
Time).**

Mercy Corps has been operating in Ethiopia since 2004, working in rural, peri-urban and urban areas in five regional states - Somali, Oromia, Afar, Southern Nations Nationalities and Peoples, Amhara - and the capital city of Addis Ababa. We engage in both development and humanitarian work, and seek to integrate approaches, programs and geographies as much as possible. Our partners include government, academic institutions, development and private sector actors, civil societies and communities. Mercy Corps envisions contributing to the emergence of a peaceful, prosperous, and resilient Ethiopia which is inclusive of youth and women. Our strategic focus in the country includes catalyzing economic opportunities, improving water security, promoting peace and good governance and enhancing food security and nutrition.

1 Introduction

Mercy Corps Ethiopia's Request for Qualification (RFQ) is for potential companies or competitive international companies of Water and Energy Solution providers experienced with design, construction and installation of solar power water supply schemes interested in being evaluated and who will be later invited to submit proposals for rehabilitation of solar power water supply schemes for boreholes. The selected contractor will prepare the design, specification and bill of quantities (BOQ), supply and install some or all components of solar power water supply schemes, provide all labor, materials, tools, equipment, transportation, rigging required to complete the rehabilitation work based on site specific data provided by Mercy Corps.

The objective of this advertisement is to solicit qualifications from companies seeking to be selected for pre-qualification for design, construction, and installation of solar power water supply schemes.

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 firms for a variety of future works programs. Only shortlisted firms 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 an annual basis to provide opportunity for additional contractors to be included on the shortlist.

New applicants and applicants that are not prequalified will have an opportunity to re-apply after one year following an open advertisement.

Applicants that are awarded subsequent tenders will be required to provide performance security as required in the future tender documents.

1.2 General Description of the Proposed Contract Activities.

Solar power water supply scheme design, supply and construction may include, but not limited to:

- Design, Construction and Installation of Solar Power System for Water Supply Schemes in Afar, Somali and Oromia Regions based on the provided borehole data from MC.
- Preparing the detail drawings and specifications of the submersible pumps, types and size of solar panels, wiring kits, renewable solar inverters, surge protections, size and type of wirings, circuit

breakers and type and size of structural members and other appurtenances and project elements as necessary in compliance with all applicable building and electrical codes.

- Transportation of all materials as described in the BOQ to the specified locations in the tender.
- Supply, install and fixing of all submersible pumps, solar panels, wiring kits, renewable solar inverters, surge protections, wirings, circuit breakers, structural erection and fixings and others as necessary.
- Testing of system functionality.
- Train zonal/woreda government water technicians on the operation and maintenance of the solar pump system and provide operation guidelines.

1.3 Estimated Contract Amounts:

Mercy Corps Ethiopia will not share the estimated budgeted amount of this project; however, the pre-qualified firms who will receive a direct invitation to participate in the future installation tenders are encouraged to optimize the resources and provide a competitive bid.

2 Tender instructions

2.1 Schedule

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

Milestone	Date
Issue RFPQ	July 29, 2025
Deadline for Questions/Requests for Clarifications	Aug 5, 2025
Mercy Corps to Provide Responses to all Questions	Aug 6, 2025
Statement of Qualifications Due	Aug 19, 2025
Announcement of Intent to Shortlist	Sept 01, 2025

2.2 Submittal Requirements and Format

Mercy Corps will accept SOQ's by email prior to 5:00 p.m. on the Due Date set forth in Section 2.1 of this RFP at the following address: et-tender-questions@mercycorps.org

Statements of Qualifications (SOQ's) shall follow the requirements and format described in this RFQ. Applicants shall submit one electronic copy of the Statements of Qualifications. Electronic copies must be submitted in Adobe Acrobat (.pdf) format using 8.5-inch by 11-inch paper size. 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.

Applicants are advised to combine all parts of their submittal into one pdf document.

MC will not consider any SOQ sent to another Email address except email stated in section 2.2.

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.

2.3 Clarifications

Requests for clarifications regarding this pre-qualification process should be sent to et-tenderquestions@mercycorps.org by 5:00 pm on the date listed in section 2.1. All responses to questions received will be consolidated and uploaded on the Mercy Corps website <https://www.mercycorps.org/tenders> by 5:00pm on the date listed in section 2.1.

2.6 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 one year. 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 Statements of Qualifications, before 5PM on the date listed in section 2.1.

2.7 Past Performance

Past performance in related nature of work and complexity will be given due consideration in pre-qualifying applicants. Previous contracts in line with this pre-qualification requirement will be considered. At least two in the last five years and substantially completed or above 70% completed for ongoing projects. The similarity of the work should be the same in complexity, and key project activities.

3. Eligibility Criteria and Submittal Requirements

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.

- Renewed Business License from Ministry of Trade & Industry for water and energy solutions providers and valid for the year 2017 E.C plus Should attach VAT and TIN certificates.
- 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, 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 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, 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.

3.4 Content

The Statements of Qualifications 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.

3.5 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 undertake design and construction of similar in type and complexity to this project. 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 Qualifications 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 the Applicant.

1. Company's Background and Performance (5 pages limit)
 - a. Describe the organizational structure, lines of responsibility, and roles within the company.
 - b. Identify and explain any legal claims asserted by or against the company within the past five years (not negotiated change orders considered normal course of business.). Describe any labor disputes within the past five years.

- c. Provide a brief description of representative projects performed within the past five years which are relevantly similar in scale, type, and complexity to this project; include a client reference for each listed project on Form 2.
 - d. With a focus on the knowledge, resources, and capabilities, describe any unique expertise or advantages of the company which would benefit the overall success of water supply projects where river intake and raw water treatment plants are involved.
 - e. Describe the company's current commitments to other projects; how the company will manage resources to ensure timely performance of activities.
2. Organizational Chart (1 page limit): Submit an organizational chart demonstrating the basic structure of the company and the integration of any major provider, sub-organization, and/or sub-contractor(s).
 3. Key Personnel CV's (30-pages total limit): Based on the type of Activities described in Section 1.2, provide one CV each for the committed Solar/Electrical Design Engineer, Civil Design Engineer, Construction Manager, Quality control engineer, Surveyor, site engineers, Site inspector or foreman and Superintendent. The CV shall indicate he/she is licensed to perform such services within the relevant jurisdiction. These roles are considered "key personnel" and substantially contribute to the evaluation of the company; the master agreement will require that the key personnel be committed to the project and shall not be replaced or substituted without pre-authorization by Mercy Corps. Failure to comply with this term may preclude the company from bidding on Task Orders.

3.5.3 Management:

- A. Equipment List (2 pages limit): Provide a list of equipment that your company owns, rents or acquired through lease. The list of equipment should be in relation to the construction works. For example, lists should have items like loaders, tankers, trucks, excavators, cranes, compaction machines, etc. (specify if the equipment listed is rented, leased, or owned).
- B. Quality Management Narrative (1 page limit): describe the Applicant's commitment and specific plan for ensuring quality control. Provide the name and qualifications of the individual responsible for ensuring quality control.

3.5.4 Forms

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

4. Evaluation Criteria

4.1 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 Eligibility Submittals must be submitted with SOQs. Prospective contractors who do not submit these documents will be disqualified from any further technical evaluation.

4.2 Eligibility Submittals

- a. Supplier Self-Certification of Eligibility – Submission of Attachment 1 - Supplier Information Form.
- b. Company Certificate of Incorporation
- c. Valid Trading License for the year of trading, proof of local/legal business registration
- d. Tax Registration Certificate, proof of local tax registration.
- e. Current Tax Clearance Certificate preferably addressed to Mercy Corps sent to et-tender.questions@mercycorps.org
- f. Bank Statement for the last six months between 01 Jan 2025 - 30 June 2025 or Audited Books of Accounts FY24 - FY25.
- g. Articles and memorandum of Association with list of Directors.
- h. Company Profile minimum details of establishment and official operating premises and services.

4.3 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.

4.4 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 Statements of Qualifications, as described in Section 3.0, will be evaluated to determine if it meets the minimum criteria. Statements of Qualifications components which do not comply with the requirements of the RFQ, such as but not limited to, minimum qualifications, page limits, and content may be disqualified. An Applicant must receive a passing rating on all criteria.

Note: Only applicants that score above 70% and above will be shortlisted.

Technical Criteria	Requirements	Maximum Score
Experience in performing relevant / similar projects: Portfolio showing relevant experience, the design, construction and installation of water and solar energy solutions in water supply projects (fast track medium to large scale projects) completed in the last 5 years.	For each project in the portfolio, the following is required in Form 2: Project Location, Client, Contract Value, Duration, scope of work and any special Challenges. Projects completed with INGOs or NGOs to be listed first Executive Summary (1 page), Company Background and Performance (5 pages) and Form 2 Project Experience will be used to evaluate this criterion.	40%

Project Team Qualifications and Experience: List of key employees with Electrical/Civil Engineering Profession with at least 5 years related working experiences and should have completed 3 or more construction and installation works.	Organizational structure showing names and positions of current employees. Organizational Chart (1 page) will be used to evaluate this criterion.	5%
	Resumes - Key qualified Engineers and field supervisors registered certificate from engineers' registration department of Ethiopia Energy Authority plus Engineers Registration units or Ethiopian Ministry of Works and Urban Development and for international contractors' staff from similar authority in their home country. Key Personnel CVs (30 pages limit) and Quality Management Narrative (1 page) will be used to evaluate this criterion.	30%
List of Company Equipment and Vehicles: List of tools, machinery, and equipment - relevant to the works under the categories specified above with copies of logbooks/ proof of ownership/ lease.	Provide a list of the company's construction equipment (loaders, tankers, trucks, cranes, etc..). This list will be verified on a later stage through site visits or through asking for official registration documents or lease agreements. Equipment List (2 pages) will be used to evaluate this criterion.	25%
	Total Possible Points	100
	<i>Minimum Passing Score = 70 Points Minimum</i>	

PREQUALIFICATION REQUIREMENTS

All applicants **must** submit the following:

1. Eligibility Submittals
 - a. Attachment 1 – Applicant Self-Certification of Eligibility (pgs. 14-15)
 - b. Company Certificate of Incorporation
 - c. Valid Trading License for the year of trading, proof of local/legal business registration
 - d. Tax Registration Certificate, proof of local tax registration.
 - e. Current Tax Clearance Certificate Preferably addressed to Mercy Corps sent to ettenders@mercy Corps.org
 - f. Bank Statement for the last six months between 01 Jan 2025 - 30 June 2025 or Audited Books of Accounts FY24 - FY25.
 - g. Articles and memorandum of Association with list of Directors.
 - h. Company Profile minimum details of establishment and official operating premises and services.
2. Experience in performing similar projects

- a. Executive Summary - 1 page max.
 - b. Company Background and Performance - 5 page max.
 - c. Form 2 Project Experience (see page 16; 10 page max.)
- 3. Project team qualifications and experience
 - a. Organizational Chart - 1 page max.
 - b. Key Personnel CVs - 30 pages max.
 - c. Quality management narrative (1 page)
- 4. List of company equipment and vehicles
 - a. Equipment List - 2 pages max.
- 5. Other items
 - a. Good Performance Certificates in provision of water and energy solution – 1 page max.
 - b. Form 1 - Applicant information form (pgs. 11-13)
 - c. PPDA Certificates (Public Procurement and Disposal Act certificate).

5. Forms

Form 1

Applicant Information Form

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

Please complete all fields.

Applicant 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:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

Attachment 1 - Applicant 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 donor's 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 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. Its owners, officers and directors have not been convicted of an offense concerning its professional conduct and have 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 be used for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the Company's Pre Qualified 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 Applicant 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

Company Project Experience

Period	Contract Identification- Project
	Provide Project data and contracts for 4 or more projects
<i>[month/year - month/year]</i>	<p>Contract name: <i>[insert full name]</i></p> <p>Brief Description of the works performed by the Applicant:</p> <p><i>[describe works performed briefly including location, type and size of facilities installed, grid intertied?, source of equipment/materials (import or from in country),]</i></p> <p>Amount of contract: <i>[insert amount in USD currency]</i></p> <p>Name of Organization: <i>[indicate full name]</i></p> <p><i>[Beginning and ending date of project]</i></p> <p>Address: <i>[indicate street/number/town or city/country]</i></p>

<p><i>[month/year - month/year]</i></p>	<p>Contract name: <i>[insert full name]</i></p> <p>Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly including location, type and size of facilities installed, grid intertied?, source of equipment/materials (import or from in country)]</i></p> <p>Amount of contract: <i>[insert amount in USD currency]</i></p> <p>Name of Organization: <i>[indicate full name]</i></p> <p><i>[Beginning and ending date of project]</i></p> <p>Address: <i>[indicate street/number/town or city/country]</i></p>
<p><i>[month/year - month/year]</i></p>	<p>Contract Full name:</p> <p>Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly including location, type and size of facilities installed, grid intertied?, source of equipment/materials (import or from in country)]</i></p> <p>Amount of contract:</p> <p>Name of Organization:</p> <p><i>[Beginning and ending date of project]</i></p> <p>Address: <i>[indicate street/number/town or city/country]</i></p>

<p><i>[month/year - month/year]</i></p>	<p>Contract name: <i>[insert full name]</i></p> <p>Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly including location, type and size of facilities installed, grid intertied?, source of equipment/materials (import or from in country)]</i></p> <p>Amount of contract: <i>[insert amount in USD currency]</i></p> <p>Name of Organization: <i>[indicate full name]</i></p> <p><i>[Beginning and ending date of project]</i></p> <p>Address: <i>[indicate street/number/town or city/country]</i></p>
<p><i>[month/year - month/year]</i></p>	<p>Contract name: <i>[insert full name]</i></p> <p>Brief Description of the Works performed by the</p> <p>Applicant: <i>[describe works performed briefly] including location, type and size of facilities installed, grid intertied, source of equipment/materials (import or from in country),</i></p> <p>Amount of contract: <i>[insert amount in USD currency,</i></p> <p>Name of Organization: <i>[indicate full name]</i></p> <p><i>Beginning and ending date of project</i></p> <p>Address: <i>[indicate street/number/town or city/country]</i></p>

Acronyms

RFQ	Request for Qualifications
SOQ	Statements of Qualifications
USD	United States Dollar
PPDA	Public Procurement and Disposal Act
CV	Curriculum vitae
NGO	Non Government Organization
FY	Financial Year
USAID	United States Agency for International Development
MC	Mercy Corps
WC-1	Water Works Contractor Grade-1