

Tender Package — Request for Proposal (RFP)



1. Invitation to Tender

Tender Name: Call for Proposal to Establish a Master Agreement for Engineering Design & Consultancy Services	Tender No: KBL0035
Location: Kabul, Afghanistan	Correspondence Language(s): English

Brief Summary Description of Project:

Mercy Corps is an international relief and development organization working in over 40 countries worldwide helping people build secure, productive and just communities. Mercy Corps is soliciting technical support for an exciting new program - Stabilization of Urban Neighbourhoods (SUN) to support communities in Kabul to achieve greater productivity, security and social cohesion.

For over two decades, these communities have received innumerable investments in local infrastructure, external support to engender cohesion, and governance capacity building. SUN will build on former efforts and take a facilitative approach to youth-led community investments. The categories of work will include the design and tendering of infrastructure projects including but not limited to:

1. Roads
2. Bridges
3. Water supply and/or drainage/sewage systems
4. Buildings (Sports facilities, Community buildings, Schools)
5. Recreation facilities (Parks, Playgrounds, Sport fields , Play shelters)
6. Solar Systems
7. Hydraulic Structures

Mercy Corps is soliciting proposals to contract with a registered Company for engineering design & consultancy service. Work will be assigned on a task basis with the scope, schedule and budget negotiated for each individual assignment.

Tender package available from:

January 30, 2020

Tender Package available:

By picking up the tender package in hard copies from Mercy Corps Afghanistan Office:

Mercy Corps Afghanistan (MCA), Kabul Office, House # 1010 Street # 5th Qala-e- Fatullah

Also the Package can be found on Mercy Corps website at:
www.mercycorps.org/tenders

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<p>Deadline for Offer Submission:</p> <p>Close of Business Day Afghanistan February 26, 2020 , 3:30 p.m.</p>	<p>Submission of Sealed Offers to: Mercy Corps Afghanistan (MCA), Kabul Office, House # 1010 Street # 5th Qala-e- Fatullah</p> <p>Soft copy submission must be only to the following Email address : tenders@mercycorps.org</p>
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****Mercy Corps reserves the right to accept or reject any late offers**

<p>Questions and Answers (Q&A)</p>	
<p>If any, Submit Questions in writing to Af-tender-questions@mercycorps.org or tenders@mercycorps.org</p> <p>Attention: Master Agreement for Engineering Design & Consultancy Services</p>	
<p>Last Day for Questions: February 21, 2020</p> <p>Questions received after closing date and time will not be addressed.</p>	<p>Questions will be answered by: February 23, 2020 February 24, 2020</p>
<ul style="list-style-type: none"> • Questions will be answered in writing through email on a given time and date. No more questions will be considered after February 21,2020 • All received questions along with answers will be shared with all prospective bidders who download the tender package. 	

Documentation	Checklist
<p>These documents are contained within this tender package</p>	
<ul style="list-style-type: none"> ✓ (This Document) Invitation to Tender ✓ (This Document) This General Conditions for Tender ✓ (This Document) Criteria and Submittals ✓ (Attachment 1) Supplier Information Form ✓ (Attachment 2) Master Service Agreement template ✓ (Attachment 3A) Scope of Work – Engineering Design Services ✓ (Attachment 3B) Scope of Work - External Supervision ✓ (Attachment 4A) Price Offer Sheet - Traditional Building (Design Rates per square meter for traditional buildings below 1000 square meter and recreational facilities) ✓ (Attachment 4B) Price Offer Sheet - (Hourly rate roads, Water supply and/or drainage/sewage systems, Recreation facilities, Solar Systems, Bridges, hydraulic structures etc.) ✓ (Attachment 4C) Price Offer Sheet - Rate for external supervision ✓ (Attachment 5) Declaration of Undertaking 	

2. General Conditions for Tender

Mercy Corps invites proposals for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Mercy Corps' Anti-Bribery and Anti-Corruption Statement

Mercy Corps strictly prohibits:

- *Any form of bribe or kickback in relation to its activities*
This prohibition includes any *request* from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any *offer* from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.
- *Conflicts of interests in the awarding or management of contracts*
If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.
- *The sharing or obtaining of confidential information*
Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps' price estimates, competing offerors or competing offers, etc. Any information provided to one offeror must be provided to all other offerors.
- *Collusion between/among offerors*
Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting proposals can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

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.

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.

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- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for the period of **[180 days]** from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
- This Tender does not obligate Mercy Corps to execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of proposals. Furthermore, Mercy Corps reserves the right to reject any and all proposals, if such action is considered to be in the best interest of Mercy Corps.
- Mercy Corps has the right not to disclose the name of the winning offeror to the losing bidders or the terms and conditions offered by the winning bidder.

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 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(s) will be required to sign a contract for the stated, agreed upon amount.

2.6 Certification Regarding Terrorism

It is Mercy Corps' policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

3. Criteria & Submittals

3.1 Contract Terms

Mercy Corps intends to issue a Fixed Price Master Service Agreement contract to one or more company(ies) or firms. The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in "Attachment 2" master service agreement template.

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:

- Proof of local Tax Registration.
- Proof of local business registration in the Ministry of Commerce and Industries
- Submission of filled, signed and stamped supplier information form.

3.3 Tender Submittals

Submission: Offers should be submitted in three sealed envelopes with writing the name & number of each envelope as follows:

- ✓ **Envelope 1, containing documents supporting the eligibility criteria:**
 - A copy of a valid legal local business registration in the Ministry of Commerce and Industries (e.g. to whom it may concern certificate)
 - A copy of valid tax registration certificate, or a copy of the latest tax clearance
 - Supplier information form (filled, signed & stamped)
 - **(Attachment 5)** Declaration of Undertaking
- ✓ **Envelope 2, containing all documents for technical evaluation:**
 - Company Profile & portfolio showing details of experience in different projects especially building, roads, Water supply and/or drainage/sewage systems, Recreation facilities, Solar Systems, Bridges, hydraulic structures). Submission of sample design documents (sample drawings, BOQs & environmental studies)

- CVs of company key engineers & designers.
- List of previous building, water and environmental projects, roads, bridges & project timelines.
- List of environmental works and studies performed recently
- “List of products/services offered” - (Must be filled in Attachment 1 - Supplier Information Form)
- Organizational Structures
- ✓ **Envelope 3, containing the financial Offer:**
- Price offer sheet– (Attachment 4A, Attachment 4B, Attachment 4C)

Addressed to “Mercy Corps Afghanistan”, Sealed Offer from “Name of offering Supplier” and delivered to Mercy Corps Office, Mercy Corps Afghanistan (MCA), Kabul Office, House # 1010 Street # 5th Qala-e- Fatullah

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.

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 price offer sheet in Attachment 4A, Attachment 4B, Attachment 4C. All items must be clearly labeled and included in the total offered price.

3.4 Currency

Offers should be submitted in: US Dollar
Payments will be made in: AFN

3.5 Tender Evaluation (Trade-Off Selection Method)

Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

3.5.1 Scoring Evaluation

(Trade-Off Method)

Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). Offerors proposals should consist of all required technical submittals so a Mercy Corps committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.

Award criteria shall be based on the proposal’s overall “**value for money**” (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criteria has been assigned a weighting prior to

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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 Selection Committee will assign points for each criteria based on the following scale:

Point	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 (%)	Possible Points (1 to 10)	Weighted Score
	(A)	(B)	(A*B)
Company portfolio of previous & current projects for building. Example of Previous design projects showing timeline and design documents. Provide 2 relevant examples in the past 3 years. (size and value of the project's information should be provided.). "List of services offered" must be filled in Attachment - 1 Supplier Information Form..	40%	10	40
Staff Experience (CV's including civil, mechanical, architect, environmental specialist, electrical engineers)	20%	10	20
Organizational Structure: in term of human resources availability and capacity, reporting hierarchy, focal points, head of structure department, system controlling	10%	10	10
Financial proposal	30%	30	30
Total	100%	100	100

- **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.**
 - **Analysis of audited financial statements.**
 - **Interviews**
 - **Site visits**
 - **Determination of relations and affiliations between offerors.**
 - **Other appropriate documented method giving Mercy Corps increased confidence in the supplier’s ability to perform.**

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 offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

Documents Comprising the Proposal

The following information must be included in the offer of any potential offeror:

- Completed and signed Mercy Corps **Supplier Information Form**. (Attachment 1)
- A Price Offer using the **Price Offer Sheet** template. (Attachment 4A, Attachment 4B, Attachment 4C)
- Other important documents offeror feels need to be attached to support their proposal.

The original proposal shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the proposal shall be initialed by the person or persons signing the proposal and stamped with the company seal. Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.

6. Attachments to the Tender Package:

Supplier Information Form	Attachment - 1
Master Service Agreement template	Attachment - 2
Scope of Work – Engineering Design Services	Attachment - 3A
Scope of Work - External Supervision	Attachment - 3B
Price Offer Sheet - Traditional Building (Design Rates per square meter for traditional buildings below 1000 square meter and recreational facilities)	Attachment - 4A
Price Offer Sheet - (Hourly rate roads, Water supply and/or drainage/sewage systems, Recreation facilities, Solar Systems, Bridges, hydraulic structures etc.)	Attachment - 4B
Price Offer Sheet - Rate for external supervision	Attachment - 4C
Declaration of Undertaking	Attachment - 5