



**MERCY  
CORPS**  
Pre-qualification Tender

Location of implementation of projects: Lebanon	Date:
Project: Pre-Qualification Tender	

**Form C.1.: Pre-qualification Document Receipt**

Bidder
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I hereby acknowledge receipt of one set of Pre-qualification documents for the above project. **I also acknowledge that I am informed that if I do not fill out all Mercy Corps provided forms my pre-qualification will be disqualified.**

Form C.2. Notes to Applicants

Form C.3. General Conditions for Pre-qualification of Construction Companies

Form C.4. Qualifications Summary

Form C.5. Organizational chart \_

Form C.6. Overview of the tenderer's personnel

Form C.7.: Professional experience of key personnel

Additionally I acknowledge that I HAVE NOT paid any fee for this documentation.

**Document Delivery:** Open until October 31, 2016

**Hour:** 09:00 - 16:00 every working day. To be delivered to MC Beirut Office, Bee Center 3<sup>rd</sup> Floor, Alfred Naccache Street, Achrafieh, Beirut, Lebanon.

Name and Last Name
Signature
Date and Time



## Pre-qualification Tender

### Form C.2.: Notes to Applicants

1. **All Mercy Corps provided forms must be completed. Information provided by a bidder that is not filled in the provided forms will not be taken into consideration during bid evaluation.**
2. Applications should be submitted in sealed envelopes to Mercy Corps' Beirut office ( 3<sup>rd</sup> Floor, Bee Center, Alfred Naccache Street, Achrafieh) and then sent by email to: [hsalhab@mercy Corps.org](mailto:hsalhab@mercy Corps.org)
3. Retain a copy of your complete application.
4. Documents delivered after the stated deadline will not be considered.
5. Applicants may apply to one or multiple project categories listed in the below tender documents:
  1. Supply and transportation of water and wastewater system materials:
  2. Supply and installation of pumping systems:
  3. Supply and implementation of water or wastewater networks:
  4. Construction of concrete water/wastewater tanks:
  5. Rehabilitation, construction or improvement works in refugee Informal Settlements, Collective Shelters and Small Shelter Units:
  6. General Supplies for WASH projects (such as hygiene kits, cleaning supplies, tools, and other):
6. Mercy Corps might conduct a field visit to the applicant's offices in order to check on offices and equipment



## Pre-qualification Tender

### Form C.3.: General Conditions for Pre-qualification of Construction Companies (English)

- 1. Scope:** Mercy Corps is implementing a portfolio of integrated Water, Sanitation, & Hygiene (WASH) and Shelter Improvement programs in Lebanon. Mercy Corps' WASH programs will implement projects that fall under the categories mentioned in **C2**. Mercy Corps invites companies to pre-qualify for projects under its WASH and Shelter portfolio in accordance with procedures, conditions, and contract terms as described below. Mercy Corps reserves the right to request additional documents and to accept or refuse all or part of the submitted pre-qualification documents.
- 2. Language:** As determined by Mercy Corps, the working language of this pre-qualification process is English.
- 3. Source of Financing:** The program and the construction projects are financed by UNICEF, DFATD, BPRM and other donors. The investor is Mercy Corps for contracting purposes.
- 4. Qualifying and Conditions:** The required submittals and criteria for pre-qualification per category are as per the below. All requirements are mandatory unless otherwise stated:
  - A. Qualifications Documents for Supply and transportation of water and wastewater system materials:**
    1. Company profile;
    2. Company legal registration documents/certificates;
    3. Company financial registration (Not mandatory – non-registered applicants will be subject to extra taxation).
  - B. Qualifications Documents for Supply and installation of pumping systems:**
    1. Company profile;
    2. Company legal registration documents/certificates;
    3. Company financial registration (Not mandatory – non-registered applicants will be subject to extra taxation);
    4. Contractor classification at the Ministry of Public Works and/or Ministry of Energy and Water as Grade 1 or 2;
    5. Comprehensive company organizational chart showing number of employees/workers, their respective positions, and resumes of key personnel;
    6. Company erection machinery and on site team capacities: the company must present documentation proving the capacity to install at least two pumping systems in two different locations simultaneously. Company shall present proof of securing at least two cranes with certified drivers, two site engineers, two foremen, two certified welders, two certified electricians, four helpers, and other relevant resources;
    7. Proof of at least three years of experience in implementing projects involving pumping systems. Submittal must include the name, address and contact details for each client, as well as the location, type, and value of the respective projects;
    8. Previous experience in working with the public sector, specifically Water Establishments, the Ministry of Energy and Water, or Municipalities (Not mandatory).
    9. Previous experience in working with INGOs preferred

**C. Qualifications Documents for Supply and implementation of water or wastewater networks:**

1. Company profile;
2. Company legal registration documents/certificates;
3. Company financial registration (Not mandatory – non-registered applicants will be subject to extra taxation);
4. Contractor classification at the Ministry of Public Works and/or Ministry of Energy and Water as Grade 1 or 2;
5. Comprehensive company organizational chart showing number of employees/workers, their respective positions, and resumes of key personnel;
6. Company erection machinery and on site team capacities: the company must present documentation proving the capacity to install at least two water or wastewater networks in two different locations simultaneously. Company shall present proof of securing at least one jackhammer with certified driver, two loaders / excavators, , two dump trucks, two site engineers, two foremen, ten workers, and other relevant resources;
7. Proof of at least three years of experience in implementing projects involving water networks of at least 2000 meter total length each. Submittal must include the name, address and contact details for each client, as well as the location, type, and value of the respective projects;
8. Previous experience in working with the public sector, specifically Water Establishments, the Ministry of Energy and Water, or Municipalities (Not mandatory).
9. Previous experience in working with INGOs preferred

**D. Qualifications Documents for Construction of concrete water/wastewater tanks:**

1. Company profile;
2. Company legal registration documents/certificates;
3. Company financial registration (Not mandatory – non-registered applicants will be subject to extra taxation);
4. Contractor classification at the Ministry of Public Works and/or Ministry of Energy and Water as Grade 1 or 2;
5. Comprehensive company organizational chart showing number of employees/workers, their respective positions, and resumes of key personnel;
6. Company erection machinery and team capacities: the company must present documentation proving the capacity to install at least two water/wastewater tanks in two different locations simultaneously. Company shall present proof of securing at least one structural/civil engineer with at least five years of experience, one mechanical engineer with five years of experience, one jackhammer with certified drivers, two loaders , two dump trucks of at least 10 Ton capacity, one heavy excavator, one site civil engineer with at least five years of experience, one topographer, two foremen, ten workers, and other relevant resources;



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7. Proof of at least five years of experience in implementing construction projects including at least three concrete water/wastewater tanks of at least 500 cubic meter capacity. Submittal must include the name, address and contact details for each client, as well as the location, type, and value of the respective projects;
8. Previous experience in working with the public sector, specifically Water Establishments, the Ministry of Energy and Water, or Municipalities (Not mandatory).
9. Previous experience in working with INGOs preferred

#### **E. Rehabilitation, construction or improvement works in refugee Informal Settlements, Collective Shelters and Small Shelter Units:**

1. Company profile;
2. Company legal registration documents/certificates;
3. Company financial registration (Not mandatory – non-registered applicants will be subject to extra taxation);
4. Proof of experience in implementing rehabilitation or improvement projects in at least five instances involving installation or rehabilitation of water, sanitation, or shelter facilities. Items include, but are not limited to, Water Points (water/wastewater tanks and platforms), household and shared toilets/latrines, drainage works, shelter improvement works etc..Submittal must include the name and phone number of each client, as well as the location, type, and value of the respective projects;
5. Previous experience in working with INGOs preferred

#### **F. General Supplies for WASH projects (such as hygiene kits, cleaning supplies, tools, and other):**

1. Company profile;
2. Company financial registration (Not mandatory – non-registered applicants will be subject to extra taxation);
3. Proof of experience in supplying supplies as per the above. Submittal must include the name and phone number of each client, as well as the location, type, and value of the order in question;

The above list of supplies is not exhaustive and can include additional items

4. Previous experience in working with INGOs preferred

**Note:** Mercy Corps reserves the right to either reconsider or reject the qualification documents of any of company which fails to commit, upon award, to one or more of the above requirements.

#### **5. Requirements for every pre-qualification package:**



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- Every pre-qualification package must be completed in full as per the above (Section 4. Qualifying and Conditions) or the application will be disqualified;
  - All applicants will receive the same documents: No applicant should add, omit, or change any item, term or condition in the original papers;
  - If any applicant has additional requests or conditions, this shall be provided in a separate letter accompanying the pre-qualification package;
  - Each applicant may make only one pre-qualification application but a company may re-apply if it later meets all requirements.
- 6. Performance Standards:** The contracted works must be undertaken in accordance with all relevant rules, regulations and statutes currently applicable in Lebanon and as specified in the contract document/s.
- 7. Eligibility of Applicants:** Applicants cannot apply if they:
- Are not registered companies;
  - Are bankrupt or in the process of going bankrupt;
  - Have been convicted of an offense concerning professional conduct;
  - Have been guilty of grave professional misconduct (proven by any means which the contracting authority can justify);
  - Have not fulfilled obligations related to payment of social security and governmental taxes;
  - Have filed false information;
  - Have a conflict of interest (with a prior relationship to the project or family or a business relationship to parties on Commission);
  - Were in breach of their contractual obligations;
  - Are on any list of sanctioned parties issued by the United States Government.
- 8. Submission of Documentation for Pre-Qualification:** All Documents will be delivered in prescribed format to Mercy Corps' Beirut office (3<sup>rd</sup> Floor, Bee Center, Alfred Naccache Street, Achrafieh) and then sent by email to [hsalhab@mercy Corps.org](mailto:hsalhab@mercy Corps.org), and will be clearly marked with a reference to the invitation the company is responding to. The pre-qualification process is continuous and interested companies can apply at any time until October 31, 2016.
- 9. Opening of the pre-qualification documentation:** The documents will be opened in the presence of a Mercy Corps committee. The applicant's name, and all other required information will be included in the minutes.
- 10. Evaluation for pre-qualification:** The committee composed of at least one representative of each of the Procurement and Program technical teams of Mercy Corps will review the applications to ensure that they contain all the required information. To assist in the evaluation and comparison of documentation, the committee may, at its discretion, solicit the support of other Mercy Corps personnel.
- 11. Technical Evaluation for pre-qualification:** The pre-qualification applicants will be evaluated on administrative and technical capacity and merits. This evaluation will assess the capacity and experience of the company on the basis of the submitted documents as per 'Section 4'



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- 12. Prequalification of Companies:** Mercy Corps evaluation committee will pre-qualify companies for future tenders, and only pre-qualified companies will be invited to submit offers for any potential WASH and Shelter projects for Mercy Corps' program that fall within the above categories. Mercy Corps will accept pre-qualification applications on rolling basis, all year round.



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**Form C.4.: Qualifications Summary**

1	Name of Company	
2	Address	
3	City – Town	
4	Telephone	
5	Email	
6	Manager-Director	
7	Qualifications of key staff for this pre-qualification	
	1.	
	2.	
	3.	
	4.	
	5.	
	6.	
	7.	
	8.	





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8	List of Firm's experience implementing projects in the past three years relevant to the category applied for. This list must be completed in detail. Companies that include any projects for which a signed contract is not available will be disqualified. Please submit a separate list for each category applied for in the past three years.						
Total number of projects completed in the past three years				Total value of all completed projects (in US Dollars)			
No	Project Location (village/ town and municipality)	Type of the project	Year completed	Contract Value	Client	Reference (please include references) (please written)	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
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List of Equipment:

	Type of equipment	Make	Model	Capacity	HP	Owned/Rented
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

List additional equipment on a separate sheet if applicable



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### Form C.5. Organizational Chart

Please give details here below of the organization chart of your company, showing the position of directors, key personnel and functions.



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### Form C.6.: Overview of the tenderer's personnel

1. Overview:

- a. Directors and management:
- b. Administrative staff:
- c. Technical staff:

Total number:

2. Site operatives to be employed on the contract (if relevant)

- a. Site management
- b. Administrative staff
- c. Technical staff

Total number

3. Key personnel:



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**Form C.7.: Professional experience of key personnel**

**Resumes**

(Maximum 3 pages + 3 pages of annexes)

1. Proposed position for contracts:
2. Surname:
3. Name:
4. Date and place of birth:
5. Nationality:
6. Civil status:
7. Address:
8. Contact information:
9. Education:

Signature:

*(Persons authorized to sign on behalf of the tenderer)*

Date: