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| **Request for Qualification**  **CRI and food kits**      **Tender Number: 647** |

**Closing Date: 15 Aug 2024 at 4:00 PM**

## 

## **Introduction**

This is a Request for Qualification for CRI and Food kits companies interested in being evaluated to receive future design and construction tenders for pricing.

**1.1 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, per 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 on 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 the future tender documents.

## **General Description of the Proposed Procurement Activities**

Mercy Corps will be prequalifying applicants for the purchase of CRI Kits and food parcels for future emergency programs.

## **2. Tender Instructions**

## **2.1 Schedule**

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

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| --- | --- |
| **Activity** | **Date** |
| Issue Request for Qualification | 30 July 24 |
| Deadline for Questions | 7 Aug 24 |
| Mercy Corps to Provide Responses to all Questions | 8 Aug 24 |
| Statement of Qualification Due | 15 Aug 24 |
| Announcement of Pre-Qualified Suppliers | 14 Sep 24 |

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

Mercy Corps will accept Statement of Qualification as follow

Due Date: 15 Aug 24

Time: 4:00 PM

Email Submissions: Tenders@mercycorps.org

Tender Box Submissions Bee Center, Alfred Naccash Street Facing Hotel Dieu de France Hospital- Ashrafieh - Beirut

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 lb-tenders-questions@mercycorps.org by 7 Aug 2024. All responses to questions received will be shared via email with applicants by 8 Aug 2024.

## **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 two years.

## 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 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 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 (goods/services/works). 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. Describe the organizational structure, lines of responsibility, and roles within the company.
   2. 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.
   3. Provide a brief description of representative projects performed within the past five years which are relevantly similar in scale, type, and complexity to this Program; include a client reference for each listed project on Form 2.
   4. Describe the company’s current commitments to other projects; how will the company 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 (2-3 page total limit):** Based on the type of Activities described in Section 1.2, provide one CV each for the committed expertise.

### 3.5.3 Management:

1. **Schedule (2 page limit):** briefly describe the management approach for coordinating and prioritizing planning, distribution, and quality management.
2. **Equipment List (1-2 page limit):** provide a list of warehouses and trucks that your company typically have.
3. **Quality Management Narrative (1 page limit):** describe the supplier’s commitment and specific plan for ensuring quality control. Provide the name and qualification 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 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 an 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.

1. Criteria: Delivery time – Definition of acceptability: Confirmation that the supplier is able to deliver at least 500 food parcels and NFI kit during 5 working days.

2. Criteria: Past Experience – Working on similar large-scale project during the past five years, with contract having more than 2500 food parcel kits and NFI and above, supplier to include 4 references with direct contact information.

3. Criteria: proof of accomplishment: Supplier to provide at least 4 proofs of accomplishment of similar projects.

4. Supplier Capacity: transportation of Food parcels and NFI: committed to deliver quality transportation services that might include Pictures, registration documents or others. Quality transportation includes well maintained trucks, experienced drivers, Suitable for food items transportation. (Proof of ownerships Is preferred) Mercy Corps reserve the right to conduct site visits/ inspection

5. Warehousing capacity: availability of well-maintained ware house (Mold free, ventilated, pest control, easily accessible) , suitable for storing food parcel and NFI’s. (MC reserve the right to visit and inspect the warehouses)

6. Warehouse location: Easily accessible preferably different warehouses in several governorate.

**(PREQUALIFICATION REQUIREMENTS)**

All suppliers **must** submit the following:

1. Executive Summary - 1 page max, described on pg. 7
2. Company Background and Performance - 5 page max., described on pg. 6
3. Organizational Chart - 1 page max, described on pg. 6
4. Key Personnel CVs - 3 page max, described on pg. 6
5. Schedule - 2 page max, described on pg. 6
6. Equipment List -2 page max, described on pg. 6
7. Quality Management Narrative - 1page max, described on pg. 6
8. Form 1 - Supplier information form (pgs. 8-12)
9. Form 2 - Project Experience (pgs. 13-14)

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