This form should be completed by the Originator’s Department, in cooperation with the Procurement Department, and attached to the approved Purchase Request. Both documents should then be submitted to the Procurement Department to initiate the tender process.

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| **PR** # (or MAR#):  | ADD 0890 | **PR Description:**  | Digital SBCC Messaging |

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| **1.Estimated Timeline**: This service is expected to last a maximum of six month time after agreements have been signed . |

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| **2.Select Bid or Proposal:** Explain why the option was selected next to selected option below *(Refer to section 5.8 of the FP3 or consult with Global Procurement for additional assistance)*

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| * **Bid (RFB)**
 | Lowest price technically acceptable. Must use “pass / fail” technical evaluation criteria. |
| * **√Proposal (RFP)**
 | Trade off method. Set evaluation criteria and weighting or scoring. |
| **Explanation:** Trade off method. Set evaluation criteria and weighting or scoring. |

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| **3.Supplier Eligibility Criteria:** List any additional eligibility criteria (section 5.9 of the FP3) to the minimum standard criteria defined in the FP3 (refer to sections 5.6 of the FP3)* Company profile
* Statement of interest, proposed methodology and work plan;
* Copies of renewed business registration certificates;
* Financial proposal with a detailed breakdown of costs (including all related costs) in USD mentioning the terms of payment;
* Technical and financial proposal should be sent separately to tenders@mercycorps.org
* procurement related questions can be sent to **et-tender-questions@mercycorps.org**
* **and** **mtefera@mercycorps.org****can be used for** technical questions; and only **till June 15 , 2020**
* Failure to comply with any of the conditions indicated above will result in automatic rejection;
* Application deadline June 19, 2020 at 18.00 and proposals sent after this date may not be considered;
* Please collect the Tender package from [**www.mercycorps.org/tenders**](http://www.mercycorps.org/tenders)
* Mercy Corps reserves the right to reject the bid fully or partially
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| 4. Tender Submittals: List documents that will be required for submission by offerors and used in the technical evaluation (Refer to section 5.10 of the FP3). The minimum Supplier Eligibility Criteria (as described in 5.6 of the FP3), such as business registration documents, do not need to be listed here, as they will be applicable to all tenders in a specific country as defined by the Procurement Department).* Examples: Design documents, ISO certifications, CVs, and project timelines.
* CV of consultant(s) or company profile (if relevant);
* Statement of interest, proposed methodology and work plan;
* Copies of renewed business registration certificates;
* Financial proposal with a detailed breakdown of costs (including all related costs) in USD mentioning the terms of payment;
* Technical and financial proposal should be sent separately to tenders@mercycorps.org;
* et-tender-questions@mercycorps.org can be used for procurement related questions and mtefera@mercycorps.org for technical questions, but only till June 15, 2020
* Failure to comply with any of the conditions indicated above will result in automatic rejection;
* Application deadline is June 19, 2020 at 18.00 and proposals sent after this date may not be considered;
* Mercy Corps reserves the right to reject the bid fully or partially.
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| **5.List Evaluation Criteria (for either method) and relative weighting (for Trade-Off method only):** List as many evaluation criteria as needed *(Refer to section 5.11 of the FP3 or consult with Global Procurement for additional assistance)* 1.

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| **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%). Offeror's 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 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 tender committee will assign points for each criteria based on the following scale:

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| **Evaluation Item**  | **Expectation**  | **Max Score**  |
| Understanding of TOR, Proposed Methodology and Approach while presenting for the Core Advisor team | Organizations perspective of what the assignment entails and the key considerations that should be made to implement it successfully.  | 20 |
| Work-plan  | Clear sequencing of activities, and time planning  | 20 |
| Qualification, Experience and capacity of the firm in terms of staff qualifications and equipment  | Academic background and A brief of past relevant assignments (in similar technical areas) indicating scope, geographic coverage, staff involved, budget, and client (name and contacts) recommendations  | 30 |
| Financial Costs  | A breakdown of costs detailing proposed days, taxes and other direct costs related to the assignment  | 30  |

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| **TOTAL POSSIBLE SCORE:** | **100%** | **XX** | **XX** |

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| **6.Sample:** Are you collecting samples for goods? (Read Section 5.12 of the FP3)* √No
 | **If Yes, are there special requirements?** (Default: 1 sample per each item will be collected.)  |

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| **7.Advertising** (Optional): Suggestions on advertising location and methods (suggestions will be considered by Procurement for inclusion in the advertising plan) (Read Section 5.15 of the FP3).* Online:
 |
| **Q&A Session/Site Visit Requested?** (Read Section 5.13 and 6.7.2 of the FP3)* √No

If yes list details, what the session is, where it will be held and a suggested date: |
| **Staff member responsible for answering written questions:** Meseret Tefera, mtefera@mercycorps.org |

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| **8.Quality Control Plan (for High-Value Tender only):** Attach Quality Control Plan if applicable* √Not Applicable
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| **9.Contract Type and Templates:**

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| * Purchase Order - Goods
* Purchase Agreement - Goods
* Master Purchase Agreement - Ongoing Goods Purchases
 | * √Service Agreement
* Master Service Agreement - Ongoing Services Purchases
 |
| * Construction - Simple Contract
* Construction - Intermediate Contract
* Construction - FIDIC
 | * Other - Specify / Coordinate with Global Procurement (if necessary)
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| **Pricing Structure**: Select the requested Pricing Structure (refer to section 8.3.1 of the FP3). Fixed Price should be the default option; if another option is selected, explain why it was selected.* √Fixed Price
* Cost Reimbursement (Cost Plus Fixed Fee)
* Time and Materials
 |

**Special Terms for Contract:** If needed, identify any special contract terms that are different from our standard templates. Consult with Procurement if you are unsure. Note: The sample contract will have to be finalized prior to issuing the RFP *(Refer to section 5.17 of the FP3).* |

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| **10. Other relevant information:** Indicate any other relevant information that would be helpful for the tender process. |