

Tender Package — Request for Bid (RFB)



1. Invitation to Tender

Tender Name: Master Purchase Agreement for PPEs		Tender No:MPA-2020-03
Location: Islamabad, Pakistan	Correspondence Language(s): English	
Brief Summary Description of Project: The purpose of this project is to provide PPEs to Mercy Corps Staff, GPs and Students across Pakistan.		
Technical Specifications are detailed on section 5.2.		

Tender Package Available from: (6 th November 2020)	Tender Package Pickup Location: By sending an email on pk-tender@mercycorps.org Vendor can also download tender pack from http://www.mercycorps.org/tender
Deadline for Offer Submission: (13 th November 2020, by or before 5:00 PM)	Submit Offers to: tenders@mercycorps.org only electronic bids will be accepted.

Mercy Corps reserves the right to accept or reject any late offers

Questions and Answers (Q&A)	
If any, Submit Questions in writing to: pk-tenders@mercycorps.org	
Last Day for Questions: (10 th November 2020, by 5:00 PM)	Questions will be answered by: All answer will be uploaded on website http://www.mercycorps.org/tender on 11th November 2020
Questions will be answered through: All prospective bidders will access consolidated questions and answer on the website http://www.mercycorps.org/tender alongside the tender package by 13 th November 2020 by 5:00 PM.	

Documentation Checklist		
These documents are contained within this tender package:	✓	Invitation to Tender
	✓	General Conditions for Tender
	✓	Criteria and Submittals
	✓	Price Offer Sheet
	✓	Supplier Information Form
	✓	Technical Specifications
	✓	Sample Contract

2. General Conditions for Tender

Mercy Corps invites offers 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 bids 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:

<http://mercycorps.org/integrityhotline>

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.

- 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 [360 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 bids. Furthermore, Mercy Corps reserves the right to reject any and all offers, if such action is considered to be in the best interest of Mercy Corps.

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 must submit an offer in their own format and ensure it contains all the required documents and information

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specified in this tender. Where an itemized Price Offer Sheet is included in the tender package, the offeror must complete and submit it with the rest of their offer.

2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror 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 term Master Purchase Agreement** to one or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in [Section 6](#) herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in [Section 6](#).

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:

- Certificate of legal registration/incorporation
- Certificate of NTN/STRN with FBR
- 02% of the total bid value (inclusive of all taxes) as earnest money in the shape of pay order/demand draft/bank guarantee (refundable), cheques will not be accepted

3.3 Tender Submittals

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.

Documents supporting the Eligibility Criteria:

- Certificate of legal registration or Certificate of Incorporation
- NTN/STRN certificate
- 02% of the total bid value (inclusive of all taxes) as earnest money (scanned copy) in the shape of pay order/demand draft/bank guarantee (refundable), cheques will not be accepted

Documents to conduct the Technical Evaluation and additional Due Diligence:

- Company / organizational profile
- PO's with similar supplies at least 3 purchase orders
- Affidavit on legal stamp paper that vendor/company is not black listed by any organizations
- Provide at least three references: name, landline number & email address etc
- Detailed Specification of all products (Matching technical requirements) In addition to detailed specifications, please attach the following if available:
- Delivery times: Estimated delivery time in different parts of Pakistan after issuance of PO (7-10 days).

- Payment Terms.

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 (one year contract with option of quarterly review of prices by both parties)*, 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 Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.

Offerors must include all applicable taxes as per Law in their offers

3.4 Currency

Offers should be submitted in: **PKR**

Payments will be made in: **PKR**

3.5 Tender Evaluation (LPTA 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 bids, 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 Technical Evaluation

Lowest Price, Technically Acceptable (LPTA)

Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a pass/fail basis. Supplier’s bids **must meet the minimum technical standard** established here in order to receive a passing mark. Any offerors who receive a failing mark on any criteria will be automatically disqualified from the tender process.

Only offerors who pass all criteria will move on to the next round of evaluation.

Pass/fail technical criteria are as follows:

Technical Criteria	Pass or Fail?
Company/organizational profile (Not more than 5 pages) <ul style="list-style-type: none"> • Minimum 3 years in business • Core competencies mentioned • List of Employees Including CVs & Ownership detail • Office /warehouse etc addresses mentioned • Manufacturing capacity (if any) 	
Company experience is supplying similar items - Evidence in the shape of POs/Contracts with	

similar supplies (at least three)	
Provide at least three references: name, landline number & email address etc	
Detailed Specification of all products (Matching technical requirements) In addition to detailed specifications, please attach the following if available: <ul style="list-style-type: none"> • Brochures • Manufacturing certificates • Pictures of the samples etc 	
Affidavit on legal stamp paper that vendor/company is not black listed by any organizations	
Delivery times: Estimated delivery time in different parts of Pakistan after issuance of PO (7-10 days).	
Payment Terms (100% after the delivery)	

3.5.2 Financial Evaluation and Price/Cost Analysis

All suppliers who passed all technical criteria will move on to the financial evaluation where the lowest price offer(s) 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 3.5.3](#).

3.5.3 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 offeror or offeror(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 (Mandatory)
- Supplier’s facility visit (Optional)
- Analysis of audited financial statements (Optional upon Mercy Corps request)
- Determination of relations and affiliations between offerors (Optional upon Mercy Corps request)
- Other appropriate documented method giving Mercy Corps increased confidence in the supplier’s ability to perform (Optional upon Mercy Corps request)

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 information listed in the “Documents Comprising the Bid” section below

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

Documents Comprising the Bid

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

- Cover Letter** explaining interest to be a contracted vendor or supplier. The content of the cover letter shall include the following information:
 - A detailed specification of the offered goods, services and/or works
 - Warranty (if necessary and appropriate)
 - Delivery time
 - Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 180 working days)
- A Price Offer detailing the unit price only using the **Price Offer Sheet** template provided in [section 7](#)
- Completed and signed Mercy Corps **Supplier Information Form** (template provided in [section 7](#))
- Other important documents offeror feels need to be attached to support their bid

The original bid 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 bid shall be initialed by the person or persons signing the bid 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 bid.

5. Technical Specifications

5.1 Background

COVID-19 pandemic has presented a situation which is affecting our daily personal and professional lives. Mercy Corps as a humanitarian organization is committed to contribute towards the overall well-being of the communities where we work. We need to ensure and promote safety and health of our teams and communities.

Pakistan has the 5th highest burden of tuberculosis in the world. According to WHO Global TB Report, 44,300 people died of tuberculosis in the country in 2018. Mercy Corps has a geographical presence in more than 50% of the districts in the country and is working for TB control since 2002. We have been the Principal Recipient of The Global Fund grants since 2007. Under current grant we have engaged around 1,800 general practitioners and large private hospitals and 300 private laboratories.

We believe that along with our TB program we can take the advantage of our presence and relationship with private sector healthcare providers in addressing the pandemic of COVID-19 in our communities.

5.2 Technical Specifications:

S. No	Qty	List of Items	Specifications
1	4,098	Hand Sanitizer (Gel Type)	(1,000 ml/plastic squeezable top push button bottle)-At least "Product contains 70% isopropyl alcohol that inactivates illness causing germs"
2	27,083	Hand Sanitizer (Gel Type)	(250 ml/plastic squeezable top push button bottle)-At least "Product contains 70% isopropyl alcohol that inactivates illness causing germs"
3	1,174	Liquid Hand wash	(1,000ml/plastic squeezable top push button bottle)-Lifebuoy, Dettol or any other renowned brand
4	2,496	Liquid Hand wash	(150 ml/plastic squeezable top push button bottle)-Lifebuoy, Dettol or any other renowned brand
5	13,023	Surgical Face Masks	<p>(50/pack)-Packaging Mentioning "Protective of test particles up till 0.3 microns"</p> <p>Latex Free, Hypoallergenic, Fiberglass free, Fluid Resistant, Three Ply construction. 3 pleats of folds to allow the user to expand the mask so it covers the area from the nose to the chin. Mask should be secured with an ear loop to be placed behind the ears. >99% Bacterial Filtration Efficiency (BFE) at 5 micron capacity; >95% Bacteria Filtration Efficiency (BFE) at 3 micron capacity. Reduces exposure to blood and body fluids. Minimizes patient contamination to exhaled microorganisms. This product is intended for use in infection control practices. Material; Spunbound polypropylene for inner and outer facings of mask. Three (3) ply, fluid resistant, Fiberglass free, latex free mask Size : Total length: approximately 175mm. Width: approximately 90mm. Color: Blue or green Packaging: Box of 50 masks Labelling on the primary packaging: Name and/or trademark of the manufacturer. Manufacturer's product reference.</p>
6	1,306	Latex Examination gloves	<p>(standard size)-Ensure that gloves are of Latex (natural rubber origin) and not made of any type of vinyl (synthetic) material</p> <p>Material: 100% Natural latex rubber medical examination gloves, lightly powdered, non-sterile, Color: Pale yellow or white</p> <p>Weight: 5.0g to 6.5g±0.2g.</p> <p>Length: 230mm-240mm</p> <p>Design: Straight finger thumbs and fingers in one plane. Fits either hand</p> <p>Powder Content: <10.0 mg/dm² max</p> <p>Packaging: 100 pcs/box</p> <p>ISO Certification 9001:2008 (Or any other if applicable)</p>
7	996	Non-Contact Thermometer	<p>Infrared thermometer (Imported) any brand</p> <p>Type: Infrared forehead thermometer Measuring method: Non- contact Measuring site: Forehead Measuring distance: 3-5 cm Measuring range: human body: 32 – 42.5 °C (89.6 – 108.5 °F) object: 0-100°C(32 – 312°F) Measuring accuracy: human body ± 0.2 ° C , object ± 1 ° C Display: LCD Digital display Response time: Maximum 2 Sec Reading scale:°C/°F</p>

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			Battery: 2 AAA batteries (not included) Backlight: High brightness backlight
8	948	Disposable Gloves (Polythene)	Box/Pack of 100-Plastic gloves standard size Material: Polyethylene, food-grade Thickness:1mil Silky finish grip Liquid proof Disposable Color: Translucent Standard size Packaging: 100 pcs/box
9	948	Alcohol Swabs	Box/Pack of 100-70% isopropyl alcohol
10	57,122	Soap Antiseptic 100 gm	(100 gm bar)-Lifebuoy, Dettol or any other renowned brand
11	18,819	Tissue box of 100 pieces	Box of 100 facial tissue- Rose petal or any other renowned brand
12	40,132	Toilet Roll	Pack of 12 rolls-Rose petal or any other renowned brand
13	2,466	Disinfectant material (Bleach powder)	Pack of 1kg bag Physical appearance: White or nearly white free flowing powder. Available Chlorine: 30 % ± Moisture: 0.50 % max. Particle Size: 99.0 % Stability: Does not lose > 1/15th of available chlorine on heating at 100 °C for 2 hours Shelf Life: One year in airtight drums; 03 months in airtight bags, if stored at room temperature and dry place.

7. Attachments to the Tender Package

Attachment 1 -Supplier Information Form template

Attachment 2 -Price Offer Sheet template

Attachment 3 – Master Purchase Agreement, Template

Attachment 4 – Donor Rules and Regulations.