

# Tender Package — Request for Proposal (RFP)



## 1. Invitation to Tender

<b>Tender Name:</b> Rehabilitation/Re-construction of water supply & Sanitation systems at 10 schools in the STAR Program, Herat Province, Afghanistan	<b>Tender No:</b> HRT-006
Location: (Herat, Afghanistan)	Correspondence Language(s): English
<b>Brief Summary Description of Project:</b> Supporting Transformation for Afghanistan’s Recovery (STAR) is a sustainable program that aims to ensure that critical water and sanitation needs of target communities living in districts of Herat are met and adopted improved hygiene practices, and WASH facilities maintenance (established communal well, water supply networks etc.). The program has interventions planned in WASH (Water supply Sanitation and Hygiene promotion). The rehabilitation/ construction of water supply and sanitation system of health centers are one of the planned activities of STAR Program in the targeted communities.  This scope of the work covers the bullet items below: <ul style="list-style-type: none"><li>• Drilling of new borehole tube well with 13 inches in diameter and casing PVC pipe.</li><li>• Installation of submersible pumps.</li><li>• Installation of solar panels.</li><li>• Installation of galvanized iron elevated water tank with the height of 6 meters and capacity of 10cubic meters.</li><li>• Rehabilitation of toilet blocks.</li><li>• Rehabilitation of hand wash basins.</li><li>• Construction of hand wash stations.</li><li>• Construction of septic tanks.</li><li>• Construction of soak away pits.</li><li>• Construction of potable water stations.</li></ul> Rehabilitation/Re-construction of water supply & Sanitation systems at 10 schools in the STAR Program, Herat Province, Afghanistan.	

<b>Tender Package Available from:</b> <b>7<sup>th</sup> September 2022</b>	<b>Tender Package Pickup Location:</b> House # 197, Jade Aref Khan Barakzai, District # 6, Herat Afghanistan, <b>OR</b> <b>Download from Mercy Corps Global Website:</b> <a href="http://www.mercycorps.org/tenders">www.mercycorps.org/tenders</a>
<b>Deadline for Offer Submission:</b> <b>20<sup>th</sup> September 2022; 04:00 P.M</b>	<b>Submit Offers to:</b> Hard Proposal can be submitted: House # 197, Jade Aref Khan Barakzai, District # 6, Herat Afghanistan, <b>(Please Clearly mark your envelopes with Tender#006 &amp; Descriptions)</b> <b>Soft Proposals can be submitted to:</b> <a href="mailto:tenders@mercycorps.org">tenders@mercycorps.org</a>

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

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Questions and Answers (Q&A)	
If any, Submit Questions in writing to: <a href="mailto:Af-tender-questions@mercycorps.org">Af-tender-questions@mercycorps.org</a>	
Last Day for Questions: <b>12<sup>th</sup> September 2022; 04:00 P.M</b>	Questions will be answered by: <b>15<sup>th</sup> September 2022; 04:00 P.M</b>
Questions will be answered through: All prospective bidders will access consolidated questions and answers on the website alongside the tender package by <b>15<sup>th</sup> September 2022 (Pacific Time)</b>	

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
	✓	Scope of Work/BoQs (Technical Designs & Drawings)
	✓	Sample Contract

## 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:

<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 **120 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 all proposals, if such action is 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 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 if 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 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** contract 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 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:

- The Offeror/Company must be legally registered in the Ministry of Commerce and Industries and provide a valid copy of the business registration.
- The Offeror/Company must have an official bank account in name of the company and will provide details on their letterhead.
- Provide copy of Tazkera or National I.D of President & Vice President (If applicable)
- Provide copy of certificate/form of Tax Identification Number (TIN).
- Company Profile showing relevant experience as per the requirements solicited in tender or other, in the form of copies of contracts and official references of past clients, being local and/or international NGOs to conduct reference check.

### 3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary 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 impact the technical evaluation of an offer severely and negatively.

#### **Documents supporting the Eligibility Criteria:**

- Company profile with key individuals for the project
- Business Registration certificate
- Official bank account details on the company letterhead.
- Provide copy of Tazkera or National I.D of President or Vice President (if applicable)
- Provide copy of certificate/form of Tax Identification Number (TIN).
- PO/ Contracts copies from the current or previous clients.
- Referees' details for the reference check – provide official email accounts

#### **Documents to conduct the Technical Evaluation and additional Due Diligence:**

- PO/ Contracts copies from the current or previous clients.
- Referees' details for the reference check – provide official email accounts
- List of equipment / machinery to be used during the project
- Details of key individuals / engineers / site supervisors with CVs and educational background information

#### **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 Offer Sheet in Section 4. All items must be clearly labeled and included in the total offered price.

Offerors **must** include VAT and customs duties in their offer:

### 3.4 Currency

Offers should be submitted in: AFN \_\_\_\_\_  
 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 are 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 have 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:

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)
<b>Past Performance/ Work experience:</b> - Ten or more completed projects with provable evidence documents. (minimum one completed project value equal or more than 100,000 USD) completed as prime contractor - <b>15 Marks</b>	15%		

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<ul style="list-style-type: none"> <li>- Five to ten completed projects with provable evidence documents (min one project value equals or more than \$100,000) completed as prime contractor - <b>10 Marks</b></li> <li>- Less than five completed projects with provable evidence documents (min one project value equals or more than \$100,000) completed as prime contractor - <b>5 Marks</b></li> </ul>			
<p><b>Key Staff:</b></p> <ul style="list-style-type: none"> <li>- Bidder must submit suitably qualified personnel (One Project manager, one Field Engineer and 3 Site Supervisors) to fill as a minimum the following the key and technical positions in the last five years and their CV 's - <b>10 Marks</b></li> <li>- Anything less than the above criteria of personnel – <b>5 Marks</b></li> </ul>	10%		
<p><b>Similar Projects:</b></p> <ul style="list-style-type: none"> <li>- Completed more than 3 similar projects in the Rehabilitation /Re-construction of water and sanitation system at Government institute with indication of provable evidence documents in the past five years as prime contractor - <b>15 Marks</b></li> <li>- Minimum 3 similar projects in the Rehabilitation /Re-construction of water and sanitation system at Government institute with indication of provable evidence documents in the past five years as prime contractor - <b>10 Marks</b></li> <li>- Minimum 1-2 similar projects in the Rehabilitation /Re-construction of water and sanitation system at Government institute with indication of provable evidence documents in the past five years as prime contractor - <b>5 Marks</b></li> </ul>	15%		
<p><b>Work plan (time schedule):</b></p> <ul style="list-style-type: none"> <li>- Provide a comprehensive work plan / time schedule for implementation of the intended project with the help of MS. Project or primavera software preferably Primavera in 2 months timeframe - <b>20 Marks</b></li> <li>- Provide a comprehensive work plan / time schedule for implementation of the intended project with the help of MS. Project or primavera software preferably Primavera in 2.5 months' timeframe - <b>10 Marks</b></li> </ul>	20%		
<p><b>Machinery and Equipment:</b></p> <ul style="list-style-type: none"> <li>- The bidder must submit details of the available technical equipment's and machineries with submission of the provable evidence as it is owned or rented including its purchase agreements, manufacturing of equipment. such as (concrete mixer, vibrator, generator 5KW, water pump 2'', Construction tools &amp; ...etc.) – <b>10 Marks</b></li> </ul>	10%		
<p><b>Financial Proposal:</b></p> <ul style="list-style-type: none"> <li>- Lowest Price bid as per the price offer sheet nearby for completing the complete project as per the BOQs - <b>20 Marks</b></li> <li>- Second lowest price bid as per the price offer sheet nearby</li> </ul>	20%		

for completing the complete project as per the BOQs - <b>15 Marks</b> - Third lowest price bid as per the price offer sheet nearby for completing the complete project as per the BOQs - <b>10 Marks</b>			
<b>Financial Capability:</b> - The bidder must submit updated original bank statement showing at least 75% of total amount of the source of support project, to be implemented by the related construction company - <b>10 Marks</b> - The bidder must submit updated original bank statement showing at least 40% - 50% of total amount of the source of support project, to be implemented by the related construction company - <b>5 Marks</b>	10%		
Total Marks.	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 (Mandatory)
- Supplier’s facility visits (Optional)
- RPS on demand
- Background checks
- Emails to references

## 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 Proposal” 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 Proposal*

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



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- Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
  - A detailed Works Proposal with all the supporting documents duly signed and stamped.
  - 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 120 working days)
- A Price Offer detailing the unit price only, using the **Price Offer Sheet** template provided in **section-6**
- Completed and signed Mercy Corps **Supplier Information Form** (template provided in **section-6**)
- 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.

## 5. Scope of Work/Technical Specifications/BOQs

### 5.1 Background

Mercy Corps works in places of transition, where conflict, disaster, political upheaval, or economic collapse present opportunities to build more secure, productive, and just communities. Providing emergency relief in times of crisis, we move quickly to help communities recover and build resilience to future shocks and promote sustainable change by supporting community-led and market-driven initiatives. Recognizing both the great potential and the complex challenges faced by Afghanistan, since 1986 Mercy Corps has been implementing a range of humanitarian assistance and development programs tailored to the specific needs of the country and of those communities where we work.

Mercy Corps has been working in Afghanistan continuously since 1986 with a large portfolio of programs addressing the promotion of sustainable licit livelihoods, agriculture development, youth vocational training, Renewable Energy, and natural resource management; it has helped more than 2.5 million Afghans through these wide-range of community-based agriculture and economic development programs. Mercy Corps is working in Kabul, Herat, Kandahar, and Balkh.

### 5.2 Scope of Work (SOW) / Bill of Quantities (BOQs)

**Refer to attachment No# 04 and #05**

Note: The file of designs & drawings for 10 schools is heavy and cannot be attached in the email please have the below link.

<https://drive.google.com/drive/folders/1kYwZTSmM1YBJghW-L44Moe0deFhHKINq>

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## 6. Attachments to the Tender Package

**Attachment 1 -Supplier Information Form**

**Attachment 2 -Price Offer Sheet**

**Attachment 3 - Construction - Intermediate Contract** (This is the anticipated contract. However, if required, additional terms and conditions may be added by Mercy Corps in the final contract.)

**Attachment 4 -Bill of Quantity (BOQs) with Drawings and Maps**

**Attachment 5 -Scope of Work (SOW)**

**Attachment 6- Quality Control Plan (QCP)** (The vendor must submit QC plan, Safety plan and submittal plan with their Proposals)