

Date: **29-May-2024**

**TENDER NOTICE**

Mercy Corps is a non-religious, non-profit, and non-governmental international humanitarian organization.

Mercy Corps seeks to hire the services of an office cleaning service provider for its Nairobi office located on the 3rd & 4th Floor, Almont Park, Church Road, Westlands for purposes of ensuring that the office space and environment are clean and sterile for the safety of its staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Tender Number** | **Category** | **Deadline of Submission** |
| 1. | MCK -NBO-CLN-024-005 | Office Cleaning Services Nairobi | 6thJune 2024, 1700Hrs |

If you are interested in submitting a bid, you will need to complete an **Intent to Bid Form** **(ITB) and Supplier Information Form (SIF)** andsubmit it according to the guidelines below.

● Suppliers can download the Intent to Bid Form and Supplier information forms at

[https:/www.mercycorps.org /tenders](https://www.mercycorps.org/tenders)

Completed Intent to Bid Forms and supplier information form must be submitted to Mercy Corps by **6th June 2024**[**@1700hrs**](mailto:@1700hrs)according to the guidelines below.

● Email completed Intent to Bid Form and supplier information form to  [tenders.mck@mercycorps.org](mailto:%20tenders.mck@mercycorps.org) with the Tender Reference number above in the email subject line.

**N/B:** **Please don’t send any bids or proposals with the Intent to Bid Form.**

Complete Tender Package will be shared with those who submitted on time the following:

**1- Signed and stamped ITB (Intent to Bid)**

**2- Signed and stamped Supplier Information Forms (SIF)**

After the closing date of this Tender Notice, the **Request for Bid/Request for Proposal** will be sent to the suppliers who submitted Intent to Bid Forms and the supplier information form. The Request for Bid will be sent according to the preference you have mentioned in the Intent to Bid Form.



**MERCY CORPS – INTENT TO BID**

(Please don’t send any bids or proposals with the Intent to Bid Form)

|  |  |
| --- | --- |
| **Country:** | Mercy Corps Kenya |
| **Office:** | Nairobi |
| **Title of Procurement Activity:** | Office Cleaning Services Nairobi. |
| **Tender Reference Number:** | MCK -NBO-CLN-024-005 |

We intend to submit a bid or proposal in response to this solicitation upon receipt of the Request for Bid or Proposal with full instructions.

We understand that this is an Intent to Bid and in no way obligates this company to participate in this process. Also, this Intent to Bid does not constitute any transactional obligation between Mercy Corps and the intended bidders.

Please find below the relevant information required to receive the Request for Bid /Proposal:

|  |  |
| --- | --- |
| **Organization Name** |  |
| **Contact Person** |  |
| **Main Telephone Number** |  |
| **Alternative Telephone (if any)** |  |
| **Business Email** |  |
| **Business Address** | |
| House / Building Number |  |
| Street |  |
| Street Number (if any) |  |
| City |  |
| Postcode (if any) |  |
| Country |  |

**Mandatory questions and please indicate your preference (only select one response):**



|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Questions** | **Answer**  **(Please Circle)** | |
| 1 | We intend to submit our bid or proposal via email.  We request that the Request for Bid or Proposal document be provided via email. | Yes | No |
| 2 | We intend to submit our bid or proposal via Tender Box.  We request that the Request for Bid or Proposal document be provided/collected as hardcopies/printouts. | Yes | No |

We hereby express the organization’s intention of participating in the competitive solicitation

process.

|  |  |
| --- | --- |
| **Form completed by (Name and Title)** |  |
| **Telephone Number/s:** |  |
| **Signature (only if submitted in person):** |  |
| **Date:** |  |

**For Internal use, only**

**Official Notes**

*(Only to be completed by the Head of Procurement, Mercy Corps)*

|  |  |
| --- | --- |
| **Head of Procurement (Name and Title)** |  |
| **Signature** |  |
| **Date** |  |

**Mercy Corps**



**Supplier Information Form**

***The information provided will be used to evaluate the Company before contracting with the***

***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  Stock on Hand  (USD) |  |
| Government - owned (yes/no) |  |
| Name(s) of Board of Directors |  |
| Name(s) of Company Owner(s) |  |
| Parent companies, if any |  |

Subsidiary or affiliate companies if any

**Financial Information**

|  |  |
| --- | --- |
| Bank Name and  Address |  |
| Name under which company is  registered at bank |  |
| Payment Terms | Payment By: Check Yes | No Wire Transfer Yes | No |
| Specify Standard Payment Terms (Net15, 30, etc.) |  |

**Product/Service Information**

|  |  |
| --- | --- |
| List Range of Products/Services Offered |  |
| Basis For Pricing  (Catalog, List, etc.) |  |
| List or link to the technical/security measures used to  protect your  product/services |  |
| List or link to your data sub- processors |  |

**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:

1. 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.

2. 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.

3. 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.

4. 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.

5. It is has not been determined to be in breach of a material contract by any legal body anytime within the past 2 years.

6. It pays taxes as and when due and is not currently the subject of any investigation or proceeding related to back-owed taxes.

7. It provides workers compensation insurance to its workers in accordance with the laws of the countries where it operates.

8. It pays social security obligations as required in the countries where it operates.

9. 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.

10. 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, internal sexual misconduct, abuse or exploitation of children, involvement in a criminal organization or any other criminal activity.

11. 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 harassment (including sexual harassment), exploitation, abuse, bullying and discrimination; protection of basic social rights of its employees and Mercy Corps beneficiaries.

12. 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 used for improper influence. Discovery of an undisclosed Conflict of Interest will result in immediate revocation of the

Company’s Authorized Supplier status and disqualification of Company from participation in future

Mercy Corps procurement.

13. 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..

14. 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.

15. It understands that Mercy Corps prohibits any of its partners or suppliers from bribing public officials and certifies that it does not do so.

16. 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:

***FOR MERCY CORPS USE ONLY***

**Following documents have been provided [Update according to sections 3.3 and 4 of the Tender**

**Package]:**

|  |  |
| --- | --- |
| **Documents** | |
| Legal Business Registration |  |
| Latest Tax Registration Certificate |  |
| *[Insert other supporting document as per Tender Package]* |  |
| *[Insert other supporting document as per Tender Package]* |  |
| Company Profile |  |
| References from previous work projects |  |
| *[Insert other supporting document as per Tender Package]* |  |
| *[Insert other supporting document as per Tender Package]* |  |
| *[Insert other supporting document as per Tender Package]* |  |
| *[Insert other supporting document as per Tender Package]* |  |
| *[Insert other supporting document as per Tender Package]* |  |

**I an employee of Mercy Corps having completed and reviewed this form confirm the accuracy of information provided:**

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Signature |  |
| Date\* |  |

\*Supplier to be re-authorized one year from this date.

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