

Tender Package — Request for Bid (RFB)



1. Invitation to Tender

Tender Name: SUPPLY 3KWP SOLAR PRODUCTS TO MERCY CORPS LIBERIA OFFICE		Tender No: LBR-RFB-PR-3269
Location: (MONROVIA, LIBERIA)	Correspondence Language(s): ENGLISH	
Brief Summary Description of Project: Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within. Working in Liberia since 2002 to support the transition from post-conflict recovery to sustainable economic and social development, Mercy Corps’ programs focus on reviving agricultural markets and creating economic and social opportunities for marginalized youth, household and communities. Mercy Corps has received funding from the Embassy of Sweden to ‘equip young Liberians with the skills, information, and opportunities to find meaningful and sustainable employment or self-employment and to contribute to improving their lives and communities’ under the Prospects Phase 3 program. The Mercy Corps sub-offices in Gbarnga and Paynesville request potential suppliers to Install solar panels on its Mercy Corps Prospects Youth Opportunity Center (PYOCs) and Gbarnga Field Office that will ensure clear and inexhaustible source of energy to conduct program activities and promote the use of renewable energy products.		

Tender Package Available from: (19th / July /2018)	Tender Package Pickup Location: (Executive Mansion Website and/or request by email to: mc-liberia-tender-questions@mercycorps.org
Deadline for Offer Submission: (8th / August / 2018;5:30 GMT Liberia Time)	Submit Offers to: Mercy Corps Head Office B/W 15th & 16th Streets Tubman Blvd, Monrovia (Email submission: lr-tenders@mercycorps.org)

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

Questions and Answers (Q&A)	
If any, Submit Questions in writing to: mc-liberia-tender-questions@mercycorps.org	
Last Day for Questions: (30th /July /2018; 12:30 GMT Liberia Time)	Questions will be answered by: (30th / July / 2018; 4: 30 GMT Liberia Time)
Questions will be answered through: kmulbah@mercycorps.org	

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:

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.

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 [180 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 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 Price** contract to one or several company or organization. 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:

- The offeror must be legally registered (Copy of certificate of incorporation)
- Price List (discounted prices are preferred) **fill in price offer sheet. Attach a breakdown of the costs.**
- The offeror must be in good standing with its governing tax authority
- Payment Terms (credit facility- longer term credit is preferred)
- The company must be regularly engaged in providing solar photovoltaic components
- Availability of stock and clear delivery schedule from order date.
- Company profile and available services. A detailed narrative report describing the company history, ownership structure, capacity and past performance. Physical address and photographs of office building and facilities should also be attached.
- Proof of financial capacity to pre- finance the project. Copy of recent bank statement within the last 6 months will be required.

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:

- Legal Business Registration
- Latest Tax Registration Certificate

Documents to conduct the Technical Evaluation and additional Due Diligence:

- References from 3 previous work projects (including contact information)
- Include Brands and Technical Specifications of Products offer (Example: Data sheet)
- **Warranty statement from the supplier indicating warranty period for per each equipment.**
- **Delivery time at least within two weeks**

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 not** include VAT and customs duties in their offer.

3.4 Currency

Offers should be submitted in: USD _____

Payments will be made in: USD _____

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	
References from 3 previous work projects (including contact information)	
Include Brands and Technical Specifications of Products offer (Example: Data sheet)	
Warranty statement from the supplier indicating warranty period for per each equipment.	

Price /Cost	
Quality and completeness of tender submission	

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
- Review of eligibility based on donor's contractor eligibility list
- Other appropriate documented method giving Mercy Corps increased confidence in the supplier's ability to perform
- RPS ON DEMAND

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. Scope of Work/Technical Specifications

5.1 Background

Mercy Corps has received funding from the Embassy of Sweden to ‘equip young Liberians with the skills, information, and opportunities to find meaningful and sustainable employment or self-employment and to contribute to improving their lives and communities’ under the Prospects Phase 3 program.

5.2 Technical Specifications (for Goods)

Tender Package — Request for Bid (RFB)



6. Sample Contract

This is the anticipated contract. However, if required, additional terms and conditions may be added by Mercy Corps in the final contract.

7. Attachments to the Tender Package

Attachment 1 -Supplier Information Form template

*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	

Tender Package — Request for Bid (RFB)



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: <u>Check</u> Yes No <u>Wire Transfer</u> Yes No
Specify Standard Payment Terms (Net15, 30, etc.)	

Product/Service Information

List Range of Products/Services Offered	
Basis For Pricing (Catalog, List, etc.)	

References

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

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 donor's 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 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, 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 exploitation, abuse, 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 be 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.

Tender Package — Request for Bid (RFB)



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: _____

Price Offer Sheet template

Price Offer Sheet



Item Description	Quantity	Unit of Measure	Unit Price	Total Price
Solar Panel; A total wattage of 3000 Watt is needed. The Panels can be polycrystalline or monocrystalline, Power approximately 250W (min.: 235W ; max.: 300W) Short circuit current and open circuit voltage should fit in the limitation of the Charge Controller... eg solar World....	24	pcs		
Solar PV Module Roof Support structure - including accessories; Standard Mounting structure for 12pcs x 250Wp Panels for (metal) Hip roof (3000W System)	2	set		
Solar Batteries; (entire battery bank shall have approx. 61 kWh (min.:60 kWh; max.:65 kWh) Sealed lead acid battery; OPzV, maintenance free; A Deep Cycle battery with 12V, 270Ah @ C10 Tubular Gel with jumpers cables/connectors (328mmW x 172mm L) eg. hoppecke, RITAR...	16	pcs		
Battery Rack; Rack for the Batteries choiced above (8 Batteries) each is approximately 328mmW x 172mm L	2	set		
Charge Controller (MPP tracker); PV Input: 4000Wp max - 3100 Wp min. 120A min or 400A min., MPP tracker) System Voltage 48VDC; Maximum efficiency: approximately 98% (min.: 96% ; max. 99%) eg. Victron, magnum, Morningstar, xantrex,...	2	pc		
Inverter; which can control a generator and utility grid if needed. Furthermore, a free programmable relay is needed. (Input: 48VDC), (Output: 5000W,230VAC, 50Hz), with a power factor of 1 eg. Victron, magnum, xantrex...	2	pc		
Remote Meter Solar monitor device with LCD Display for Gel Sealed LEAD Acid Battery	2	pc		
Communication System wifi for solar ; Additional device to set up a communication via Wifi	2	pc		
PV electrical combiner box; Junction Box with fuse disconnectors (20A) and surge protection device (600V), IP 65	2	set		
Battery Fuse (Battery-Inverter); 48V, (2x) 60 or 80A with holder .. eg; simen, magnum	2	set		
Common electrical busbar box	2	pc		
Common electrical busbar plus	2	pc		
Common electrical busbar minus	2	pc		
Earthing rod 1m	4	pcs		
Cable 1 x 16mm²; Grounding/earth - green/yellow- (one stream)	60	meter		
SPD (surge protection device); 275Vac 20kA	2	pc		
RCD (residual current device); 40A 30mA	2	pc		
AC Circuit Breaker; 2A (for load disconnect- interior Light)	2	pc		
AC Circuit Breaker; 3A (for load disconnect- exterior Light)	2	pc		
AC Circuit Breaker; 40A (for load disconnect)	2	pc		

Tender Package — Request for Bid (RFB)



AC Circuit Breaker Box / holder; holder (for 4 Breakers) surface mount	2	pc		
Change over switch; DPDT switch, Surface mount, IP65, 400V 60A 3-pole	2	pc		
Junction cup; Junction cup 4" x 4"	8	pcs		
Cable 1 x 4.0mm2 flexible; For panels connectivity	240	meters		
Cable 1 x 50mm2; For Battery connectivity (Charge Controller and Battery) single	30	meters		
Cable 1 x 70mm2; For Battery connectivity (Inverter and Battery) singel	30	meters		
Connectors; 2x Amphenol PV Connectors (pair plug and jack MC4/H4)	4	pks		
Total before tax:				
VAT (if applicable)				
Total:				
Company Name:				
Name of Representative:				
Title:				
Signature:				
Date:				

Tender #: LBR-RFB-PR-3269