

# Tender Package — Request for Bid (RFB)



## 1. Invitation to Tender

<b>Tender Name:</b> Construction of 15 permanent, secure and dry storage facilities in the targeted areas of South Kordofan State as per specification drawings and BOQ.	<b>Tender No:</b> KRT-0097
<b>Location:</b> South Kordofan State, Sudan (targeted areas Habila, Dilling, Kudugli and Alrief Alshagri)	<b>Correspondence Language(s):</b> English and Arabic
<b>Brief Summary Description of Project:</b> Under the SAFE program farmer cooperatives are being supported to construct 15 permanent, secure and dry storage facilities, referred to as "Stores", made of cement, burnt clay bricks and iron sheets with each store measuring 9x5 meters. Mercy corps will select <b>up to 5</b> vendors (contractors) through a competitive procurement process. Each of the selected contractors will be required to construct stores in one of the 4 localities. Stores have been split into 4 clusters depending on proximity . <b>A contractor(s) who has proven capacity can bid for construction works for more than one cluster.</b>	

<b>Tender Package Available from:</b> <b>(20 / April / 2022)</b>	<b>Tender Package Pickup Location:</b> Tender Package can be received through Mercy Corps Europe –Khartoum office, Eltaief Area,off Abdllah Eltayeb with Beador house No 39  <b>Service providers can request the tender package through the following email :</b> <a href="mailto:sd-tenders@mercycorps.org">sd-tenders@mercycorps.org</a>
<b>Deadline for Offer Submission:</b> <b>(20 / May / 2022; 3:30 PM)</b>	<b>Submit Offers to:</b> Tender Package can be submitted through the following email <a href="mailto:tenders@mercycorps.org">tenders@mercycorps.org</a> . During the submission kindly indicate the tender number which is KRT- 097/ EXPANSION OF FORMAL FINANCIAL SERVICES TO SMALLHOLDER FARMERS IN SOUTH KORDOFAN STATE, SUDAN.  Hard copy can be submitted to the following location: Mercy Corps Europe –Khartoum office, Eltaef Area,off Abdllah Eltayeb with Bador house No 39

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

<b>Questions and Answers (Q&amp;A)</b>	
If any, Submit Questions in writing to: <a href="mailto:sd-tenders@mercycorps.org">sd-tenders@mercycorps.org</a>	
Last Day for Questions: <b>(12 / May/ 2022; 14:00 PM)</b>	Questions will be answered by: <b>( 16/ May / 2022; 15:00 PM)</b>
Responses to all the questions received from potential bidders will be compiled together and uploaded to the Mercy Corps website <a href="https://www.mercycorps.org/tenders">https://www.mercycorps.org/tenders</a>	

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/Technical Specifications drawings/BOQ
	✓	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.
- Any form of exploitation, abuse, human trafficking or internal sexual misconduct  
Mercy Corps requires its partners to adhere to its Safeguarding policies including the its policies on Child Safeguarding, Prevention of Sexual Exploitation and Abuse of Beneficiaries and Community Members, Anti-Trafficking and Sexual Misconduct (available at <https://www.mercycorps.org/who-we-are/ethics-policies>).

Companies will be expected to ensure that they have the capacity to abide by these policies, that their employees and subcontractors understand these policies, and that they communicate to its employees and subcontractors the duty to report any violation or suspected violation. Mercy Corps will not engage with a company that is found to be in violation of these policies.

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 [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 utilize the response documents contained in this tender package to submit their offer but can also submit additional documents such as profiles which contain information that will strengthen the application. 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 several companies. 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:

- Fully registered Construction Company in Sudan.
- Tax clearance Certificates in Sudan.
- Trading License with clear level of construction.
- The firm or the company CV and Company profile, technical and financial abilities and experience of similar works implemented by the contractor or the company with 3 years experience.
- Valid clearance certificate from Tax and Zakat.
- Bank statement verifying the financial ability of the bidder
- Guarantee check equivalent to at least 20% of the total value of the bid or Guarantee letter from the Bank/insurance company and must be completed to 40% by the selected bidder
- Recommendation letter from contractors’ union at state level
- List of professional personnel who will manage or lead the project
- Worksite safety plan and protocols, including for Covid 19

## 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 and clearance Certificates for tax and Zakat
- Letter of guarantee from offeror’s bank or insurance company and copy of most recent financial statements
- Worksite safety plan and protocols, including for Covid 19
- Recommendation letter from Contractor’s/Construction company’s union at state level

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

- Company Profile, 2 page max
- References from 3 most recently completed construction projects (including contact information) that can confirm offerors abilities for both quality and on time delivery
- Key Personnel CVs, for person/s who will manage the construction activity
- Examples of previous construction experience in the targeted localities while not mandatory would be considered favorably

### 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 if applicable.

### 3.4 Currency

Offers should be submitted in: SDG or USD if the offeror has a USD account and is allowed to receive USD  
 Payments will be made in: SDG or USD if the offeror has a USD account and is allowed to receive 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	Pass or Fail?
A registered/licensed contractor/construction company with 3 years experience in civil construction.	
Written work plan to execute construction per the SOW and in accordance with the BOQ. Must be able to complete construction of the Stores within the specified time period of 40 days with completion by June 1, 2022. Submit a clear construction time table for the bulk of construction from the start to end. 30 days for construction, including handover to the Organization Engineer, plus 10 days to close out all comments and address any deficiencies.	
Project construction manager must possess valid civil engineering credentials.	
Bank statement verifying the financial ability of the bidder	
Written worksite safety plan, including adherence to Covid 19 protocols.	

List 3 most recent construction projects completed; type of construction, duration and budget.	
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### 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):

- Expanded Reference Checks
- Site visits
- Verifying evidence of any previous work carried out for other donor-funded and/or international organizations, Demonstrated experience through references from previous construction projects.

## 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:

- A detailed specification of the works
- 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)

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

Under the SAFE program farmer cooperatives are supported to construct 15 permanent, secure and dry storage facilities, referred to herein as "Stores" in the listed targeted localities. Stores enable smallholder farmers to decrease harvest loss and increase harvest income by allowing them to store produce and sell when prices are favorable. This scope of work provides the construction specifications (drawings) and methodology to construct the stores. The stores constructed will be made of cement, burnt clay bricks and iron sheets with each store measuring 9 x 5 meters in size.

The successful tender respondents will be responsible for the complete end to end construction of the stores. This includes labor, the procurement of all necessary construction materials, equipment/machinery, tools, and where needed the transportation of these to the selected sites. Machinery includes but is not limited to; welding and drilling machinery and all necessary tools required for mixing and pouring concrete and the frame components for concrete.

**Localities targeted:** Kadugli, Elref Elshargi, Dilling and Habilla localities.

**Cluster 1:** 3 community agriculture produce stores in Kadugli/Elref Elshargi locality (Dabakaya, Sarf Aldei, Bardup villages)

**Cluster 2:** 3 community agriculture produce stores in Elref Elshargi locality (Dara, Alsuodia, Lagook villages)

**Cluster 3:** 3 community agriculture produce stores in Dilling locality (Kenana Altadamon, Kenana Alfadul, Am alwan villages)

**Cluster 4:** 3 community agriculture produce stores in Dilling locality (Aldagag, Alnela, Aldaen villages)

**Cluster 5:** 3 community agriculture produce stores in Habilla locality (Nuelly, Altongl, Krkaraye villages)

### 5.2 Scope of Work Technical Specifications/ Bill of Quantities (for Works)

**Mercy Corps therefore seeks the services of up to five qualified construction companies to construct a total of 15 stores (3 per cluster) at selected sites in Kadugli, Elref Elshargi, Habilla and Dilling localities**

1. **Earth Work and Excavation:** Excavations should be as per standard technical specifications. Includes, excavations and filling of sides, if necessary, removal of soil, cutting and removal of trees, site leveling and clearance of beds to the required depth as per technical drawings, and engineer instructions and application of insect treatment on the top surface of all filling
2. **Tie beam (Reinforce Concrete):** Provide all materials, all equipment necessary for transferring, depositing and discharging concrete, all types of formworks required to give fair-face concrete, all struts, bracing, scaffolding or



staging and accessories, all materials including reinforcing steel bars, tying wire, cement, etc. watering and curing with clean water for at least 3 days after casting. 28m x 0.5m x 0.4m =6 cubic meters, Mix 1:2:4

3. **Brick and masonry work:** Construct brick walls of first-class ordinary burnt red clay bricks in clay, or cement/sand mortar as specified. All scaffolding, all cutting to form bonds, opening holes, and all required materials and labors. All the construction materials must be approved by Mercy Corps Engineer before using.
4. **Ring Beam (all over the walls at 2 meter high):** Provide materials and all equipment necessary for transferring, depositing and discharging concrete, all types of formworks required to give fair-face concrete, all struts, bracing, scaffolding or staging and accessories, all materials including reinforcing steel bars, tying wire, cement, etc. watering and curing with clean water for at least 3 days after casting. 28m x 0.3m x 0.3m =3 cubic meters, Mix 1:2:4
5. **Brick & Masonry Work:** Provide and construct brick walls of first class ordinary burnt red clay bricks with cement/sand mortar as specified. All scaffoldings, all cutting to form bonds, opening holes, and all required materials and labours. All the construction materials must be approved by the Engineer before using.
6. **Floor, (Backfilling and Plan Concrete):** Provide materials and all equipment and necessary tools for transferring, depositing and discharging concrete, watering and curing with clean water for at least 3 days after casting, 5 times per day. Concrete mix is 1:3:6
7. **Plastering and painting:** Work should be done as per standard technical specifications with 1:8 cement mortars. Internal plaster is measured without deduction of openings which shall be deducted when measuring external plastering.
8. **Roofing:** All works should be done as per BOQ, drawings and specifications. All material and fittings must be approved by the Mercy Corps Engineer.
9. **Steel and Iron work:** All works should be done as per BOQ, drawings and specifications. All material and fittings must be approved by the Mercy Corps Engineer.

## General Conditions & Obligations

For smooth startup and implementation, Mercy corps is obliged to:

- Select groups/ cooperatives who will host the Community stores.
- Specify the location of the store together with the group/ cooperative leaders, and obtain land clearance from the owner and the locality.
- Work with the local community (Groups/ Cooperatives) to ensure they mobilize their in-kind contribution like sand, backfill materials and mortar where required.
- Introduce the contractor to the local authorities and community leaders in the area and support in handling any arising issues during the contract period.
- Supervise the work of the contractors on a regular basis and offer technical guidance during the process
- Make payments to the contractor when due.

The contractor is obliged to:

- Ensure the safety for the people working on site, and to attain safety measures and procedures throughout all steps of work from the start to the end.
- Ensure the quality of the building / construction materials, all materials on site qualify to the required quality according to the BOQ specification and Engineer acceptance.

- The contractor is obliged to fulfill and abide by the Design and the BOQ while constructing the store.
- The contractor has to cooperate with the organization Engineer to facilitate checking and inspections of materials and performance indicators.
- In case of any variations, the contractor should consult Mercy Corps' engineer before making an alteration from the BOQ/ Design,
- The contractor is to keep the copy of the contracted BOQ and design on the site for facilitation of inspection and monitoring.

## 5.2 Other Special Conditions

- 5.2.1 Development of a Project Work Plan – Prior to start of construction, the Contractor shall develop a project work plan for the review and approval of the Mercy Corps Engineer describing the means and methods for construction, provisions to maintain site safety, security, environmental protection and the means to avoid disruption to the local population. A work schedule including anticipated delivery times of all major tools and equipment shall be provided and updated as necessary.
- 5.2.2 Site Accommodations – Contractor shall be responsible for provision of any site office or storage facilities and accommodation for the workers for execution of the works.
- 5.2.3 Project Meetings - Contractor shall attend regular site meetings on a schedule as approved by the Mercy Corps Engineer. Issues such as work progress, community impacts and site safety shall be discussed at each meeting.
- 5.2.4 Site Access - Contractor shall be responsible for maintaining safe access by the public to all areas around the limits of construction. Any temporary measures such as additional walkways, pedestrian bridges or security barriers shall be provided by the Contractor. Traffic Control – Contractor shall ensure continuous traffic control in the vicinity of the works to maintain movement of public traffic to the maximum extent possible. Any required signage, temporary diversions or flagging shall be the responsibility of the Contractor.
- 5.2.5 Site Maintenance - The project site shall be maintained in a reasonably neat and orderly condition by the Contractor and his sub- contractors and kept free from accumulations of waste materials and rubbish during the entire construction period. The Contractor shall remove all crates, cartons and other flammable waste materials or trash from the work areas at the end of each working day.
- 5.2.6 Protection of existing improvements and infrastructure– Prior to start of construction, the Contractor and the Engineer shall jointly photograph all improvements in the site vicinity to document initial site conditions prior to the work.
- 5.2.7 Temporary utilities – Contractor shall make provisions for and pay all costs associated with the use of temporary utilities including but not limited to water, toilets and a generator.
- 5.2.8 Environmental protection - Contractor is responsible for protecting the environment in the vicinity of the works including vegetation, water sources, aquifers and drainage ways. The Contractor shall ensure no oils, lubricants fuels, paints and solvents or any other hazard waste products are allowed to spill on the ground. Any such spills shall be reported to the Mercy Corps engineers and cleaned up immediately as approved by the MC Engineer and at the cost of the Contractor.
- 5.2.9 Noise and Dust Control - Contractor shall implement measures to control noise and dust to avoid creating a nuisance for the public as required by local ordinance and as directed by the Mercy Corps Engineer. Hours of construction shall be limited as dictated by local ordinances where applicable or otherwise are limited to daylight hours.

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- 5.2.10 Record Drawings – As-built record drawings shall be maintained by the Contractor and shared with the Mercy Corps Engineer at project completion. All modifications and variations from the work as tendered shall be shown.
- 5.2.11 Site Cleanup - Prior to completion of the project, the Contractor shall clean up all debris and waste materials and return the site to a pre construction condition as determined by the initial photo documentation described in 5.2.6 above.
- 5.2.12 Health and Safety – Maintaining site health and safety is the responsibility of the Contractor. The Contractor shall designate a worker who will ensure Site Safety and oversee the operation at all times. He/she must ensure the safe execution of the works and report any injuries or deaths immediately to the Mercy Corps Engineer. In particular, this designated worker shall monitor all activities to ensure protection of potentially vulnerable community members such as children, women and girls

The contractor shall adhere to Covid-19 protection and mitigation measures to protect the health and safety of the contractor and the workers, Mercy Corps staff and any public that will be in the vicinity of the project site or impacted by this construction project. The measures will include but are not limited to the following:

- Permanent presence of potable water and soap on the site;
- Prevent access to the site for the persons showing COVID-19 symptoms;
- Permanent provision of hand sanitizers and or soap for hand washing;
- Hand washing with soap at every access to the site, before breaks and at departure from the site;
- Proper PPE including face masks;
- Respect of 1 m physical distance between the individuals during work and breaks (except for limited and short time activities where such distance is not possible)

## 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**

**Attachment 2 - Budget Template/BOQ**

**Attachment 3 - Quality Control Plan**

**Attachment 4 - Work Plan Template**

**Attachment 5- Org Layout (1-8)**

**Attachment 6 - Sample Contract**

- **For the SOW , please refer to section 5 of the tender document.**

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