

# Tender Package — Request for Bid (RFB)



## 1. Invitation to Tender

<b>Tender Name:</b> Smart Tabs for saving group record keeping	<b>Tender No:</b> SKS-1503
<b>Location:</b> Mercy Corps Khartoum Office	<b>Correspondence Language(s):</b> English and Arabic
<b>Brief Summary Description of Project:</b> Android Tablets with flip covers & glass screen protectors -internal storage 32GB, RAM 2GB, Android 10, Network: GSM/HSPA/LTE, Size 10-11 inches, Wifi & Bluetooth capability, battery with at least 7040 mAh	

<b>Tender Package Available from:</b> <b>12 / February / 2023</b>	<b>Tender Package Pickup Location:</b> Tender Package can be received from Mercy Corps Europe –Khartoum office, Eltaif Area, off Abdallah Eltayeb with Badr street junction, 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> <a href="#">- Sudan Bid.</a>
<b>Deadline for Offer Submission:</b> <b>16 / February / 2023</b> <b>3:30 PM</b>	<b>Submit Offers to:</b> Tender Package can be submitted through any of the following forms and means: <ol style="list-style-type: none"><li>in hard copy Hard to the following location: Mercy Corps Europe – Khartoum office, Eltaif Area, off Abdallah Eltayeb with Badr street junction, house No 39 (same address as tender pick up)</li></ol> <b>OR</b> <ol style="list-style-type: none"><li><b>by email through <a href="mailto:sd-tenders@mercycorps.org">sd-tenders@mercycorps.org</a>.</b></li></ol> During the submission kindly indicate the tender number which is SKS-1503 <b>Smart Tabs for saving group record keeping</b>

*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>	
<b>Last Day for Questions:</b> <b>14 / February / 2023; 14:00 PM)</b>	<b>Questions will be answered by:</b> <b>13 / February / 2023; 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="mailto:sd-tenders@mercycorps.org">sd-tenders@mercycorps.org</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-

# Tender Package — Request for Bid (RFB)



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 [90 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

# Tender Package — Request for Bid (RFB)



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:

- The offeror must have a physical office address branded with company name
- The offeror must be a legally registered company authorized to supply the items requested.
- be in good standing with its governing tax authority
- have 2 or more years of operation in the Sudan
- be willing to accept payment through a bank (Mercy Corps will make all payments through bank transfers or cheque).

## 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 certificate.
- Latest Tax Registration certificate.
- Bank Information letter.

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

- Company Profile, 2-page max
- Full description and specification of the Tabs the offeror is bidding to supply
- Examples of previous supplies while not mandatory would be considered favorably
- References from 3 most recently completed supplies of a similar type and list of contacts that can confirm offerors abilities for both quality and on time delivery.
- Trading License with clear level of construction.

### 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?
Company Profile, 2-page max	
Full description and specification of the Tabs the offeror is bidding to supply	
Examples of previous supplies while not mandatory would be considered favorably	
References from 3 most recently completed supplies of a similar type and list of contacts that can confirm offerors abilities for both quality and on time delivery.	
Trading License with clear level of construction.	

#### 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 (in addition to the list mentioned in the eligibility criteria)

- A detailed specification of the Item to be supplied.
- Delivery time
- Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 90 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 initiated 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 initiated by the person or persons signing the bid.

## 5. Scope of Work/Technical Specifications

### 5.1 Background

# Tender Package — Request for Bid (RFB)



Mercy Corps is supporting the establishment of Savings groups in rural areas and is also supporting a digital company to contextualize an App (DreamSave 2.0 available from play store) which will help the saving group members to keep accurate, timely and accessible records.

For the groups to use the App, they must have access to a tab which is compatible with the App. To this end, Mercy Corps intends to procure 300 smart tabs.

## 5.2 Specifications of the Tab requested.

The proposed Tan for supply must meet the following minimum specifications

- Android Tablets with fitting flip covers & glass screen protectors
- Internal storage of 32GB
- RAM of 2GB,
- Running on Android 10 minimum
- Network: GSM/HSPA/LTE,
- Size 10-11 inches,
- Connectivity; Wifi & Bluetooth capability,
- Battery with at least 7040 mAh

## 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

Company Name	
Any other names company is operating under (Acronyms, Abbreviations, Aliases)	
Previous names of the company	



# Tender Package — Request for Bid (RFB)



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	

**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 judgment 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 use 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

# Tender Package — Request for Bid (RFB)



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: \_\_\_\_\_

# Tender Package — Request for Bid (RFB)



## Attachment 2 – Pricing sheet

Price Offer Sheet					
S/No	Item Description.	Qty	UOM	Unit Price	Total Price
1	<ul style="list-style-type: none"> <li>● Android Tablets with fitting flip covers &amp; glass screen protectors</li> <li>● Internal storage of 32GB</li> <li>● RAM of 2GB,</li> <li>● Running on Android 10 minimum</li> <li>● Network: GSM/HSPA/LTE,</li> <li>● Size 10-11 inches,</li> <li>● Connectivity; Wifi &amp; Bluetooth capability,</li> <li>● Battery with at least 7040 mAh</li> </ul>	300	Pcs		
	<b>Total before tax:</b>				
	<b>VAT (if applicable)</b>				
	<b>Total:</b>				
	<b>Validity of offer</b>				
	<b>Delivery period</b>				
	<b>Payment terms (No cash payments)</b>				
	<b>Company Name:</b>				
	<b>Name of Representative:</b>				
	<b>Title:</b>				
	<b>Signature:</b>				
	<b>Date:</b>				
	<b>Tender #: SKS-1503</b>				

## Attachment 6 - Sample Contract

Attached PO