

Tender Package — Request for Proposal (RFP)



1. Invitation to Tender

Tender Name: EXPANSION OF MICROFINANCE SERVICES TO SMALLHOLDER FARMERS IN SOUTH KORDOFAN STATE, SUDAN- TENDER 2	Tender No:KRT-1001
Location: (South kordofan state,) Kadugli, Elref Elshargi, Dilling and Habilla Localities.	Correspondence Language(s):English
Brief Summary Description of Project: Mercy Corps is seeking a microfinance institution to partner with us in improving the livelihoods opportunities and resilience of small-scale farmers and agribusinesses in the targeted areas of South Kordofan and Blue Nile State.	

Tender Package Available from: (19/April/ 2022 14:00 PM)	Tender Package Pickup Location: Mercy Corps Europe –Khartoum office, Eltaef Area, off Abdallah Eltayeb with Bador house No 39 Service providers can request the tender package through the following email : sd-tenders@mercycorps.org
Deadline for Offer Submission: (28/ April / 2022 16:00 PM)	Submit Offers to: Mercy Corps Europe –Khartoum office, Eltaef Area, off Abdallah Eltayeb, junction with Bador, Block 22, house No 39,

Mercy Corps will reject any late offers

Questions and Answers (Q&A): Not applicable	
If any, Submit Questions in writing to: (email: sd-tenders@mercycorps.org)	
Last Day for Questions: (25/ March /202; 14:00PM)	Questions will be answered by: (26st /March / 2022; 15:00 HRS)
Questions will be answered through: sd-tenders@mercycorps.org	

Documentation Checklist	
These documents are contained within this tender package:	<ul style="list-style-type: none">✓ Invitation to Tender✓ General Conditions for Tender✓ Criteria and Submittals✓ Price Offer Sheet to be filled and submitted by the MFI✓ Supplier Information Form✓ Scope of Work/Technical Specifications/BoQ

- ✓ Sample Contract
- ✓ Application template to be filled and submitted by the MFI
- ✓ Budget template to be filled and submitted by the MFI
- ✓ Wok plan template to be filled and submitted by the MFI

2. General Conditions for Tender

Mercy Corps invites proposals for the goods, services and/or works described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Mercy Corps' Anti-Bribery and Anti-Corruption Statement

Mercy Corps strictly prohibits:

- *Any form of bribe or kickback in relation to its activities*
This prohibition includes any *request* from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any *offer* from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.
- *Conflicts of interests in the awarding or management of contracts*
If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.
- *The sharing or obtaining of confidential information*
Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps' price estimates, competing offerors or competing offers, etc. Any information provided to one offeror must be provided to all other offerors.
- *Collusion between/among offerors*
Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting proposals can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

integrityhotline@mercy Corps.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, **or length of the contract, whichever is longer.**
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
- This Tender does not obligate Mercy Corps to execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of proposals. Furthermore, Mercy Corps reserves the right to reject any and all proposals, 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.
- Are not microfinance institutions

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.

2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

2.6 Certification Regarding Terrorism

It is Mercy Corps’ policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

3. Criteria & Submittals

3.1 Contract Terms

Mercy Corps intends to issue a **[Fixed Price]** contract to one or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in [Section 6](#) herein. By submitting an offer, offerors certify that they understand and agree to all 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 registered as Financial services provider
- Offeror should have network branch in Mercy Corps operating states
- Have 2 or more years of operation in the Sudan market in financial sector
- Must have proven experience providing financial services to small-holder farmers and small businesses

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:

Only microfinance institutions which meet the criteria below will qualify to be considered for selection.

- Legal Business Registration (Include but not limited to Company Establishment Certificate and Agreement including ownership list)
- Latest Tax Registration Certificate
- Must meet all criteria set by Bank of Sudan to offer microfinance services.
- Must have been operating in Sudan offering microfinance services for at least 5 years, 2 of which must have been to smallholder farmers and agribusinesses.
- Demonstrable proof of targeting small-scale farmers with innovative services.
- Willing to extend/ create a network of agents in villages to ensure services are close to farmers. Evidence of existing extensive networks would be an added advantage.
- The microfinance should be willing and able to meet part of the cost of implementing the activities since it is aimed at improving their business as well.
- The microfinance institution must believe in and should be willing to promote access to bank products and services for women
- The microfinance institution will pass all Mercy Corps due diligence efforts and is of good repute in the region.

Other: Mercy Corps will also consider other factors such as:

- a) Institutions which have demonstrated specific efforts, tools and capacity to serve women clients are desired.
- b) Demonstrate creativity and technology in improving access and reducing operational costs in rural areas (such as mobile banking platforms)

- c) Offer other services that are appropriate to this clientele such as micro insurance or other financial services products.

Documents to conduct the Technical Evaluation and additional Due Diligence: [To be completed according to the specific items to be tendered]

- **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, and contribution from expected parties as seen below. All items must be clearly labeled and included in the total offered price. The price offer should be broken down in a detailed budget form which has been provided.

- **Detailed budget:**

A detailed budget template has been provided by Mercy Corps Europe with major activities already entered in this template and the offeror is required to fill in the subactivities which will be undertaken, some of which are suggested in the SOW. The offeror should fill in Budget notes to explain the costs items. Mercy Corps will review the detailed budget based on how appropriate the subactivities are for the intended results and whether they have been fairly cost. Being a business expansion support, Mercy Corps expects the offeror to co-fund the budget to at least a level of 30%.

Offerors must include VAT and customs duties in their offer if applicable.

- **Technical narrative application:**

The offeror must complete the application form attached to explain how they expect to carry out and meet the required targets by explaining the activities which will be undertaken and the specific targets attached to each. The application template is composed of questions to guide the offerors on the minimum information they need to provide. If the offeror does not wish to carry out some activities, the section should be clearly marked with the words “this financial institution will not carry out this activity”. This document also contains a section on work plan where the offeror must provide details broken down by week or monthly basis.

3.4 Currency

Offers should be submitted in: [SDG](#) and USD

Payments will be made in: [_____SDG or USD depending on agreed currency](#)

3.5 Tender Evaluation (Trade-Off Selection Method)

Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

3.5.1 Scoring Evaluation

Trade-Off Method

Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). Offeror's proposals should consist of all required technical submittals so a Mercy Corps committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submission.

Award criteria shall be based on the proposal's overall **"value for money"** (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criteria has been assigned a weighting prior to the release of this tender based on its importance to Mercy Corps in this process.

Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence in [section 3.5.2](#).

When performing the Scoring Evaluation, the Mercy Corps tender committee will assign points for each criteria based on the following scale:

Point	Rationale
0	Not acceptable; has not met any part of the specified criteria
1-4	Has met only some minimum requirements and may not be acceptable
5	Acceptable
6-9	Acceptable; has met all requirements and exceeds some
10	Acceptable; has exceeded all requirements

Evaluation Criteria	Weight (%)	Possible Points (1 to 20)	Weighted Score
	(A)	(B)	(A*B)
Extended network of service points/branches in Mercy Corps operating states (South Kordofan state)	10		
Price/Cost of the service package and the portion of co-funding by the offeror	20		
Clarity, comprehensiveness and applicability of the sub-activities which will be undertaken and ability to meet objectives of the SOW.	20		
Implementation work plan- details provided, timeliness, scheduling of	10		

activities etc.			
Company experience: Evidence of any previous work carried out for other donor-funded and/or international organizations, Demonstrated experience through references from previous work projects,	15		
Experience providing microfinance services to smallholder farmers and small businesses in rural areas	10		
Statement of Opportunity for microfinance institutions	15		
TOTAL POSSIBLE SCORE:	100%		

3.5.2 Additional Due Diligence

Upon completion of both the technical and financial evaluations Mercy Corps may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Verification of Ownership

4. Offer Form

Offerors must submit their own independent offer including at least (but not limited to):

- All documents requested in the “Eligibility Criteria” section of this Tender Package
- All documents requested in the “Tender Submittals” section of this Tender Package
- All information listed in the “Documents Comprising the Proposal” section below

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

Documents Comprising the Proposal

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

- Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
 - A detailed specification of the offered goods, services and/or works (Proposal)
 - 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)
- Application form provided in the package
- Other important documents offeror feels need to be attached to support their proposal

The original proposal shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the proposal shall be initialed by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.

5. Scope of Work

SCOPE STATEMENT FOR EXPANSION OF MICROFINANCE SERVICES TO SMALLHOLDER FARMERS IN SOUTH KORDOFAN STATE, SUDAN.

Targeted localities in South Kordofan State: Kadugli, Aref AlShargi, Dilling and Habilla Localities.

Mercy Corps is seeking one or more Microfinance institutions to partner with us in improving the livelihood opportunities and resilience of small-scale farmers and agribusinesses in the targeted areas of South Kordofan State through provision of and improved outreach with appropriate financial services.

1. Background:

Mercy Corps, in partnership with the Adventist Development and Relief Agency (ADRA), is implementing a SIDA-funded program called 'Strengthening Agricultural Markets and Food Security (SAFE) in South Kordofan and Blue Nile states.

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. Now, and for the future. Mercy Corps is implementing the SAFE program in Kadugli, Aref El Shargi, Dilling and Habilla localities

ADRA is the global humanitarian organization of the Seventh-day Adventist Church. Through an international network, ADRA delivers relief and development assistance to individuals in more than 130 countries—regardless of their ethnicity, political affiliation, or religious association. By partnering with communities, organizations, and governments, ADRA is able to improve the quality of life of millions through 9 impact areas. ADRA is implementing the SAFE program in Damazine, Roseries and Tadamon localities.

2. Purpose / Project Description:

The SAFE program's overall goal is to reduce vulnerability and to increase income and food security of small-scale farmers in South Kordofan State. This program is not implemented through an approach which is based on buying and distributing goods and services to its beneficiaries. It is being implemented through an approach which seeks to improve the way the key companies and institutions in the agricultural value chain market operate and engage with their customers to ensure farmers are better served. This approach aims to support these companies and institutions which buy from farmers or provide goods services to farmers to enable them expand their outreach to farmers and adapt the way they work farmers so that more farmers receive better services. In doing this, the program will facilitate long term development of the agricultural market systems which will bring more benefit to all parties involved in the system. The program will seek partnership with private companies (those selling seeds to farmers or buying produce from farmers), financial institutions, farmers and their associations as well as the entities which make the rules and norms which govern market interactions with an aim of creating an environment that better enables success for farmers.

Specifically, the program aims to achieve the following objectives:

Objective 1: Male and female small-scale farmers have increased and more climate-resilient yields.

Objective 2: Male and female small-scale farmers increase sustainable natural resource management practices.

Objective 3: Male and female small-scale farmers have improved market linkages.

Objective 4: Increased gender equity and increased empowerment of men, women, boys and girls in farming and also access to finances and markets.

Objective 5: Increased preparedness and ability to respond to disasters.

3. Analysis of the status of access and utilization of financial services among farmers

Households in South Kordofan State depend primarily on agricultural production to meet food security and other livelihood needs. However, productivity levels remain low due to many factors such as, lack of access or ineffective utilization of appropriate financial products that are tailored to the needs of small-scale farmers and the agricultural seasonal needs in rural areas. Improved access aims to enable farmers to save and or take

loans to support their economic activities such as buying high yielding seeds and carrying out timely mechanized tillage among others.

This can be attributed to factors such as:

- Insufficient outreach of financial institutions to rural areas where farmers are, thereby limiting them from opening saving accounts and maybe applying for credit.
- Limited access points to conduct transactions with financial institutions.
- Limited access to financial literacy training and knowledge to support them in making decisions around better farm investments.
- Long and untailed loan application processes for small-scale farmers.
- Lack of trust, confidence and understanding in the formal banking sector which deters the use of loans and other financial tools. Fear of defaulting on loans and the consequences.
- Female-led households, agribusinesses and farming plots have additional social or other barriers that prohibit or discourage their inclusion to financial tools including: safety in travel, literacy or ownership of assets.

4. Statement of Opportunity for microfinance institutions and farmers

This program aims to increase access and utilization of formal and non-formal financial products and services by both male and female small-scale farmers through:

- increasing access to MFI service points for farmers and small agribusinesses,
- increasing access to financial literacy training and knowledge of MFI products,
- improving the saving capacity of farmers and small agribusinesses,
- developing tailored loan products and terms appropriate for small-scale farmers, agribusinesses.

Under the SAFE program, Mercy Corps will partner with interested microfinance institutions which share a similar vision and also have the capacity and tools to provide these services to small-scale farmers and small businesses. This program intends for the financial institution to expand its reach and profitability with quality clients, loans and services. It is foreseen that the partnership will lead to an increase in (1) the number of MFI customers, (2) the amount of savings mobilized, (3) the number and amount of loans disbursed and paid back and (4) profits for microfinance through better serving male and female small-scale farmers and their agribusinesses.

5. Proposed activities to be carried out by a microfinance institution which will partner with Mercy Corps

1. Develop a network of agents, facilitators or related service points in 20 villages which will promote MFI products and act as access points for farmers with microfinance institutions. Sub activities may include:
 - 1.1 selecting 20 MFI agents,
 - 1.2 training 20 MFI agents for at least 5 days on MFI products and how to promote them
 - 1.3 development and printing product educational materials
 - 1.4 incentivise 20 MFI agents to reach out to targeted potential customers.
 - 1.5

2. Develop and implement/operationalise a strategy to promote access to financial service products and knowledge to female farmers and female-owned agribusiness. Efforts should focus on promoting successes or case studies of women in similar circumstances and the deliberate engagement of female MFI agents or female owned contact points.

The sub activities may include:

- 2.1 Meeting with female MFI agents to champion the development of a strategy for targeting females as customers,
- 2.2 Training 10 female agents on outreach methods
- 2.3 Incentivising 20 male and female agents to reach out to more female customers;

3. Conduct promotional activities to popularize tailored MFI products and services to male and female small-scale farmers and agribusinesses.

The sub activities may include:

- 3.1 Hold 2 radio talk shows for one hour to promote MFI products and services
- 3.2 40 Radio adverts aired to promote MFI products and services
- 3.3. 60 A-1 posters promoting MFI products and services placed in 20 communities
- 3.4 20 Product promotional road drives held, one per community
- 3.5. 750 MFI accounts opened for groups, individuals and agribusinesses

4. Form 160 New VSLA saving groups comprising small-scale farmers formed and train them in the full VSLA curriculum

- 4.1 Select and train 40 VSLA trainers and equip them with VSLA manuals
- 4.2 Deploy VSLA trainers to train 160 VSLA groups, each at least 8 times

The microfinance institution can propose additional activities or contextualize the above listed activities to fit their terminologies, strategy and plans with a justification as long as they will improve the chances of achieving the program/partnership objectives.

6. Outputs expected from activities carried out by financial institutions

1. A network of 40 MFI agents, facilitators or related service points in villages developed by April 30, 2022.
 - 1.1 20 MFI product sales agents selected.
 - 1.2 20 MFI product sales agents trained for about 5 days on MFI products and conducting promotions
 - 1.3 Product educational materials provided for 40 agents
2. Strategy developed and deployed to better target women by April 30, 2022. :
 - 2.1 10 female MFI agents given additional training in mobilization and sensitization skills, sales approach, confidence etc.
 - 2.2 Meeting held with 10 female MFI agents to discuss ways of reaching more women
 - 2.3 20 MFI agents incentivised for every 50 female customers they reach

3. Promotional activities conducted to popularize tailored MFI products and services to male and female small-scale farmers and agribusinesses by July, 15, 2022.
 - 3.1 2 Radio talk shows held for one hour to promote MFI products and services
 - 3.2 40 spot adverts aired on radio to promote MFI products and services
 - 3.3 60 A-1 posters promoting MFI products and services placed in 20 communities
 - 3.4 20 Product promotional road drives held, one per community
 - 3.5 At least 750 MFI accounts opened for groups, individuals and agribusinesses

4. 160 new Village saving and loans associations comprising about 4,000 small-scale farmers formed and trained in the full VSLA by October 15, 2022.
 - 4.1 40 VSLA trainers selected, trained and given VSLA manuals
 - 4.2 VSLA trainers train 160 VSLA groups at least 8 times

7. Complementary activities

Mercy Corps intends to partner with seed companies, information service companies and Agricultural produce buying/contract farming companies to promote modern farming practices and access to markets among smallholder farmers in the same areas where this partnership will take place. It is assumed that these partnerships will complement each other and improve the rate of success of all. Mercy Corps encourages coordination among these different companies.

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.

[Sample Contract]

.See the attached Sample contract

7. Attachments to the Tender Package

Attachment 1 -Supplier Information Form template

Mercy Corps Supplier Information Form

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	

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Subsidiary or affiliate companies, if any	
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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 have 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 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 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.

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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: _____

Attachment 2 -Price Offer Sheet template

Price Offer Sheet				
Item Description	Quantity	Unit of Measure	Unit Price	Total Price
Company Name:				
Name of Representative:				
Title:				
Signature:				
Date:				
Tender #: KRT--038				

To offer out above-mentioned price, we acknowledge that we have taken into consideration all the bidding documents provided in the invitation to tender.

The following payment terms apply to this offer:

We undertake, if our bid is accepted to make the delivery within days from the date of signing the Contract,

We understand and accept that MC Europe is not bound to choose the lowest price on any bid that may be received, and that any or all bids may be rejected without assigning any reason for such rejection.

By, duly authorized to sign tenders for and on behalf of our firm:

FOR MERCY CORPS USE ONLY

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

Documents	

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.

Tender Package — Request for Proposal (RFP)

